



1448 Memorial Drive

St. Johnsbury, VT 05819

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1422 Memorial Drive

St. Johnsbury, VT 05819

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ABC & LOL Child Care Center and Preschool –

It is our mission to provide each child and their family with high quality care and education at a superior standard of professionalism.

I would like to welcome you and your child to ABC & LOL Child Care Center & Preschool, our day family. We open our doors at 6:30 a.m. and close at 5:30 p.m. I understand the many difficulties that parents face to balance work, commitments and responsibilities. Through the daily hustle and bustle of your life, I want you to know and feel confident that while your child is at our Center, he/she will be surrounded with high quality care, be loved and nurtured with the utmost respect, giggling and safe. I will provide you with a piece of mind knowing that he/she is being well taken care of and loved in the same fashion that you yourself would provide. I want you as the parent/ guardian to remember that your child is always the number one priority of my program, and with that in mind, you, the parent/guardian are the first and foremost powerful teacher in your child's life. I respect and appreciate you.

My personal beliefs about Early Childhood Education that I implement at my childcare facility are based upon the knowledge that a child's growth is developmental. It is truly clear that a child's early years build a foundation for their lifetime pursuits of a happy and successful life. My staff and I provide each individual child with love, support, and respect. We believe that each child is unique with an individual pattern and timing of social, emotional, physical, and intellectual development. If your child has a diverse need, we open our doors to all service providers to allow for any services to take place right here at the center, allowing for you to continue to work with the reassurance your child is receiving the help they need. We also work closely with other community members allowing for you and your child to be part of a strong support network that reaches outside of the center.

ABC & LOL Childcare Center & Preschool creates a curriculum that focuses on exploration, discovery, creative expression, exciting adventures, and social as well as emotional well-being. We believe that self-confidence is at the core of meaningful learning, and therefore, we provide unique opportunities through supported learning situations that promote positive experiences. We recognize and value the importance of each "day family" member and will provide a safe and welcoming environment for your little one(s). We open heartedly strive to instill open and supportive communication between staff members, you as the parents / guardians, and your child. We look forward to your smile each and every morning, learning of your child's hopes and dreams, and doing everything we can to support and create success on every level.

Welcome to our family..

What to bring...

ABC & LOL Child Care Center & Preschool requires at least 2 extra changes of clothes to be supplied each day. You may choose to leave them here at our center or take them back and forth daily. This should include socks, underwear, pants, and a shirt. During the summer, we ask that you supply sunscreen for your child. During cold weather, all children are required to have snow pants, snow boots, jacket, hat, and gloves or mittens. Please label all your children's clothing.

Parent/ Guardian will provide diapers, diaper wipes, powder, ointment, and baby bottles. To eliminate the daily bundle of items to carry, you may bring me a package of each item to leave at daycare. I will notify you if items are running low. All items will be marked with the child's name. You will need to provide formula if your child requires a special blend otherwise formula is provided.

I will supply sleeping mats, portable cribs/ playpens, pillows (if age appropriate), blankets and sheets for your child. If your child has a favorite sleeping blanket or stuffed toy, he/she may bring them to sleep with. Please send in a toothbrush and toothpaste for healthy hygiene after lunch.

Family style meals...

ABC & LOL Child Care Center & Preschool will provide an early morning snack, breakfast, lunch, an afternoon snack, and even a small 5:00 p.m. snack. Our meals are completely homemade and follow the CACFP state regulations. Cakes, cookies, and sweets may only be served for special events and holidays. I offer two brands of formula for infants (Parents Choices and Wellsley Farms which are equivalent Similac). Our center has safe drinking water that is free from lead. Please be sure to let me know of any special dietary needs or food allergies that your child may have. All our meals are served as family style dining to reinforce serving and social skills. With that said, I would like to personally invite you in to join us for a delicious lunch anytime with your child at our center. All I ask is that you let us know you will be joining us 1 day prior so we can set a place for you

The advantages of family style meals for children include:

- Family style meals reinforce social skills by:
 - Taking turns
 - Passing food in serving dishes to others
 - Saying please and thank you
 - Helping to set the table for friends
- Children practice serving skills to:
 - Practice fine and gross motor skills to serve and pass food
 - Learn appropriate mealtime behaviors (ex. serving without touching the food)
 - Learn not to eat out of the serving dishes or from serving utensils.
- Children who feel in control of their eating tend to:
 - Take small servings of food and take additional food later in the meal
 - Choose not to take food initially but change their minds as the meal proceeds
 - Feel confident that additional food will be available throughout the meal
- Our amazing staff indirectly encourages children to try new foods
 - Children who feel in control of their eating are more likely to try new foods
- With time, children learn to take the amounts of food they will eat, decreasing the amount of waste.

I encourage you as the parents/ guardians to come join us for lunch anytime.... your child would love to see you, and we would love to visit with you.

For all other FNS nutrition assistance programs, state or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint) (<https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>), (AD-3027) found online at: [How to File a Complaint](https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint) (<https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov

ABC & LOL Civil Rights Complaint Procedure

Individuals and groups are never discouraged from submitting a complaint of discrimination. Complaints may be written or verbal. Complaints may be anonymous. The ABC & LOL instructs program participants to send complaints of discrimination directly to the USDA Office of the Assistant Secretary for Civil Rights (OASCR). The complainant must file within 180 days of the alleged act of discrimination. The superintendent or appointed designee is responsible for implementing the Civil Rights Complaint Procedure. The complainant can file on their own directly with the USDA or report the complaint to the SFA.

The contact information is found on the “And Justice for All” posters which are prominently displayed in all required areas.

1. All complaints alleging discrimination on the basis of race, color, national origin, age, sex, or disability will be forwarded to the USDA Office of the Assistant Secretary for Civil Rights immediately.

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

fax:

(202) 690-7442; or

email:

program.intake@usda.gov

Complaints should be put into writing, by the complainant, using [USDA Program Discrimination Complaint Form](#), (AD-3027), (AD-3027) found online at:

<https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>.

This form is available in English and Spanish.

- English version:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>

- Spanish Version:

https://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_6_8_12_0.pdf

2. In the event that a complainant makes the allegations verbally or in person and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made must record the details of the complaint for the complainant. Every effort will be made to have the complainant provide the following information:

- a) Name and contact information for the complainant.
- b) The date(s) during which the alleged discriminatory actions occurred or, if continuing, the duration of such actions.
- c) The specific location and name of the entity delivering the service or benefit.
- d) The nature of the incident or action that led the complainant to feel that discrimination was a factor.
- e) The basis on which the complainant feels discrimination exists within any of the protected classes.

f) The names, titles, and business addresses of persons who may have knowledge of the discriminatory action.

3. If the USDA determines that a civil rights complaint warrants an investigation, it will occur based on established FNS policy and procedures, and then finalized into a report. They will investigate the complaint and this is the sole responsibility of the USDA.

4. In addition to submitting the complaint to the USDA, the SFA will keep a Civil Rights Complaint Log on site. Maintaining confidentiality is crucial. As much information as possible will be documented, including:

- Name and contact information of complainant
- Description of incident including date, time, location, and persons present
- Relevant Protected Base(s)
- Name of organization and individuals alleged to have engaged in discrimination
- Date of referral to USDA
- The findings of any investigation conducted
- Description of the final disposition of the complaint including any corrective action planned or taken

5. The SFA will also notify Child Nutrition Programs at Vermont Agency of Education of any complaints of discrimination. The State Agency maintains the information in a confidential database with limited access. Child Nutrition Programs does not investigate complaints of discrimination, but ensures complaints are received by the USDA and will cooperate in the tracking, processing, and resolving of complaints of discrimination.

6. The Vermont Agency of Education does not discriminate on the basis of race, color, national origin, creed, marital status, sex, disability, age, gender identity, or sexual orientation in its programs and activities. Complaints alleging discrimination related to the Vermont Agency of Education protected bases of religion, sexual orientation, gender identity, or marital/civil union status, will be sent to Clare O'Shaughnessy, Staff Attorney, at clare.oshughnessy@vermont.gov or (802)-828-0105

What your child's day looks like:

Daily Schedule Includes:

Free Play
Outdoor Play
Small Motor Play
Circle Time
Creative Activities
Stories, Songs, Rhymes

Meal Times:

8:00-8:30 a.m. Breakfast
11:15 a.m. Lunch
2:30-3:15 p.m. Afternoon Snack
5:00 p.m. Small "to get me through until supper" Snack

Quiet Time/ Napping:.....12:15-2:15 p.m. Children under the age of 2 may nap when necessary.

Please feel free to contact me with any questions, suggestions, or concerns you may have, at any time of the day or night. My cell (802) 473-2772, or our landline here at ABC & LOL Child Care Center & Preschool is (802) 748-8230.

Rates and Fees:

Rates are based on 5 STAR reimbursement set by the Vermont Department of Children and Families. Families who do not qualify for the financial program can meet with me or the director in regards to financial assistance.

If you are receiving financial assistance it will be your responsibility to not let it lapse. Should your financial assistance lapse for two weeks or more you will be responsible for the past due balance and your child will not be able to attend childcare until your balance is taken care of. If you would like any help with your financial assistance application feel free to reach out to our director, Taylor Brink at any time.

For our families that attend childcare full time, a 10 percent discount will go toward the second child's tuition . Should have any questions please reach out to our director, Taylor Brink for ABC & LOL Childcare and Preschool and Jessica Brink at ABC Little Sprouts.

***Fees for that week of care are due in full by the end of business on Friday.**

We hope your child can come to our Center every day, but there are times when children should stay home for their own safety and well-being, or to prevent the spread of contagious conditions. Please call me at any time if you have any questions. Below is a list of reasons when your little peanut should remain home or will need picking up from our Center. Please keep children home for at least 24 hours if they have had any of the following:

- Fever over 100 degrees
- Diarrhea
- Vomiting
- Infectious disease
- Unexplained rashes
- Conjunctivitis (Pink Eye)
- Impetigo
- Head lice and nits

ABC & LOL Child Care Ensures:

- A complete first aid kit is kept on the premises always.
- Parents will be notified of all accidents and asked to sign and date an accident report. All injuries will be kept on file.
- If your child becomes ill during the day, they will need to be picked up.
- If your child will be absent from ABC & LOL Child Care & Preschool due to illness, please let me know as soon as possible.
- A medication log must accompany all over the counter medicine & prescription. Over the counter medicine is usually given for short term health conditions. We do not accept expired medication.
- Prescriptions must be dated within the past 30 days, have the child's name printed clearly on the label, and have dosage amount and times to be administered.
- The medication log must include date, child's name, doctor's name and phone number, pharmacist name and phone number, name of medication, dosage amounts and times to be administered, route of medication, why medication is needed, date medication is to end, special directions, and a parent's signature. If this is not completed in entirety, we cannot administer any medication.

Arrival and Departure:

Please escort your little one in and out of ABC & LOL Child Care Center area. Children must not be left unattended at any time. If a child is to be picked up by someone other than yourself or designee, please notify me in advance. An alternate pick up individual will need to be prepared to provide a form of photo identification.

I must assume that both parents have the right to pick up your child unless you give me a copy or court order stating otherwise. We will need to discuss how I should handle the non-custodial parent who arrives to pick up your child. Without a copy of the court order, I cannot refuse a parent pick-up. If I have a court order and a non-custodial parent does try to pick-up their child, I will immediately call the police and report the situation. I will not allow your child to leave his/her classroom, nor will I place other children at risk in a confrontation with the non-custodial parent. I will ask that you always keep me informed of any new cell numbers or places of employment so that I have the ability to reach you within minutes. Thank you.

It is especially important to me that your child arrives home safely. Therefore, if an individual arrives to pick up your child appears intoxicated or otherwise incapable of bringing your child home safely, I will call you, the parent or an emergency contact person listed on the "Child Information Card" to request their assistance. If the situation occurs a second time it may hold a termination of your child's slot.

Our staff members/classroom teachers will sign your child in and out upon arrival and pick up.

Behavior:

If disruptive behavior occurs. . . our staff and myself begin with redirection, guidance, and talking about the situation. At no time, will a child be physically or verbally abused in any way. We strive to foster the partnership between provider and family and will always inform parents of any behavioral issues. We will then work as a team to provide the emotional support needed to assist the child with modifying the behavior at home and in care & create a behavior plan that will allow your child to understand the methods to ask for support and what is expected.

At times, there may be behaviors which continue after all supportive resources have been exhausted. If these behaviors create an environment which is not conducive to learning for the other children in care; or if the family is unwilling to work with the staff to resolve the issues, the family then may be given a two week notice in which to find alternative care.

Children with Special Needs:

ABC & LOL Child Care Center & Preschool invites all children to join our family, regardless of special health care needs and disabilities. We work closely with children's Integrated services and local school districts to be able to implement plans that have been developed with our teachers. Teachers or a childcare representative will attend meetings to advocate for your child. Adaptations and accommodations will be made in all activities, interactions, teaching strategies, and materials to foster the high-quality care that we value.

Abuse and Neglect:

As a Child Care Provider, I am required by law to report any suspected child abuse or neglect.

Fire Safety & Lock Down:

Fire safety is a regular theme of the children's curriculum. ABC & LOL Child Care Center & Preschool practices fire drills monthly. Evacuation routes are posted throughout the Center. With consideration to age-appropriateness, children will practice exiting the center, and learn fire prevention and safety measures.

Lock down drills can be a scary time for children and staff alike, but with our safety action plan in place our number one goal is to keep all children safe and calm to the best of our abilities as the situation allows.

Transportation:

ABC & LOL Child Care Center & Preschool offers transportation to those children who live in the town of St. Johnsbury and up to a ten-mile radius. We offer a daily morning pickup between 7:45-9:30 am and will return them back home to you between 2:30 pm and 4:00 pm depending on your location. A small additional fee of \$25.00 per week will be billed for this service. Please inquire for more details.

Potty Training:

Potty training should not be rushed; it is important that your child is psychologically and physically ready for training. Pull ups must be provided by you, the parent/ guardian, during this transition period. We will not use regular style training pants or underwear until your child maintains 2 **continuous** weeks of bladder/bowel control. If your child regresses after this 2-week period, we will assess the next step that is best for your little munchkin, however we will not be able to leave your child in underwear due to regulations regarding sanitation.

Safe Sleep Policy:

Infants less than one year of age will always be placed on their back to sleep. Each crib will not use blankets, loose bedding, or stuffed animals. We welcome you to supply your child's own sleep sack, otherwise we do keep an abundance of them on site for your little one. Children who have a medical need requiring them to be elevated must have a physician's note stating this.

Field Trips:

ABC & LOL Child Care Center & Preschool will provide prior notice in the event of a planned field trip. Field trip permission forms will include date, place of event, whom will be driving, expected arrival and departure times, and required parent signature permission. We invite you to join us on any and all field trip excursions. This is a perfect opportunity to create memories with your child as they make new friends, and just think of all the fun you will have!

*** Smoking is prohibited on the premises of our center.**

Confidentiality:

We take confidentiality very seriously. No employee is ever allowed to disclose any information concerning a parent, child, coworker, or our center without proper authorization. All staff are mandated and have signed a confidentiality form stating that they understand and will abide by policies of confidentiality.

Equal Opportunity Provider:

ABC & LOL Child Care Center & Preschool is an equal opportunity provider. Applications for enrollment are accepted without regard to race, sex, religion or national origin.

Emergency Protocols:

The center has a procedure for all emergencies that may occur in a center. Please see the aquatic plan, fire alarm protocol, and other emergency protocols attached.

Concerns:

If you have ANY concerns at all, please do not hesitate to contact me at any time. If you feel that your concerns are not being addressed, you may contact the Child Care Consumer Line at (1-800-649-2642) to get more information and to file a complaint. If you would like to access any of the regulations and other information about child development online, please do visit http://dcf.vermont.gov/sites/DCF/files/CDD/Docs/Licensing/CBCCPP_Regulations_FINAL.pdf

Child's File:

Your child's file will include the admission form, information about address and phone numbers, date of birth, physical and health history, any related needs of the child, authorization to obtain emergency medical care and transportation, current immunization record, permission forms, court order if applicable, and any injuries discovered and documented. All this documentation is saved for 365 days after a child's last day of attendance and is available to parents within five business days from the time of a request.

Final Thoughts:

As a parent of ABC & LOL Child Care Center & Preschool, please . . .

- Take an interest in your child's activities and development at our center, please share your child's habits, fears, and concerns with me.
- Read all correspondence given to you, and those posted. Promptly sign and return those any forms needing to be signed, and do not be afraid to reach out to me if you have any questions or concerns.
- Remember that you are responsible for your child while on ABC & LOL premises, so please remain in complete contact with your child during that time.
- Call me! Your concerns and feedback are important to me.
- From ABC & LOL staff to you: Our caring encompasses empathy and connection with each child, parent, and friend of our extended family!

As always, if you have any questions, concerns, or suggestions please do not hesitate to reach out to me.

ENROLLMENT AGREEMENT

To the parent:

Please read the Agreement carefully. If you do not understand any part of this Agreement, feel free to contact Heather with any concerns or questions. This Agreement establishes your legal rights and responsibilities, and those of the Center, regarding your child's participation in the Center. Throughout this Agreement, the terms "you" and "parent" refer to the parents(s) or legal guardian(s) of the child enrolled in the Center, and the terms "Center" and "we" refer to ABC & LOL Child Care Center & Preschool and its staff members. The term "school day" means a day when the Center is open and operating.

You, _____ (parent(s) or guardian(s)), agree to enroll your child, _____, in ABC & LOL Child Care Center & Preschool. The Center agrees to accept your child's enrollment, under the following terms and conditions.

1. Program and Hours of Care:

Beginning on _____, ABC & LOL Child Care Center & Preschool will provide care for your child _____, in the **Itty bitty & Infant Room** (6 weeks- 1 years), **Wobbler Room** (1 year- 2 year), **Toddler Room** (2 years), **Preschool Room** (3-5 years), **Pre-K only**, or in the **After-School Program** according to the following schedule.

2.

_____ Itty Bitty/Infant Room	M T W TH F	Drop off _____	Pick up _____
_____ Wobbler/walker Room	M T W TH F	Drop off _____	Pick up _____
_____ Toddler Room	M T W TH F	Drop off _____	Pick up _____
_____ Preschool / Afterschool	M T W TH F	Drop off _____	Pick up _____
_____ Afterschool	M T W TH F	Drop off _____	Pick up _____
_____ Transportation Needed: \$25 per week			
_____ Immunization Record attached			

3. Methods of Payment:

Payments may be made by debit or credit card (via our online Brightwheels app), cash, or check, due every Friday before the upcoming week. There is a lockbox located on the left wall as you walk into the center where payments may be deposited. Payment obligation is based on the days agreed to use childcare, not on actual attendance. There is no change in fee due to your child's absences. ***Late payments- A \$25 late payment fee (per child) applies for any payment not received on the Friday of that week of care ends. If payment is not received on the Monday of the next week an additional \$10 fee per day will be charged.**

4. Late Pick - Up Penalties:

If your child is not picked up by 5:30 p.m., you will owe a late fee of **\$5 for each 5-minute period**, or portion thereof, after the scheduled time. Any unpaid balances need to be cleared up within 30 days.

5. Changes in Tuition:

The monthly tuition rate is subject to change and you agree that you will pay the new rate after a sixty day written notice of such change is posted.

6. Absences:

You are responsible for paying the full weekly tuition, even if your child is absent (due to illness or other)

7. Holiday Schedule and Weather Closings:

The Center will be closed the following holidays and for occasional professional development:

Half-day New Years Eve

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- Professional Development trainings (3-4 days per year) Please see attached Calendar
- Staff meetings (First Wednesday of each month we close at 5:00pm)

Please see our attached calendar.

8. Adjustment and Trial Period:

Your child is accepted for enrollment in the Center for a trial period of 1 month. If at any time during the first month, the Center determines that your child is unable to adjust to the Center's program, either you or the Center may terminate your child's enrollment immediately. WE will make reasonable attempts to work with you and your child to help solve adjustment problems.

9. Withdrawal by Parent:

After the adjustment period, you will continue to have the right to withdraw your child from the program. However, please notify myself, Heather Smires, within 14 days 'notice of withdrawal.

10. Termination

The Center reserves the right to terminate this Contract if the parent does not meet the payment and all other terms of the contract. In signing this agreement, I (we) hereby certify that I am (we are) the sole legal guardian (s) of the child.

Parent/Guardian Signature: _____ Date: _____

Director
Signature: _____ Date: _____

Children are 1/3 of our population and all of our future.

Tell us about your child...

Check the type of activities that your child enjoys:

- | | | |
|---|--|--|
| <input type="checkbox"/> Books | <input type="checkbox"/> Blocks | <input type="checkbox"/> Water, sand, play-doh |
| <input type="checkbox"/> Puzzles | <input type="checkbox"/> Dolls, dress-up, dishes | <input type="checkbox"/> Legos, tinker toys |
| <input type="checkbox"/> Paper, crayons | <input type="checkbox"/> Balls, jump ropes, trikes | <input type="checkbox"/> Trucks, trains, cars |
| <input type="checkbox"/> Scissors, glue | | <input type="checkbox"/> Other (Please describe) |

Is your child more of a visual or hands-on learner?

Check the activities for which your child takes responsibility of at home:

- | | |
|--|--|
| <input type="checkbox"/> Dressing | <input type="checkbox"/> Hygiene (tooth brushing, bathing) |
| <input type="checkbox"/> Household tasks | <input type="checkbox"/> Other (please describe) |

How does your child best communicate their needs?

Sleep Routines

1. What time does your child go to bed at night?
2. What time does your child wake up in the morning?
 - a. Does your child have a wake-up routine? If so, please describe.
3. What are your sleep routines or the nap schedule you practice at home? Does your child still nap at home?
4. Would you like your child to nap at childcare?
5. At home, where and what position does your child sleep?

6. What does your child need or like to have for sleeping (favorite stuffed animal)?
7. What signs does your child display when getting tired (twirling/tugging on strands of hair, rubbing eyes, etc.)?

Diapering & Toileting

1. Is your child currently wearing diapers or pull-ups?
 - a. If diapers or pull-ups are worn, what brand is used? Is your child sensitive to certain brands of diapers?
2. How often do you change your child's diaper? When does your child usually need a diaper change?
3. If your child's bottom gets sore, how do you treat it? Will you request that we apply cream? If yes, what type and amount is to be applied?
4. What specific words do you/your family use when addressing your child's body parts during diapering or toileting?
5. How does your child communicate their toileting needs (words/actions)?
6. Does your child use any special positions for toileting, for example sitting backward on the toilet seat, standing, etc.?
7. Does your child need assistance with toileting?
 - a. If yes, please explain.

Social

1. Does your child spend time playing with children other than those living at home?
 - a. If yes, how often and what is the age range of children?
2. Does your child prefer playing alone?
3. Does your child have an imaginary friend?
If yes, what is their name/role?
4. Who does your child reside with?
5. Has your child been cared for outside the home prior to this center experience?
 - a. If yes, how old was your child and how long was he/she in this care?
6. Have you and your child had any extended separation from each other?
 - a. If yes, who cared for your child during this time and how did your child respond to the separation?
7. How does your child respond to new situations away from his/her family?
8. What are your routines in saying good-bye to your child?
9. Has your child experienced any losses?
 - a. If yes, how did he/she respond?

10. Has your child witnessed any violence?

a. If yes, how did he/she respond?

11. Does your child have any fears? What can we do to help your child feel secure?

12. Does your child have any sensory or sensitivity needs?

13. How does your child prefer to be comforted?

14. Is DCF currently involved with your child or family?

Health

1. Does your child have any health history and medical information relevant to routine child care? Explain.

2. Does your child have a diagnosis or treatment in case of emergency? Explain.

3. Does your child take medication? If so, what medication and how much? Medication must be documented on our Center's medication form.

4. Does your child have any allergies? Please explain.

5. Does your child have any special needs or health problems that I should know about?

Program Goals

1. A copy of our program philosophy is in this handbook. Do you have any questions? Would you like additional information?

2. List three of your most important goals/expectations for your child while attending this program.
 - a.

 - b.

 - c.

3. Does your child receive services through Children's integrated services or your school district?

Family Background

1. What is the primary language spoken at home?

2. What does behavior redirection look like in your home?

3. If your child is in a 2-home living arrangement, please provide us with the most up to date custody agreement.

4. Are there any holiday traditions or family customs we should be aware of?

5. In case of emergency or illness, is there a preference to who is called or is the custody schedule followed?

6. Please describe your child and give pertinent information that is not included in this questionnaire.



ABC & LOL Child Care Center & Preschool

Heather Smires
1448 Memorial Drive, St. Johnsbury, VT 05819
hudsonabc@yahoo.com 802-475-2772



ABC Little Sprouts

Heather Smires
1422 Memorial Drive, St. Johnsbury, VT 05819
hudsonabc@yahoo.com 802-475-2772

Childs Name: _____

Birthdate: _____

Address: _____

Parent or Guardian #1: _____

Address: _____

Telephone: Home _____ Work: _____

Cell Phone: _____ Email: _____

Preferred method of contact: Home [] Work [] Cell [] Email []

Parent or Guardian #2: _____

Address: _____

Telephone: Home _____ Work: _____

Cell Phone: _____ Email: _____

Preferred method of contact: Home [] Work [] Cell [] Email []

Emergency Contacts (to whom your child may be released to when parent or guardian cannot be reached, **must list two**)

Name #1: _____ Relationship: _____

Home Address: _____ City: _____ State: _____

Telephone: Home _____ Work: _____

Cell Phone: _____

Name #2 _____ Relationship: _____

Home Address: _____ City: _____ State: _____

Telephone: Home _____ Work: _____

Cell Phone: _____

Child's Primary Medical Care

Physicians Name: _____

Phone: _____

Address: _____

In case of an emergency, hospital to take your

child: _____

Dentists Name: _____

Phone: _____

Address: _____

Child's Health Insurance:

Name of Insurance

Plan: _____

Certificate Number (or ID) #: _____ Group #: _____

Policy Holder Name: _____

As parent/guardian, I give consent to have my child receive first aid by facility staff, and, if necessary, be transported to receive emergency care. I understand that I will be responsible for all charges not covered by insurance.

Parent/Guardian #1 Signature: _____ **Date:** _____

Parent/Guardian #2 Signature: _____ **Date:** _____

PEOPLE WHO MAY NOT PICK UP MY CHILD:

Name: _____ Reason: _____

Name: _____ Reason: _____

Name: _____ Reason: _____

People who MAY PICK UP your child from our Center:

1. _____ relationship: _____

2. _____ relationship _____

3. _____ relationship _____

Written permission must be on file for anyone other than a parent/guardian to pick up your child at the center.

WRITTEN CONSENT IS GIVEN FOR ITEMS BELOW: (Parent/Legal Guardian signature required)

Administration of Minor First Aid

Emergency Medical Treatment

Emergency Medical Transportation

Administration of Prescription Medications (Current Instructions from Physician Must Be Provided)

Administration of Nonprescription Medication – Circle All That May Be Administered, Dosage and **List** Product Name

Acetaminophen (Tylenol), Diaper Ointment, Sunscreen, Other: _____

A Non-prescription Administration form must be completed by your child’s physician to support the administration of all non-prescription medications.

Administration of Special Dental or Dietary Needs (List All That Apply and Portion Size/Dosage) _____

Permission for my child to be released from ABC care (out of the classroom) for services to be performed by specialists/therapists from outside agencies as designated and authorized by parents (i.e. services provided by early intervention, intermediate units – speech therapists, occupational therapists, social workers, psychologists, etc.)

I give permission for my child to be transported to a second, parent designated agency via bus or other parent approved mode of transportation.

If child is transported by the facility, are there any special instructions for care (i.e. motion sickness, seizures) during transportation? _____ Yes _____ No If Yes, please specify: _____

I give permission for my child’s health records to be kept confidential and viewed only by: _____ (Director), _____ (Assistant Director / Program specialist in the absence of the Director), and _____ (family members).

I give permission for ABC & LOL to access my child’s vaccination records using the vaccination registry.

Authorization to post child’s allergies in the center

Walking Excursions (Off Premises)

Field Trips via our Center van

Swimming

Wading

Homework Supervision

I give permission for my child to be photographed and/or videotaped and the photographs/videotapes to be displayed.

Signature: _____

Date: _____

Sunscreen Policy and Consent

The American Academy of Pediatrics recommends that children stay out of the sun between the hours of 10 AM and 4 PM. This is the time of day that the sun is at its highest point and may cause the most damage to skin. Even on cool or cloudy days UV rays can travel through clouds resulting in sunburn that children often do not notice because the temperature or breeze keeps their skin feeling cool. To be sure that all children are able to enjoy the outdoors, ABC & LOL Child Care Center & Preschool has extended this time period to 11 AM to 3 PM, taking into consideration that there is shade available and skin protection is in place to ensure that all children have the opportunity to play outdoors, weather permitting.

When children are outdoors, ABC & LOL Child Care Center & Preschool encourages the use of UVA ray and UVB ray protection sunscreen with an SPF of 15 or higher for children who are over six months of age.

To assist with supervision and the prevention of allergic reactions, we request that parents/legal guardians apply the child's sunscreen while at home, prior to arrival at the center. If you are trying a new brand of sunscreen, remember to try the sunscreen prior to providing to the center to monitor for any reactions. ABC & LOL Child Care Center & Preschool will be responsible for applying a layer of sunscreen in the afternoon to areas of exposed skin. If water play is included in the classroom's morning schedule, sunscreen will be reapplied.

- Sunscreen is to be brought to the center in its original packaging or bottle.
- Sunscreen may not be used if it has expired.
- The child's name must be written on the sunscreen bottle or tube.
- Consent for sunscreen application must be given by the child's parent/legal guardian in writing each year.
- Sunscreen may be left at the center overnight stored in a locked cabinet away from children's belongings.
- Sunscreen will not be applied to children less than six months of age. **Application of sunscreen to children less than six months will only occur when written permissions and instructions have been provided by the child's physician.**
- Directions for application are to be followed per the instructions on the product's label unless otherwise indicated by a physician, in writing. Based upon general recommendation, sunscreen is to be applied approximately 20-30 minutes before going outdoors to allow for absorption.
- Sunscreen may not be shared with other children. If a sibling is in the center but not the same classroom, each child is required to have their own container of sunscreen.
- Aerosol cans are not accepted per state regulations.

Yes, I wish to have sunscreen applied to my child for afternoon outdoor play and reapplied in the morning when water play is part of the classroom schedule. I agree to provide the center with sunscreen for my child. I understand the risks of sunburn and will not hold ABC & LOL Child Care Center & Preschool responsible should I fail to apply sunscreen prior to arrival to the center each day.

No, I do not want sunscreen applied to my child by ABC & LOL Child Care Center & Preschool. I understand the risks of sunburn and will not hold ABC & LOL Child Care Center & Preschool responsible should I fail to apply sunscreen prior to arrival to the center each day.

By enrolling in this program, I understand that outdoor play is a part of the program's daily schedule (weather permitting) per state regulations.

Child's Name: _____ Date of Birth: _____

Parent/Legal Guardian's Name: _____

Parent/Legal Guardian's Signature: _____ Date: _____

Insect Repellent Policy

There are a wide variety of products that claim to repel insects. The Centers for Disease Control and Prevention recommends using products that contain active ingredients that are registered with the Environmental Protection Agency (EPA). The products have been tested and have been found to be both safe and effective in preventing insect bites when used per the product labels. Each product is unique and may have a different concentration of repellent. The labels should indicate the concentration and how many hours the repellent is capable of being effective before another application is needed. Remember that higher concentrations of repellent do not mean that they work better; rather, they may work for a longer period. To reduce the risk of adverse effects, the lowest concentration that can be used for your situation would be best.

Use of Insect Repellent requires written permission from the child's parent/legal guardian daily. A Medication Administration Form is to be completed each day the product is to be applied in addition to the attached general consent (below). Any time the product does not meet the recommendations listed below, a note from the child's physician is required.

The following recommendations from the American Academy of Pediatrics, CDC and EPA strictly adhered to:

- Products must be EPA approved.
- Products containing DEET must have 30% or less concentration (of DEET) to be used in the child care setting unless otherwise indicated by a child's physician.
- No repellents will be used on children under the age of two months. Products containing DEET may not be used on children less than 6 months of age.
- Products that contain both DEET and sunscreen will NOT be accepted.
- Repellent may only be applied once per day.
- Aerosol cans are not permitted per state regulations.

When Insect Repellent is indicated for use, the following guidelines will be followed:

1. Families must try the insect repellent at home prior to providing to the center to allow for the family to observe for any reaction.
2. Read the label with each use and follow the instructions as stated by the manufacturer.
3. Repellents will only be applied to exposed skin. Do not use under clothing.
4. Never use Repellents over cuts, wounds or irritated skin.
5. Do not apply to eyes or mouth, use in moderation around ears.
6. Repellent is to be applied to the teacher's gloved hands and then applied to the child's exposed skin.
7. Do not spray in enclosed areas or near food.
8. Do not allow children to handle the product and do not apply the product to the child's hands.
9. Keep Repellents away from children in a locked cabinet or lock box, away from children's belongings, food and other medications. Repellents can be kept at the center overnight and do not need to be removed daily.
10. If a child develops a rash, stop using the product! Should this occur while the child is at the center, staff will wash the areas treated with Repellent with a mild soap and water and call the child's parents and the Poison Control Center for further guidance.
11. Log application of Insect Repellent after each application

I hereby acknowledge that I have been provided with, and have read the ABC&LOL Child Care Center & Preschool Insect Repellent Policy and agree to abide by the policy and procedures detailed herein during the period my child is enrolled at the child care center.

Child's Name: _____ Parent/Guardian Signature: _____ Date: _____

ABC LOL

Child Care Center

Preschool & Camp LOL

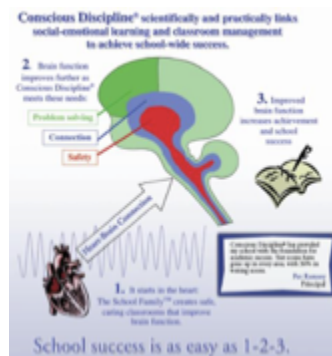
Guidance and Behavior Management Policies

The ultimate goal of discipline is self-discipline—self-control and self-direction. Our goals in caring for our daycare children include directing their behavior with words and by example, so that they will learn the skills necessary to control their own behavior and cooperate with others. In our childcare center, it is our intention to try to prevent many behavior problems by providing direct supervision and guidance, age appropriate activities, love and interaction, a daily routine, and clear boundaries. I have found, that most young children will “follow the leader” when taught to.

Camp LOL and ABC & LOL Child Care Center & Preschool uses the Conscious Discipline method when guiding children (developed by Dr. Becky Bailey). Conscious Discipline links social-emotional learning with behavior management for overall success. It is based on the principle that children learn best when they feel safe, loved and calm. It is based on current brain research, child development information, and developmentally appropriate practices. Conscious Discipline has been specifically designed to make changes in the lives of adults first. The adults, in turn, change the lives of children.

Conscious Discipline is a way of organizing schools and classrooms around the concept of a School Family. Each member of the family—both adult and child—learns the skills needed to successfully manage life tasks such as learning, forming relationships, communicating effectively, being sensitive to others’ needs and getting along with others. Conscious Discipline empowers teachers and other adults with the Seven Powers for Self-Control. These powers change the adults’ perception and relationship with conflict, empowering them to be proactive instead of reactive during conflict times. These core beliefs strengthen our utilization of the frontal lobes of the brain. The frontal lobes are to the brain as a conductor is to an orchestra. The frontal lobes are our moral leader.

From the beliefs instilled with the Seven Powers for Self-Control emerge the Seven Basic Skills of Discipline. These skills change how adults respond to conflict in such a way as to facilitate the development of the frontal lobes in children. The Seven Skills are the only skills an adult needs to constructively transform conflict into teaching moments. Through the Powers and Skills, adults stay in control of themselves and in charge of children.



* all information, charts and artwork listed here about Conscious Discipline have been taken from Dr. Becky Bailey’s website or book “Conscious Discipline.” For more information please consult either source.

Other Discipline Techniques

Our goal is to use as little “Discipline” as possible, we much prefer the term “GUIDANCE” However, occasionally the need for correction and discipline does arise. When a child must be disciplined at the daycare, caregivers will choose a method most fitting to the circumstance from the following methods.

A.) Redirecting the child’s behavior often will fix the problem. By just talking with the child, explaining the rule or expectation and showing him how to change his behavior, many problems can be corrected. With very young children, sometimes just distracting the child or providing them with an alternate toy or activity can be all it takes to turn tears and tantrums into smiles and giggles.

B.) Safe spaces may be used to remove the child from a situation to discontinue negative behavior. The caregiver will respond immediately with a brief explanation. If the child’s behavior is out of control to the extent that he/she cannot stand or sit independently, the caregiver will assist the child in calming down. The caregiver may need to stand or sit with the child in the safe space, and possibly hold the child’s hand or place her hand on the child’s shoulders or back to assist the child in calming down. Breathing and relaxation techniques will also be encouraged.

C.) To use a consequence as a learning experience for the child, the caregiver will remove a privilege that is a logical response to an inappropriate or un-allowed behavior. For example, if the child continues to jump of the swing set in an unsafe manner after being aware of the safety rules, the caregiver may take away the privilege of swinging for a period of time.

D.) If the caregiver feels that the child has gotten out of control, in certain situations, Parent’s Involvement may be required. Daycare staff will notify a parent if this is the case, or if there seems to be a consistent problem area that needs to be addressed. Our daycare believes that it is very important for parents to work closely together in any child-rearing goals, especially with discipline issues. We want to work together with parents to solve any problems that arise. We will communicate any behavior issues with you either during our end of the day conversation, by a phone call to your home or work, or by a note or email. If a serious problem needs to be discussed, we may choose to schedule an appointment to explore solutions. The communication street runs two ways—if a parent feels there is an issue to discuss regarding discipline or any other issue, we highly encourage you to voice your concerns.

Camp LOL and ABC & LOL Child Care Center & Preschool also feels it important to let parents know what we will NOT do when disciplining children. Children are precious, and will not be treated in a demeaning way or physically harmed in any way. The State of Vermont Licensing Rules provide very exact guidelines regarding what is and is not allowed regarding discipline. Camp LOL and ABC & LOL Child Care Center & Preschool whole-heartedly agrees with this rule, as copied below, not only because it is law, but because it is right. It is there to protect our children.

6.2.7 Positive Guidance and Behavior Management

- Staff’s expectations of children’s behavior and responses to children’s behavior shall be appropriate to each child’s level of development and understanding. Guidance shall be designed to meet the individual needs of each child.
- Staff shall use positive methods of guidance and behavior management that encourage self-control, self-direction, self-esteem and cooperation.
- No form of inappropriate discipline or corporal punishment shall be used with children such as but not limited to:
 - Hitting, shaking, biting, pinching;
 - Restricting a child’s movements through binding, tying, or use of any other mechanical restraint;
 - Withholding of food, water, or toilet use;
 - Confining a child in an enclosed or darkened area, such as a closet or a locked room;
 - Inflicting mental or emotional punishment such as humiliating, shaming, threatening, or frightening a child; or
 - Making disparaging remarks regarding a child or his/her family.
- No punitive action shall be taken with children for not going to sleep, for toileting accidents, for failure to eat all or part of a meal or for failure to complete a prescribed activity.
- Profanity and obscene language shall not be used in the center while children are present.
- The program director shall consult with parents and professionals to design an effective behavior management plan and adapt behavioral management practices for a child who exhibits a pattern of challenging behaviors.

Inappropriate and Unacceptable Behavior Policy

PURPOSE

Camp LOL and ABC & LOL Child Care Center & Preschool must ensure that the play and learning environment for all children is safe, respectful, and provides a model of proper behavior to all children within our care. We also must ensure that inappropriate and unacceptable behavior is addressed in a timely, consistent, and fair manner for the well-being of each individual child as well as the group. This policy will address our plan for Inappropriate and Unacceptable Behavior.

DEFINITION

Inappropriate and Unacceptable Behavior May Include (but is not limited to):

- Aggressive, physical, or verbally threatening actions directed at another individual
- Profane or abusive language (does not have to be directed at another individual)
- Refusal to comply with a teacher's instruction or request.
- Treating (or another individual's) property with a lack of respect
- Disrespecting another child or an employee
- Self-Destructive Behavior
- Other behavior determined by a staff member to be unacceptable.

POLICY

While in the care of our center, we teach children to respect themselves, their friends and teachers, their environment and materials. Most of the time, small behavior issues and concerns are communicated to the parents through routine interactions at drop off and pick up times. In some instances, children who are disruptive or continuously aggressive may need a behavioral plan put in place. A parent meeting will be requested if a behavioral plan needs to be put in place for any child.

While understanding that children of different ages will have varied expectations regarding what is developmentally appropriate behavior, Camp LOL and ABC & LOL Child Care Center & Preschool will not be able to tolerate continuous disruptive, aggressive or violent behavior by children of any age. If a child's behavior continuously takes away from the care and safety of the others, enrollment termination might be required. However, in most cases, the following processes will be followed:

** Teachers will log behavior issues on Incident Report forms. A copy of each incident report will be given to the parents and discussed. Parents are expected to further address the issue with their child at home. Parents will be expected to cooperate for continued enrollment.

** If a child exhibits violent or aggressive behavior, the child will be excluded from group activities for a period of time, and will be sent to an Admin office. Depending on the age of the child and the severity of the incident, the child may be allowed to return to the group after the situation is diffused. (This will be allowed no more than two times in one day)

** If a child's aggressive behavior continues the same day, the child will be sent to the director's office again, and the parent will be called. The parent will be expected to make arrangements to pick up the child immediately. The child will be excluded from group activities for the rest of the day until the parent picks the child up.

If child is sent home more than 3 times due to aggressive or violent behavior, the following options are available.

- A parent meeting to discuss and implement a behavioral action plan, which may include additional professional services and assessments.
- The center can hire another staff member to shadow their child, at the expense of the parent. (Approx \$375/wk)
- The family can seek an alternate care arrangement for their child. In most cases, we can accommodate up to a 2-week period while a family is looking for another arrangement. Please see the director to see if this is possible for your family.



ABC LOL
Child Care Center
Preschool & Camp LOL

Behavior Management Policy Agreement

I _____ have read and agree to the above behavior policy that our centers have implemented to keep our children and staff safe.

Social Media Policy

Parents and care givers are requested to bring any questions or concerns to either the owner or director, or both. Negative and defaming posts on social media can result in termination of care. We work hard to communicate with all families in a positive manner, and hope to have the same in return.

Name of Child

Signature of parent/guardian

Date

ABC LOL

Child Care Center & Preschool

CHILD CARE GENERAL HEALTH EXAMINATION FORM

Note: This form can be used for childcare programs as required documentation of a child's general health examine. Other physical forms used by the health provider's office documenting the child's age appropriate well care exam and information regarding any health conditions and medications that may impact the care of the child in childcare are also acceptable.

Child's Name: _____

Date of Birth: _____ Date of Last Exam: _____

___ This child has no health conditions or medications that impact enrollment in childcare.

___ This child has a condition or medication that should be known by the childcare provider:

Health Care Provider Name: _____

Phone Number: _____

Health Care Provider Signature: _____ Date: _____

What our families have to say:

I would highly recommend ABC/LOL daycare for anyone who is looking for exceptional daycare services. I have utilized ABC/LOL for approximately the last eight years for four children and will continue to use their services. ABC/LOL is a professional child care center focused on promoting optimal outcomes for all children they serve. At my daughter's very first parent-teacher conference, her teacher informed me that whatever we have been doing to get her ready for kindergarten was certainly working and to continue doing it. I cannot take that credit, it was all ABC/LOL and their knowledgeable staff. Communication has always been effective. Whenever I had a question for staff members, I always have received a prompt and professional response. ABC/LOL has gone above and beyond. When I was postpartum, ABC/LOL provided transportation from my home for my daughter so I would not need to pack a newborn. They are always extremely accommodating to my family's needs. The staff is a second family for us. Some staff members have watched all four of my kids grow through the years. They have celebrated holidays with our family and invited my children to birthday parties. I cannot express enough how amazing they are and how appreciative we are for all that they have done and continue to do. ~ Chelsea Colgrove

After taking a tour of the facility by the director/owner on a weekend, ABC/LOL was an easy decision for us to send our girls to them. ABC/LOL displays a family culture. The low turnover and involved director/owner allows for a supportive community to thrive at ABC/LOL. They exemplify a loving and caring environment, where children feel safe and parents are reassured their children are in good hands. Teachers employ the desire in children to thrive through exploration learning. The certified/trained teachers are attuned to child development, looking for ways to aid in growth and development. ~ Ashley Gerrish

From day one, ABC LOL has been a reliable and caring place for my baby to spend time. As a new mom, the transition back to work is not an easy one. It can be a bit scary to entrust the care of your child to others, but ABC LOL has made me feel very comfortable every step of the way. They have always been very welcoming to me as a parent and have treated my child – and all the other kiddos – with the individual attention and care that we know helps children to grow and thrive. Once, when my baby was having a rough day, they called me to check in and chat about what could be done to help her. It's little things like this which really inspire confidence as a parent and make me happy that we chose ABC LOL! ~ Caryn Everett

Aquatic Plan:

Overview

CAMP LOL and ABC & LOL Child Care Center & Preschool are dedicated to meeting the needs of children and families by providing a safe, nurturing, developmentally appropriate environment that fosters active, age-appropriate, intellectual, emotional, social, and physical development. Giving children the opportunity to experiment with water encourages active exploration and discovery of the natural environment. CAMP LOL and ABC & LOL Child Care Center & Preschool are knowledgeable of potential hazards associated with water play and therefore reviews their aquatic plan annually with center staff to provide children with a safe, stimulating environment when participating in aquatic activities.

Responsibilities

It is the program director's responsibility to review the Aquatic plan every 365 days and update as needed. A copy of this plan will be handed to each CAMP LOL and ABC & LOL Child Care Center & Preschool staff member to review each year at staff meeting. All employees hired after this review will receive a copy prior to their start date and the program director will review it with them. It is also the director's responsibility to send a copy of our aquatic plan to the organization or the lifeguard prior to swim activities. The director will also ask the organization or the lifeguard for a copy of their aquatic plan (if applicable) to review with staff before the swim activities occur.

It is each staff member's responsibility to review the Aquatic plan in its entirety and always keep a copy in their emergency binder. Each classrooms emergency binder contains this aquatic plan, children's parent(s) contact numbers, two emergency contact numbers, any allergies or other medical condition, and each child's swim card. All swim cards will have their picture, swim level and color associated with their level. It is also the staff members responsibility to identify each bather by name and status of swimmer's ability and the area to which the bather is assigned. If a bather is a non-swimmer the staff member is to assign the bather to an area that is less than waist deep. Follow the K.I.D.S. Aquatic plan (page 2) of this plan. Staff shall always keep a 1st aid kit and their classrooms emergency binder with them in the swimming area. Staff shall also locate 1st aid sites on the premises. Staff will always supervise children and ensure that there is no diving.

It is the swim assessor's responsibility (when swimming off-site in water deeper than waist level) to assess and document each child's swimming ability. The swim assessor is a person who holds a valid American Red Cross Water Safety Instructor Certificate. In the event that a swim assessor is unavailable, swimmers will remain in water waist deep or less until one becomes available.

K.I.D.S. Aquatic Plan

- Kid: Teacher Ratio:** Regardless of the number of children participating, a minimum of two staff members must supervise aquatic activities. A 1:10 ratio will be maintained by staff with children that are 8 or older, a 1:8 ratio with children from 6 to 7 years of age, a 1:6 ratio with children from 3 to 5 years of age, and a 1:3 ratio for children under 3 years of age. Staff will always have a means of communication with them during swim activities.
- Identification:** All swimmers will be wearing the same colored wristband to identify they are from CAMP LOL or ABC & LOL Child Care Center & Preschool. Swimmers will also wear a second colored wrist band, this color will match their skill level, to ensure quick visibility by supervising staff. Staff will implement a designated swim area for each child based on their level of swimming. Each swimmer will have a swim card with their name, picture, swimmer or non-swimmer, swim ability/current swim level, the area they are assigned, and color wristband associated with that level/swim area. As they move up, staff will update their swim card and wristband color. Staff will have a swim log where they will be responsible to record the entry to and exit from the swim area for each bather.
- Daily Attendance:** Children will arrive and leave by van. Upon arrival and dismissal, a count will be completed, and compared to daily attendance sheets. A visual count will be maintained every 15 minutes thereafter, and as children exit the pool every 30 minutes, a formal count will be made. Prior to participation, staff will implement a buddy system to assist with safety management and assign each child to a swimmer of the same level. Each child will be instructed to notify the lifeguard if their buddy is distressed or missing. Staff will monitor any group of children who cannot use the buddy system if necessary.
- Supervision:** Staff must devote their full attention to supervising the children in their pre-assigned areas of coverage and must communicate with one another about children moving from one area to another area. Children will be required to swim only within their skill level, unless approved otherwise by aquatic director or certified lifeguards. Staff will monitor children as they enter and exit the swimming area.

Plot Plan

Written permission for all water play, on and off site, is obtained prior to the event and stored in each child's file either on the permission page of the enrollment packet or on a separate permission slip form.

Onsite- All water play onsite is done in a waiting pool, water sprinkler, or in a sensory bin with toys. No other water play is done onsite. Therefore, this aquatic plan is not used for onsite water play.

Swimming Pools- During off site swimming the program director will ensure that any swimming pools in which CAMP LOL or ABC & LOL Child Care Center & Preschool attend have certified lifeguards that will be present for the duration of swim activities. Upon arrival at the pool staff members will locate the pools 1st aid kits, designate a safe space to preform 1st aid (if needed), and designate a meeting spot for evacuation of the pool. Staff will also locate the bathrooms and check in with the lifeguards. The staff members will then group

the swimmers and go over the location of the bathrooms, the rules and expectations of the pool, and review what swim level each child is currently at. The lifeguards will also share their rules and expectations with the swimmers before entry into the pool.

Lakes and Ponds- During off site swimming to lakes or ponds, the program director will ensure that CAMP LOL or ABC & LOL Child Care Center & Preschool confirm that one or more certified lifeguards are present during swimming activities. Upon arrival at the lake/pond staff members will locate any 1st aid kits, designate a safe space to preform 1st aid (if needed), and designate a meeting spot for evacuation of the water. If there are no certified lifeguard present, CAMP LOL or ABC & LOL Child Care Center & Preschool will hire one or more certified lifeguards for any swimming activities to lakes or ponds. Staff will also locate the bathrooms and check in with the lifeguards. The staff members will then group the swimmers and go over the location of the bathrooms, the rules and expectations of the lake/pond, and review what swim level each child is currently at. The lifeguards will also share their rules and expectations with the swimmers before entry into the water.

Lost K.I.D. Plan-Pool

- In the event that a swimmer should be lost either during a 15-minute count, a pool evacuation, or a general scan of the area; all swimming shall cease, and the pool shall be evacuated. Staff members will remain with the group who have been evacuated and supervise all children while the search for the lost swimmer is in progress. One of the staff members will assist in the search of the premises, including bathrooms, and all areas out of the water.
- The lifeguards assigned to the pool shall begin their Lost Swimmer scan plan; two lifeguards shall enter the water and scan the bottom of the pool while the remaining lifeguards do a general "comb" of the area.
- Once the swimmers are in the designated meet spot, the childcare staff shall notify the Program Director of the search in progress. The director will head to the pool to further assist with the search.
- All swimmers remain inactive during the search until the lost swimmer is found.
- In the event the swimmer is not found within 10 minutes, an employee shall call 911 for the appropriate emergency responders and notify the parent of the current satiation.

Lost K.I.D. Plan- Lake/Pond

- In the event that a swimmer should be lost either during a 15-minute count, a lake/pond evacuation, or a general scan of the area; all swimming shall cease, and the lake/pond shall be evacuated. Staff members will remain with the group who have been evacuated and supervise all children while the search for the lost swimmer is in progress. One of the staff members will assist in the search of the premises, including bathrooms, and all areas out of the water.

- The lifeguards shall begin their Lost Swimmer scan plan; two lifeguards shall enter the water and scan the bottom while the remaining lifeguards do a general "comb" of the area.
- Once the swimmers are in the designated meet spot, the childcare staff shall notify the Program Director of the search in progress. The director will head to the lake/pond to further assist with the search.
- All swimmers remain inactive during the search until the lost swimmer is found.
- In the event the swimmer is not found within 10 minutes, an employee shall call 911 for the appropriate emergency responders and notify the parent of the current situation.

Emergency Procedures

Shelter-in-place Procedures:

When a threat creates hazardous conditions outside the center, Child Care staff may need to use a shelter-in-place. Shelter-in-place involves keeping children and staff in place inside the building and securing the center for immediate emergency. Examples of such situations include extreme weather, community violence or a hazardous material spill.

- Bring children and staff to their classrooms.
- Close and lock all windows and doors
- Conduct a roll call to ensure everyone is present and accounted for in the classroom.
- Move children away from any doors and windows
- Listen to the radios for announcements from the owner and director.

Lock-Down:

The purpose of a lock down is to keep children and staff inside the building by securing them inside a classroom due to immediate threat inside the center. Lock-down procedures will be used in situations that may result in harm to persons inside the Child Care Center, such as a shooting, hostage incident, intruder, trespassing, disturbance or at the discretion of the director or owner.

- The director or owner will notify the local emergency services and initiate the lock-down procedure by announcing it over the radios.
- The director will announce that there is a lock-down situation.
- In a lock-down situation, all children are kept in the classrooms out of view and away from danger and perform the following steps:
 1. Shut all shades and lock all doors.
 2. Shut off the lights.
 3. Move children away from windows and doors.
 4. Create a barrier to protect the children and staff.
 5. Staff members should put their cell phones on silent mode if they have them on.
 6. Staff and children remain in the classroom, ensuring the doors are locked, the lights are turned off, and the windows are shut and shades are pulled.

7. If possible engage in a quiet story time activity at whisper level volume to encourage children to be quiet until the teachers hear “all clear” over the radios.
- Staff members are responsible for ensuring all children are present and accounted for and that no one leaves the classroom.

Evacuation:

Evacuation of a center involves moving children and staff out of the building that is affected by the emergency and relocating them to a safer area. There are three types.

- Onsite: Evacuation to the designated safe area on site the child care center (the large tree by the dumpster)
- Offsite: Movement of children and staff off the premises of the child care center to the designated shelter relocating area due to a threat (natural, man made, or hazardous chemical release) to the children and center. Transportation will be provided via ABC and LOL Child Care Center buses to Camp LOL at 27 Memorial Drive for a 1st location and the NVRH parking lot as an alternative.
- Reverse Evacuation: Movement of children and staff back into the child care center due to a danger/emergency outside. An example of this is a suspicious or criminal act occurring nearby.

In the event of a fire, extreme weather, Center emergency, bomb threat, or any other situation that results in the child care center needing to be evacuated, all staff should adhere to the following.

- The director will call any local emergency services needed.
- Evacuate all child care attendees and staff members to the designated safe area away from the building as quickly as possible.
- BEFORE leaving the childcare center confirm attendance to ensure all children and staff members are accounted for.
- Bring attendance and emergency cards along to the evacuation site.

The staff will evacuate children as follows:

- Infants: Place infants in carriers if needed, support staff such as the cook will also assist.
- Walkers/Toddlers/preschoolers: Gather children in a group and supervise an orderly evacuation to the designated area. Help children that are new walkers by caring them and assist children with any additional needs that may hinder a quick evacuation.

- Once child care attendees and staff report to the designated area, a second attendance check will be performed.
- No person should return into the center until deemed safe by the proper authorities.

NOTE: During an evacuation under no circumstances should staff stop for any of their own or children's personal belongings, including jackets, bags etc.

NOTE: LEPC #9 has been notified that this location is a child care center and given the number of enrolled children.

Fire:

If the fire alarm goes off:

- Get all of the children in the classroom together in a line and count the number of children. Use the attendance to insure all the students are present.
- Grab the attendance, emergency cards, and walkie talkie.
- Tracy Nichols and Heather Labounty will assist the Itty Bitty Room and Heather Smires and Samantha Jeffrey will assist the Infant Room.
- Once at the designated onsite evacuation spot (Near the large tree by the dumpster) check the attendance again for all children and give Heather Smires the headcount number; Heather will relay this to Taylor Brink.
- Group your children together where the teachers can see all children easily.
- Wait for further instructions. Do not reenter the building until the owners, the director, or the fire professionals have given the clear.
- During this time Taylor Brink will complete a sweep of the building and Jon Smires will complete a second sweep.
- If Taylor and Heather Smires are both off site, Jessica Brink will complete Taylor's responsibilities, Heather LaBounty will complete a second sweep and Tracy Nichols will complete Heather Smires responsibilities.

Offsite Evacuation:

- The director will set up transportation to the offsite location via ABC and LOL childcare buses (Camp LOL or NVRH parking lot)

- Stay with your children and keep them entertained while waiting for your transportation (Sing songs, or play a quiet, calm game)
- Once you are on the ABC and LOL van conducted another attendance check to make sure all students are present.
- When you have reached the off site evacuation spot and have all of your students together conduct another attendance check and wait for further instructions.
- In case the center needs to close for the day, parents will be called by classroom head teachers. The director and owner will work together to notify the radio stations and the school to ensure the afterschool children are not dropped off.

Chain of Command:

Heather Smires: 802-473-2772

Taylor Brink 802-595-3290

Jessica Brink 802-274-9672

Jon Smires: 802-535-0566

Heather Labounty: 802-745-9100



May 19, 2022

Parents and families,

We want to take this time to remind you of the sick policies that are set up for all our ABC & LOL Centers. If your child has been sent home due to illness, they are not permitted to return until all symptoms are resolved. If your child has a fever of 100.4 or greater, they cannot return until they are fever free for 24 hours *without the use of medicine*. If your child is vomiting or has diarrhea, they cannot return until 24 hours from the last instance of illness. We also ask that you remember children cannot be dropped off after 10 am, unless otherwise noted by your child's classroom. If your child has cold symptoms and we are told it's due to allergies, we will need an official diagnosis. If your child is a school age child and has been sent home from school due to illness, they are not permitted to attend childcare until they are able to return to school.

We understand the hardships and stressors that come with missing work; we ask that any situations that might cause issues are communicated with each center's directors to allow for discretion to be used when assessing children; for example, if a child is on an antibiotic and a common side effect is diarrhea. If your child has allergies, again, an official diagnosis will allow for the center team to weigh all symptoms before sending a child home.

We greatly appreciate your understanding and cooperation of this policy. All centers are working closely with childcare licensing and the VT Department of Health – these agencies have set the policies, and we are required to adhere to them. We are working hard to keep our children and staff healthy and buildings open and appreciate your help with this!

If you have any questions please reach out to the director of your building!

ABC and LOL
Taylor Brink
802-595-3290

Little Sprouts
Jessica Brink
802-535-9531

CAMP LOL
Kaylin Brousseau
802-535-0648

ABC & LOL, ABC Little Sprouts, and CAMP LOL 2023 CALENDAR

January 2nd-Closed
 January 3rd-Closed
 January 4th-Closes at 5pm

JANUARY 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 3rd-Closed
 July 4th-Closed
 July 5th-Closes at 5pm
 July 28th-Pool Party/BBQ

February 1st-Closes at 5pm
 February 10th-Closes at 12pm

FEBRUARY 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

August 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2nd-Closes at 5pm
 August 7th-Closed
 August 8th-Closed
 August 9th-Closed
 August 10th-Closed
 August 11th-Closed

March 1st-Closes at 5pm
 March 6th-Closed
 March 7th-Closed

MARCH 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September 1st-Closes at 12pm
 September 4th-Closed
 September 6th-Closes at 5pm

April 5th-Closes at 5pm
 April 6th- Open house 4:30-6:30
 April 7th-Closes at 12pm

APRIL 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 4th-Closes at 5pm
 Open house:
 Oct. 5th-4:30-6:30 @ **ABC**
 Oct. 12th- 4:30-6:30 @ **Little Sprouts**
 October 31st-Closes at 3pm

May 3rd-Closes at 5pm
 May 5th-Closed for PD
 May 12th-Mother's Day Tea
 6:30am-10am
 May 29th-Closed

MAY 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 1st-Closes at 5pm
 November 21st-Thanksgiving Lunch
 November 23rd-Closed
 November 24th-Closed

June 7th-Closes at 5pm
 June 8th-Closed
 June 9th-Closed
 June 15th-Preschool Graduation
 June 22nd-Father's Day BBQ

JUNE 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December 5th-PJ Day
 December 6th-Closes at 5pm
 December 25th-Closed
 December 26th-Closed

Key: RED= Days off Yellow= ½ day closing at noon Green= Special Occasions Blue= Open houses Purple=Closes at 5pm

Child & Adult Care Food Program Enrollment Form

This center or program participates in the Child & Adult Care Food Program (CACFP). The food program provides federal money in the form of reimbursement to the center for meals and/or snacks served to children in care through the United States Department of Agriculture, Child Nutrition Programs. We are required to collect this enrollment information and the parent's signature **annually**. Please complete the form below and return it to us. **Please complete a separate form for each child.**

Center Name	ABC & LOL Child Care Center & Preschool				
Child's Name					
Child's Date of Birth					
Normal Days in Care (please check <input checked="" type="checkbox"/>)	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/> Su				
Normal Hours/Days in Care (If hours vary by day, please be specific)	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
Meals/Snacks received while in care	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Supper <input type="checkbox"/> AM Snack <input type="checkbox"/> PM Snack <input type="checkbox"/> Evening Snack				
Special Diet Needs:	This child has a food allergy or special diet need. <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please indicate:				
Ethnic Data	Hispanic or Latino		Not Hispanic or Latino		
Racial Data	Black or African American	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Asian	White
Parent's Signature:			Date:	Printed Name:	
Mailing Address	Street Address/PO Box				
	Town, State, Zip Code				
Telephone Number					

Center Name: ABC & LOL Child Care Center & Preschool

Child and Adult Care Food Program (CACFP) Child Care Center Income Eligibility Form 2022-2023

Additional instructions for completing this form are on the back of this sheet. If you have questions, please contact the Center Director for help.

1. List the Full Name (first and last name) of Participant attending the center.	Check box if	List the Full Name (first and last name) of Participant attending the center.	Check box if	List the Full Name (first and last name) of Participant attending the center.	Check box if
Name:	<input type="checkbox"/> Foster <input type="checkbox"/> Homeless <input type="checkbox"/> Migrant <input type="checkbox"/> Runaway	Name:	<input type="checkbox"/> Foster <input type="checkbox"/> Homeless <input type="checkbox"/> Migrant <input type="checkbox"/> Runaway	Name:	<input type="checkbox"/> Foster <input type="checkbox"/> Homeless <input type="checkbox"/> Migrant <input type="checkbox"/> Runaway

2. If any member of the household receives **3SquaresVT** or **Reach Up**, provide the name of the individual receiving the benefit and the case number associated with the benefit. **If completed, skip to Number 5.**

Name: _____ Case Number: _____

3. List the Full Name(s) (first and last name) of Household Members . This includes all people living in the household.	Check if no income	4. Enter gross income (before deductions) of each household member for the last month under how often it is received (Weekly, monthly, every two weeks, twice a month, or annually).														
		Gross Earnings from Work – Before Deductions					Child Support, Alimony or Welfare					Social Security, Pensions, Retirement or Other Income				
		Week	Every Two Weeks	Twice per Month	Month	Annual	Week	Every Two Weeks	Twice per Month	Month	Annual	Week	Every Two Weeks	Twice per Month	Month	Annual
<input type="checkbox"/>																
<input type="checkbox"/>																
<input type="checkbox"/>																
<input type="checkbox"/>																
<input type="checkbox"/>																
<input type="checkbox"/>																

5. Please provide a signature and the last four digits of the signer's social security number.

I certify that all of the above information is true and correct and that all income is reported. I understand that this information is being given for the receipt of Federal funds. Officials may verify the information on the application and deliberate misrepresentation of information may be subject to prosecution under applicable State or Federal laws.

Signature of Parent or Legal Guardian:	Street Address	City
Social Security Number: XXX – XX – _____	State	Zip code
<input type="checkbox"/> I do not have a Social Security Number	Home/Cell Phone	Date Signed

Other Benefits: For information on free or low-cost health insurance contact Green Mountain Care at 1-800-250-8427 or www.GreenMountainCare.org. For information on 3SquaresVT to help with food costs, call 1-800-479-6151 or visit www.vermontfoodhelp.com.

THE SPACE BELOW IS FOR CENTER USE ONLY

Household Size: _____ Total Income Reported _____ Per Time Period Annually Monthly Twice per Month Every Two Weeks Weekly

Annual Income Conversion – Weekly x 52 • Every 2 weeks x 26 • Twice a Month x 24 • Monthly x 12	Eligibility Determination (Below): Check the box and circle the qualifying reason.		
Be sure to use the Current Income Eligibility Guidelines for CACFP to approve this form. To be valid, this form must be signed and dated by the individual approving the form.	<input type="checkbox"/> Free Income 3SquaresVT or Reach Up Foster, Homeless, Migrant, Runaway	<input type="checkbox"/> Reduced Income	<input type="checkbox"/> Denied Over Income Incomplete Application
Signature of Approver _____	Date _____		

Vermont Agency of Education

Instructions:

Number 1: Print the **Full Name(s) (first and last name)** of Participant(s) attending the center. If the child you are applying for is a **Foster, Homeless, Migrant, or a Runaway** check the appropriate box and contact the local school's Homeless Liaison or Migrant Coordinator. **If completed, skip to number 5.**

Number 2: If the participant(s) live in a household receiving **3SquaresVT** or **Reach Up**, please list the name of the individual receiving the benefit and the case number associated with the benefit. **If completed, skip to number 5.**

Number 3: Print the **Full Name(s) (first and last name)** of each person living in the household, related or not (such as grandparents, other relatives, or friends).

Number 4: For each household member, list each type of income received for the month. You must tell us how often the money is received – weekly, every other week, twice a month, or monthly. For earnings, be sure to list gross income – not take-home pay. *Gross income* is the amount earned before taxes and other deductions. This should be on your pay stub, or your boss can tell you. For *child support, alimony, or welfare*, list the amount each person got for the month. *Pensions, retirement, Social Security, Supplemental Security Income (SSI), Veterans Benefits (VA benefits), and disability benefits* must be listed for each person who received these benefits. *Any other Income* includes Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from 3SquaresVT, WIC, Federal Education benefits and foster payments received by the family from the placing agency. For **ONLY** the self-employed, under *Earnings from Work*, report income after expenses. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

Number 5: Adult household member must sign and date the form and list the last four digits of the Social Security number.

Income Eligibility Guidelines

The chart below shows reduced-priced guidelines. Households earning more than the income(s) listed per time period below are Over Income.
Please refer to the Current Income Eligibility Guidelines to view free guidelines.

Household Size	Yearly	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	25,142	2,096	1,048	967	484
2	33,874	2,823	1,412	1,303	652
3	42,606	3,551	1,776	1,639	820
4	51,338	4,279	2,140	1,975	988
5	60,070	5,006	2,503	2,311	1,156
6	68,802	5,734	2,867	2,647	1,324
7	77,534	6,462	3,231	2,983	1,492
8	86,266	7,189	3,595	3,318	1,659
For each additional household member add	8,732	728	364	336	168

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (3SquaresVT), Temporary Assistance for Needy Families (Reach Up) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf> from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: 1. **mail:** U.S. Department of Agriculture Office of the Assistant Secretary for Civil Right 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or 2. **fax:** (833) 256-1665 or (202) 690-7442; or 3. **email:** program.intake@usda.gov

This institution is an equal opportunity provider.