



lollipop land

CHILD CARE CENTER

PARENT HANDBOOK

208-745-7310

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Welcome Letter

Dear Parents and Families,

Welcome to Lollipop Land Child Care. We are honored that you have chosen to trust us with something more precious than anything else—your child. We recognize the weight of that responsibility, and we want you to know from the very first moment that our mission is to create a safe, loving, and joyful place where your child can learn, grow, and flourish.

At Lollipop Land, we believe childhood should be full of exploration, creativity, and support. From the moment your child walks through our doors, our goal is to offer an environment that feels warm, consistent, and secure—a place that feels like a second home. We want your child to feel known, valued, and safe in our care. Each day, our teachers strive to build meaningful relationships, encourage independence, and nurture curiosity through hands-on learning, imaginative play, and positive interactions.

We are committed to the highest standards of professionalism. Every staff member undergoes extensive training, background checks, ongoing professional development, and certifications in CPR, First Aid, and Early Childhood Education. Our curriculum is rooted in developmentally appropriate practice and emphasizes social-emotional growth, communication skills, cooperation, motor development, and early academic foundations. We want every child who comes here to not only learn but to love learning.

We also value **you**—the family behind each child. We recognize that you are your child’s first and most important teacher. Our open-door policy reflects our belief in communication, transparency, and strong home-school collaboration. Whether you are nursing an infant, dropping in to observe, attending a conference, or simply checking in about your child’s day, our partnership with you is central to your child’s success.

We understand that families today juggle countless responsibilities, and we are here to support you as much as your child. Our Pleasant and Farnsworth campuses are built to serve the diverse and growing

needs of our community, and we are grateful to each family who becomes part of our Lollipop Land family.

Thank you for the trust you place in us. We look forward to celebrating milestones with you, supporting your child through challenges, watching friendships develop, and being part of the memories your children will carry with them for years to come. We are truly excited to walk alongside your family during these precious early years.

With gratitude and excitement,
Brittney Graham
Owner & Director
Lollipop Land Child Care – Pleasant & Farnsworth Campuses

Program Overview

Philosophy, Mission & Vision Statement

Philosophy Statement

At Lollipop Land Child Care, we believe early childhood is filled with discovery, growth, and wonder. Our philosophy centers on creating a nurturing, safe, and engaging environment where children feel loved, valued, and confident to explore. We follow a play-based, developmentally appropriate approach that supports creativity, independence, and a lasting love of learning. Every child brings unique strengths, and we honor those differences by fostering cognitive, emotional, social, and physical development through hands-on experiences and meaningful relationships.

Mission Statement

Our mission at Lollipop Land Child Care is to provide high-quality, loving, and enriching care that supports early development while partnering with families to build a strong foundation for the future. We are dedicated to creating a warm, inclusive, and engaging environment where every child feels safe, respected, and inspired to grow. Through hands-on learning, positive reinforcement, and compassionate guidance, we nurture confidence, curiosity, and kindness in every child.

Vision Statement

Our vision is to cultivate a thriving community where children develop a love for learning, build meaningful friendships, and gain the essential skills they'll carry into the future. At Lollipop Land Child Care, we strive to be a place where imaginations flourish, potential is nurtured, and families feel a genuine sense of partnership and belonging. We aim to shape bright futures by inspiring curiosity, encouraging kindness, and fostering strong self-worth in every child we serve.

Our Promise to You

At Lollipop Land Child Care, our staff is committed to providing high-quality care in a balanced, engaging, and inclusive learning environment where children feel safe, supported, and excited to grow.

Our mission is to nurture creativity, encourage development, and inspire confidence in every child. We want you to leave each morning with complete peace of mind, knowing your child is in a place that feels as comfortable and caring as home. As parents ourselves, we understand how precious your child is, and we are dedicated to making their well-being our highest priority. We are honored to partner with your family and grateful for the opportunity to care for your greatest treasures—your children.

Hours of Operation

Lollipop Land Child Care – Farnsworth Location is open Monday - Friday from 6:30 AM to 6:00 PM.

Lollipop Land Child Care – Pleasant Location is open Monday - Friday from 5:45 AM to 6:15 PM.

If a child remains at the center past closing time and the parent or emergency contact cannot be reached, the following procedure will be followed:

If a parent or guardian has not arrived within five minutes after closing, we expect a phone call, and a late fee of \$5.00 for every five minutes will be charged until the child is picked up. If a child remains at the center more than fifteen minutes past closing and no contact can be made with anyone on the emergency list, we will contact Child Protective Services through the Department of Health and Welfare.

Holiday Schedule & Planned Closures

Lollipop Land Child Care observes the following holidays and will be closed on:

Labor Day, Independence Day, Memorial Day, Thanksgiving Day, Christmas Day, and New Year's Day.

Additional closures may occur on the day after Thanksgiving, Christmas Eve, New Year's Eve, for staff training days, or for early closures related to company events.

Please note that tuition remains the same each week regardless of holidays or center closures.

Arrival, Departure, and Check-In Procedures

At Lollipop Land Child Care, your child's safety is our highest priority. All children must be checked in and out each day using the Procare check-in station located in the front lobby. This system must accurately record each child's full name, date of attendance, exact time in and time out and parent signature. All attendance records must include a parent or authorized individual's signature. By signing, you are verifying that the recorded attendance is accurate.

Attendance must be recorded at the time of service. Missing or incomplete attendance, including missing signatures or times, is not permitted. Accurate records are critical for child safety, emergency accountability, and state compliance. All attendance records are maintained for a minimum of three years and must be available for review by licensing and state representatives upon request. Failure to follow proper check-in and check-out procedures may result in delayed drop-off or pick-up until requirements are completed.

Parents or guardians are required to accompany their child during both drop-off and pick-up and must complete the check-in and check-out process at the time of arrival and departure. Children must wash their hands upon arrival before entering the classroom. Only individuals authorized in writing on the

child's information form may pick up a child. Staff will request a photo ID the first time an individual picks up, or anytime the staff member is unfamiliar with the person. Staff are not permitted to release a child to anyone not listed unless a parent or guardian provides verbal authorization in an emergency. Any custody arrangements must be supported by official court documentation on file.

Inclusion & Nondiscrimination Policy

At Lollipop Land Child Care, we welcome children of all backgrounds and abilities and strive to create an environment where every child, family, and staff member feels supported. We participate in the Idaho Child Care Program for families needing childcare assistance and proudly support children with IEPs by providing appropriate modifications and adaptations to help them thrive. We accommodate children with disabilities if their needs do not require a higher level of care than what state ratios allow.

We do not discriminate based on race, color, national origin, sex, age, or disability in any of our programs or activities. To ensure high-quality care, we complete developmental screenings in the classroom to help identify any delays or concerns. If concerns arise, parents are notified privately and may be referred to community resources for additional support.

Children may enroll beginning at 6 weeks of age and remain in our program through age 11. When space is limited, families will be added to our waiting list in the order their interest was received.

Confidentiality Policy

Lollipop Land Child Care is committed to protecting the rights and privacy of every child and family. We treat all children fairly and without discrimination, regardless of racial, ethnic, gender, cultural, religious, or linguistic background, as well as varying abilities. All personal information shared with us is handled with the highest level of confidentiality. Details about children and their families are disclosed only with parental consent and solely to individuals who have a legitimate "need to know." Our staff is trained on the importance of maintaining confidentiality and are expected to protect all information related to children, families, and fellow staff members at all times.

Parent Communication & Open-Door Policy

At Lollipop Land Child Care, we value strong, open communication between families and staff. We encourage parents to be involved, ask questions, and stay connected with their child's daily experiences. Our open-door policy allows parents to visit or observe their child's classroom at any time during operating hours.

To ensure clear and consistent communication, all messages, updates, and general information with Lead Teachers must be sent through **Procare**, our designated parent-communication app. This helps us keep information organized, ensures timely responses, and maintains a reliable record of all messages.

We believe that working closely with families creates the best environment for children to learn, grow, and thrive.

Curriculum, Learning, and Developmental Support

Curriculum

The curriculum used at Lollipop Land Child Care includes the Learning Beyond Paper Early Childhood Curriculum — a research-based, classroom-tested, cloud-based program designed to support infants through Pre-Kindergarten. Learning Beyond Paper prioritizes STEAM (Science, Technology, Engineering, Art, and Math) and 21st-century skills such as collaboration, digital literacy, critical thinking, and problem-solving.

Professional development, observational assessments, and integrated training tools are built into the curriculum so that educators stay equipped and efficient while meeting the needs of each child.

Learning Approach

- Support each child’s ability to make independent decisions about their environment.
- Foster self-discipline, goal-setting, and the completion of self-chosen tasks.
- Encourage children to work cooperatively with peers and adults, sharing leadership and responsibilities.
- Promote development across the arts, physical movement, social interaction, and hands-on exploration to build a strong foundation for future learning.
- Strengthen each child’s ability to express themselves and communicate their experiences with others.
- Provide opportunities to explore a wide range of natural and real-world situations through diverse materials.
- Cultivate creativity, curiosity, and self-motivation.

Lead Teachers are responsible for planning lesson plans that help children reach developmental milestones while ensuring activities are fun, engaging, and meaningful for every child in their classroom.

Developmental Screenings

At Lollipop Land Child Care, Lead Teachers use the CDC’s *Learn the Signs. Act Early.* program, including the “Watch Me Grow” initiative, to help track each child’s developmental milestones. These tools support families in monitoring growth across key areas such as physical, social, emotional, and communication skills. We also offer Ages & Stages Questionnaires (ASQ) evaluations as an additional developmental screening resource.

Developmental screenings play an important role in understanding how your child is progressing in areas like speech, fine and gross motor skills, social interaction, and problem-solving. ASQ evaluations are required for children enrolled from 1 month to 5½ years of age.

The ASQ is completed by parents or caregivers and consists of 21 simple questions that typically take 10–15 minutes to finish. After enrollment, families have 30 days to complete the first ASQ. Following that, ASQ evaluations will be conducted every March and September. We strongly encourage families to share their results with us so we can best support your child’s growth.

Results will be reviewed and discussed during Parent-Teacher Conferences. If any concerns arise, Lollipop Land Child Care will assist you in finding appropriate resources and tools to ensure your child receives the support they need.

Parent Teacher Conferences

Parent-teacher conferences are held twice a year—once in October and once in April—for all children enrolled in our facility. Sign-up sheets will be provided by your child’s lead teacher and shared through Procure.

Tuition, Payments & Fees

Billing & Payment Policy

Daycare payments may be made by card through the Procure app, the front desk check-in station, or online at myprocure.com.

Lollipop Land Child Care offers monthly billing for your convenience. Tuition will be billed on the 1st of each month for that current month of care. If a balance remains unpaid on the 1st of the following month, your child(ren) will not be able to attend until the account is brought current.

Auto-pay is available for families who wish to pay weekly, bi-weekly, or monthly.

Idaho Child Care Program

Lollipop Land participates in the Idaho Child Care Program (ICCP). Families using ICCP are responsible for all balances until approval notification from ICCP. After approval families are responsible for all monthly co-payments. Co-payments are due no later than the 10th of each month. A \$30 late fee will apply if not paid by this date.

Tuition Rates & Discounts

Monthly Rates (Effective January 1, 2026)

4-Day Contract

0–2 Years: \$700.00

2–3 Years: \$670.00

3–4 Years: \$630.00

4–Pre-Kindergarten: \$590.00

Elementary (School Year): \$340.00

Elementary (Full Day): \$560.00

5-Day Contract

0–2 Years: \$780.00

2–3 Years: \$730.00

3–4 Years: \$700.00

4–Pre-Kindergarten: \$680.00

Elementary (School Year): \$380.00

Elementary (Summer): \$640.00

Discounts:

Multi-Child Discount:

2 children: \$15/month - 3 children: \$20/month - 4 children: \$25/month

Military, Police, EMS & Firefighter Discount: \$30/month

Jefferson County Sheriff's Office Employee Discount (Pleasant Facility only): \$50/month

Preschool Supply Fees:

3– 4-Year-Old Class: \$20/month

Pre-Kindergarten: \$25/month

Additional Fees:

One time Registration fee of \$30.00 Per child

Elementary-aged children may only attend Lollipop Land Child Care when school is not in session. An additional fee of \$12.00 per day will be charged for each non-school day attended during the school year.

Families not attending for six weeks may hold their child's spot with a \$150 retainer fee.

Contract Requirements

Families must commit to either a 4-day or 5-day weekly contract.

If a child enrolled in a 4-day contract attends a 5th day, a \$60 contract-break fee will be charged. If this occurs twice, the child will automatically be moved to a 5-day contract.

Vacation:

To support our families, we offer two weeks of vacation per year after a child has been enrolled for one full year. Vacation time must be used in full weekly increments and does not roll over. To request vacation, a Vacation Request Form must be completed and signed at the front desk before the planned absence. Vacation can not be used to fulfill 2-week notice.

Late Fees & No-Pay/No-Play Policy

All accounts must be paid in full by the end of each month for children to continue attending the following month. If a balance remains on the 1st, a non-negotiable \$30 late payment fee will be applied. After two late fees, families will be required to pre-pay before their child may return. If a third late fee occurs, our "No Pay, No Play" policy will take effect, and the child's spot may be filled by another family.

Withdrawal

Parents who choose to withdraw their children from the program must submit a written "Statement of Intent" at least two weeks prior to departure. This must be given to the front desk.

Health, Illness and Safety Requirements

Lollipop Land Child Care Sick Policy

Aligned with Idaho State Guidelines and CDC Health Recommendations

At Lollipop Land Child Care, the health and safety of our children and staff are our highest priorities. To help prevent the spread of illness, we follow Idaho state regulations and CDC recommendations.

Children must remain home when they show signs of illness and may return only once they meet the required criteria listed below.

Exclusion Criteria

Children must stay home if they exhibit any of the following:

Fever:

A temperature of 100.4°F or higher. Children must be fever-free for 24 hours without medication before returning.

Diarrhea:

Exclusion is required if diarrhea cannot be contained in a diaper, if a toilet-trained child has multiple accidents, or if stool is runny, watery, or bloody. A **24-hour diarrhea-free period** is required to return. Children will be sent home if diarrhea continues or is accompanied by behavior changes or other symptoms.

Vomiting:

Children may not attend if they have vomited within the past **24 hours**.

Severe Cough or Respiratory Symptoms:

Persistent coughing, wheezing, or difficulty breathing.

Unexplained Rash:

Rashes that may indicate a contagious illness (e.g., chickenpox, hand-foot-mouth). A healthcare provider must clear the child before returning.

Eye Infections (Conjunctivitis):

Red, irritated, or oozing eyes require treatment and a **24-hour waiting period** after the first antibiotic dose.

Head Lice:

Children must be treated and completely **nit-free** before returning. Staff may check for clearance upon arrival.

Communicable Illnesses:

A communicable illness is an infection or disease that can be spread from one person to another, either directly (through close contact, coughing, sneezing, or bodily fluids) or indirectly (through contaminated surfaces, objects, or airborne particles). Examples include influenza, strep throat, COVID-19, RSV, conjunctivitis, and gastrointestinal viruses.

Lethargy or Inability to Participate:

Children who are too tired or unwell to engage in normal daily activities must stay home.

Notification of Illness

If a child becomes ill while at the center, parents will be contacted and required to pick up their child within one hour. Parents must also notify the center immediately if their child is diagnosed with a communicable disease so that appropriate precautions can be taken to protect the health of other children and staff.

Returning to Child Care

Children must fully meet exclusion criteria before returning (e.g., symptom-free for 24 hours). A doctor's note may be required for certain illnesses to confirm the child is no longer contagious.

Mild Symptoms

Children with mild symptoms (such as a runny nose or occasional cough) may attend if they are active, comfortable, and not a risk to others.

Medication Policy

Lollipop Land Child Care does not administer fever-reducing medications such as Tylenol or Ibuprofen. Prescription medications may be given only if they are in the original labeled bottle and prescribed specifically for the child. Parents must complete and sign a Medication Administration Form, which is available at the front desk, before any medication can be administered. All medications are given by the lead teacher and documented in Procare with the time, date, and dosage, and these records are maintained for at least one year. Medications are stored securely in approved locked storage at the front desk to ensure safety and proper handling.

Preventative Measures

To maintain a healthy environment, we follow strict hygiene and sanitation practices throughout the day. All children must wash their hands upon arrival, before meals and snacks, and after outdoor play. Staff conduct daily health checks for children and themselves in accordance with IdahoSTARS guidelines. Bottles, cups, plates, utensils, and eating surfaces are washed and sanitized following state regulations, and toys, materials, and high-touch areas are cleaned and disinfected daily. We also encourage families to keep children home at the first signs of illness to help prevent the spread of germs. Thank you for helping us maintain a safe and healthy childcare environment. Please direct any questions to the front desk.

Immunization Policy

At Lollipop Land Child Care, immunizations are strongly encouraged but not required. We follow the current Idaho Department of Health and Welfare guidelines for licensed child care programs, which outline the recommended vaccine schedule for children.

Parents are asked to provide an updated immunization record at enrollment and any time additional doses or boosters are received. While vaccines are recommended, children may attend without being fully immunized if the appropriate exemption documentation is completed.

If parents choose not to immunize, or if their child is not fully immunized, a Conditional Attendance Form must be completed and signed at the front desk before the child first day. This form is required by the state of Idaho and may need to be updated periodically to remain valid.

Safe Sleep & SIDS/SUID Prevention Policy

At Lollipop Land Child Care, we prioritize safe sleep practices to reduce the risk of Sudden Infant Death Syndrome (SIDS) and Sudden Unexplained Infant Death (SUID). SIDS refers to the unexplained death of a seemingly healthy infant under 12 months, while SUID includes sudden and unexpected

infant deaths that may result from suffocation, strangulation, entrapment, or undetermined causes. Because most SUID incidents occur during sleep, we strictly follow evidence-based safe sleep practices and educate parents about these risks.

Safe Sleep Policies

We only use ASTM- and CPSC-approved cribs and approved sleep equipment. All mattresses are specifically designed for the crib or play yard they are used in and fit securely without gaps.

To ensure infant safety:

- Cribs are kept completely free of toys, blankets, quilts, soft bedding, pillows, bumper pads, sheepskins, and any additional items placed in or above the crib.
- Bottles and training cups are never used unless an infant or toddler is held or sitting upright in a highchair or at a table.
- Pacifiers may be used with parental permission and only when breastfeeding is well established. Pacifiers may also be used with bottle-feeding infants until they fall asleep; once asleep, the pacifier is removed and washed for future use.
- One-piece blanket sleepers may be used for warmth. Swaddling is not recommended in our program.
- Infants are placed to sleep fully flat on their backs—EVERY time.
- If an infant arrives asleep in equipment other than an approved crib, they are promptly moved to an approved crib and placed flat on their back.
- Cribs are positioned away from windows, blinds, and drapes, and the room is kept well-lit so staff can easily observe infants' breathing, skin color, and signs of overheating.
- At least one alert adult is always within sight and sound of every sleeping infant.

Partnering With Families for Safe Sleep

We strongly encourage parents to follow the same safe sleep practices at home. Infants experience a 20–50% increase in SIDS risk when they are placed on their backs in one setting but on their stomachs or sides in another. Consistency between home and childcare greatly improves safety.

Additional Risk Factors for SIDS and SUID

Some infants are at higher risk, including those who:

- Are exposed to secondhand or thirdhand smoke
 - Are premature or low birth weight
 - Were exposed to drugs and/or alcohol during pregnancy
 - Are not exclusively breastfed for the first 4–6 months
 - Are new to the childcare setting (increased risk during the first month of transition)
 - Are not current on immunizations or are unimmunized
 - Are not consistently placed fully flat on their backs for every sleep both at home and at childcare
- Switching between back and stomach sleep in different environments significantly increases the risk of SIDS, which is why our policy emphasizes consistent, evidence-based sleep practices.

Child Nutrition and Infant Feeding Standards

Meals, Nutrition, and CACFP Compliance

Lollipop Land Child Care provides nutritious breakfast, lunch, and daily snacks that meet all USDA Child and Adult Care Food Program (CACFP) nutrition requirements. These meals are offered at no additional cost to families, and menus are available for your convenience. All children are served the same meals at no separate charge, and no discrimination is permitted in the course of food service based on race, color, national origin, sex, age, or disability.

Absolutely no outside food is permitted to replace our breakfast, snacks, or lunches. The only time outside food may be brought in is for birthday treats or holiday parties, and these must be arranged in advance with the lead teacher in your child's classroom. Any treats brought in will be served in addition to our snack and at a different time than our CACFP-required snack time.

Every family enrolled at Lollipop Land Child Care is required to complete the necessary CACFP enrollment paperwork and update it annually to remain compliant with program guidelines.

Breakfast is served to children arriving before 8:30 AM. Morning snack is provided around 10:00 AM, lunch around 11:30 AM and afternoon snack around 3:00 PM. If your child will be arriving after 10:00 AM, please notify the facility so we can plan appropriately for lunch.

Please inform both the lead teacher and management of any dietary restrictions your child may have. Documentation from your child's pediatrician is required for CACFP compliance, and the necessary forms can be obtained at the front desk.

Breastfeeding & Infant Feeding Policy

At Lollipop Land Child Care, we support a positive and welcoming environment for breastfeeding families. Parents are invited and encouraged to breastfeed, pump, or provide breastmilk for their infants and toddlers while at the center. Our staff is committed to honoring each family's feeding preferences and following all established feeding plans. Infants are not kept on a strict schedule; instead, they are fed responsively based on their individual hunger cues and needs.

Our breastfeeding-friendly practices include:

- Following a mother's feeding plan, including waiting to offer a bottle if she plans to arrive and breastfeed
- Serving breastmilk or iron-fortified infant formula to all infants under 12 months
- Not serving juice to infants under 12 months
- Not giving bottles when a mother is expected to breastfeed

Pacifiers are used only:

- To soothe a baby or help them fall asleep until a mother arrives to breastfeed
- After breastfeeding is well-established
- With parental permission

We provide a comfortable, designated space for breastfeeding, including a rocking chair in our infant room. If you have additional needs or requests, please speak with us—our goal is to support you and your baby in the way that works best for your family.

Program-Wide Expectations

At Lollipop Land Child Care, we teach and model simple, consistent expectations that help create a safe, positive, and nurturing environment for all children. Across every classroom, age group, and activity, we follow these four core values:

★ **We Are Safe** ❤️ **We Are Kind** 📁 **We Are Responsible** 🤝 **We Are Respectful**

In addition to these shared values, each classroom has its own age-appropriate expectations that are reviewed daily to help children understand routines, build confidence, and make positive choices.

Internet Usage

At Lollipop Land Child Care, the safety and well-being of every child is our highest priority. To maintain a secure, developmentally appropriate, and distraction-free environment, we have established the following Internet and Personal Device Policy:

Child Internet Use:

Children are not permitted to access the internet under any circumstances while at the facility. This includes access through personal devices, staff devices, or any equipment belonging to Lollipop Land.

Personal Devices:

Children may bring personal devices such as smartphones, tablets, or handheld gaming systems only if the device does not have internet access through a mobile carrier, hotspot, or any other means. It is the parent/guardian's responsibility to ensure devices meet this requirement prior to bringing them to the center.

Responsibility for Devices:

Lollipop Land Child Care is not responsible for lost, stolen, or damaged personal devices. Families should keep this in mind when deciding whether to allow their child to bring a device from home.

Staff & Facility Devices:

Teachers and staff will not allow children to access the internet on any staff-owned or facility-owned devices.

Additionally, staff are not permitted to use personal devices while supervising or attending to children. Personal phones and electronic devices may only be used during scheduled breaks and in designated staff areas to ensure that full attention is always given to the children.

Educational Technology:

If technology is used for educational purposes, it will be offline, pre-screened, and age-appropriate. All use will support program goals and be supervised by staff.

This policy helps ensure that all children can learn and play in a safe, focused, and developmentally appropriate environment. If you have questions or concerns regarding this policy, please contact the front desk.

Personal Belongings & Items from Home

Children are welcome to bring a blanket for resting time. Blankets will be kept in each child's bag and used only during rest time. While we take every precaution to prevent items from being misplaced, blankets may occasionally get lost; therefore, we ask that families avoid sending irreplaceable or highly sentimental blankets. Blankets should be taken home every Friday for laundering. We provide nap cots to ensure a clean and comfortable rest environment. Please label all items.

To support positive play, reduce conflicts, and prevent lost or damaged belongings, no outside toys are allowed at daycare. Our classrooms are fully stocked with developmentally appropriate toys and materials for children to use throughout the day. Toy donations are welcome if appropriate for group play, but personal toys from home must remain at home. Additionally, toy guns, weapons, knives, or any toys that encourage aggressive play are strictly prohibited.

Lollipop Land Classroom Programs

Infant Program - Sweet Peas

At Lollipop Land Child Care, we understand that the infant stage is a critical period of rapid growth and development. Our infant room—referred to as the Sweet Peas Classroom—is designed to provide a safe, nurturing, and responsive environment where babies receive individualized attention and care. We focus on building strong, loving bonds between caregivers and infants through gentle interactions, consistent routines, and responsive caregiving. Our trained staff follows best practices for infant care, including safe sleep guidelines, proper nutrition, and age-appropriate developmental activities that encourage sensory exploration, motor skills, and early language development.

We partner with families to maintain continuity of care, honoring each infant's unique feeding, sleeping, and comfort needs. Parents are encouraged to share their baby's routine, preferences, and milestones so we can provide the best possible care and support their development in a warm and loving environment.

Our goal is to ensure that every infant in our care feels secure, loved, and encouraged to grow at their own pace, setting a strong foundation for lifelong learning and well-being.

What to Bring for Infants

Please label all items clearly to ensure they are easily identifiable:

Blanket, Change of Clothing, Diapers, Bottles, Diaper Rash Ointment, Wipes

Thank you for your cooperation and for helping us provide the best care for your infant! If you have any questions, please feel free to reach out.

Toddler Program- Cotton Candy Cuties & Tiny Tootsies

At this age, children are meeting new challenges as quickly as they arise. Our toddler rooms are designed to give children the space and freedom to move, explore, and discover their world. Crawling, walking, climbing, and eventually running all happen in what feels like the blink of an eye, and our caregivers are dedicated to supporting each child through these milestones with a trusting, loving, and encouraging relationship.

Toddlers learn best in a stimulating and engaging environment, so daily activities include music, stories, art, outdoor play, blocks, sensory experiences, and more. We also understand that potty training is an important developmental step for many children at this age. Our teachers use a consistent, supportive approach and work closely with families to ensure a positive and successful potty-training experience tailored to each child's readiness.

[Potty Training Guidelines](#)

Toilet training is an important milestone in a child's growing independence. A child is considered truly toilet trained when they can independently pull down their pants, use the toilet, wipe, and pull their pants back up. Many toddlers begin approaching this stage as they show signs of readiness. We encourage children who are ready but never pressure those who are not. Common signs of readiness include asking to be changed, commenting on soiled diapers, and staying dry for longer periods or overnight.

We ask that all toilet training begin at home before introducing it in the daycare setting. After 2–3 consistent days of training at home, we will continue supporting your child using the same methods you are practicing. Our staff uses positive reinforcement, rewards, and plenty of praise to encourage progress. All accidents are documented on the whiteboard in the toddler bathroom so staff can observe patterns and adjust support as needed.

Preschool Program

Lollipop Land's preschool program has been developed in partnership with Jefferson School District 251. We follow the Learning Beyond Paper curriculum, which supports developmentally appropriate learning through play, exploration, and guided instruction. Classroom placement is determined by a child's birthday to ensure developmental readiness and alignment with the district's expectations.

Children must be 3 years old by September 1st to enroll in the Bubblegum Buddies preschool class, and we strongly encourage children in this program to be toilet trained. Our Lollipop Learners class is for children who are 4 years old by September 1st and preparing for kindergarten. Child care is not provided during scheduled preschool class times. If you are considering holding your child back from kindergarten, please discuss placement options with the Director so we can help determine which class will best support your child's growth and success.

[Bubblegum Buddies](#)

Our preschool program for 3 – 4-year-olds is designed to spark curiosity, creativity, and confidence. Children follow a structured daily schedule that nurtures social, emotional, and academic growth through meaningful, play-based learning experiences. A three-day-a-week preschool curriculum is integrated directly into the classroom routine, focusing on early literacy, math, science, fine motor development, and problem-solving skills. Preschool follows the Jefferson School District 251 calendar and is held Tuesday, Wednesday, and Thursday from 9:30–11:30 AM. We also have additional staff available during scheduled preschool hours to ensure each child receives the support they need to reach their full potential. Our nurturing teachers encourage independence, cooperation, and exploration while helping each child build a strong foundation for kindergarten readiness.

Lollipop Learners

At this age, children are more coordinated, curious, and eager to explore their world in deeper ways. Preschoolers learn through a blend of play-based exploration and teacher-led small group activities. They begin forming friendships, engaging in pretend play, and developing greater independence as they prepare for kindergarten.

Our preschool program includes a four-day-a-week preschool curriculum integrated directly into the classroom schedule. Children participate in a wide variety of activities such as art, reading and discovery centers, blocks, dress-up, cooking, outdoor play, and more. Small group instruction supports social, emotional, physical, and language development in a fun and engaging learning environment. Preschool follows the Jefferson School District 251 calendar and is held Monday, Tuesday, Wednesday, and Thursday from 9:00–11:30 AM.

Elementary Program — Rainbow Rockstars

At Lollipop Land Child Care, we provide a safe, engaging, and supportive environment where elementary-age children—our Rainbow Rockstars—can continue to grow in independence. Jefferson School District 251 provides busses to and from all elementary schools, ensuring a smooth transition between school and childcare. We offer homework assistance along with a variety of enriching experiences such as outdoor play, cooking, dramatic play, art, and science activities. Our program gives families peace of mind knowing their children are safe, inspired to learn, and constructively engaged between the end of the school day and when parents return from work.

During the summer, our elementary program expands to include regular water days, hands-on learning activities such as science experiments, and dedicated reading time to support ongoing learning and exploration.

Behavior Guidance & Support Policy

Positive Guidance Policy

Lollipop Land is committed to providing a safe, respectful, and nurturing environment where all children can learn and grow. Our behavior guidance practices focus on teaching social-emotional skills such as self-regulation, empathy, communication, and problem-solving through positive, developmentally appropriate strategies.

We use positive guidance and the FLIP-IT® approach to build strong teacher-child relationships through active supervision and ongoing monitoring of children's behavior. Teachers intentionally model and teach social-emotional skills, follow consistent daily schedules, and use the Learning Beyond Paper curriculum. Classrooms are thoughtfully arranged to promote positive behavior, engagement, and success for every child. We also utilize the ASQ-SE (Ages & Stages Questionnaires: Social-Emotional) as a screening and support tool to help monitor social-emotional development and guide appropriate supports when needed.

Lollipop Land is committed to inclusive care and does not discriminate on the basis of race, gender, culture, language, or disability. Children with behavioral challenges are supported in inclusive

classroom settings whenever appropriate through individualized strategies and collaboration with families.

Positive Guidance Practices

Our approach to guidance includes:

- **Clear Expectations:** Age-appropriate rules and boundaries explained in positive, understandable ways
- **Modeling Behavior:** Demonstrating kindness, patience, respect, and problem-solving skills
- **Encouragement:** Recognizing and reinforcing positive behaviors
- **Redirection:** Guiding children toward appropriate choices during challenges
- **Problem-Solving:** Supporting children in expressing emotions and resolving conflicts constructively
- **Natural Consequences:** Allowing safe, supportive outcomes that help children learn from their actions

FLIP-IT® Strategy

Lollipop Land incorporates the FLIP-IT® strategy to support emotional regulation and problem-solving:

- **Feelings:** Acknowledge and name emotions to help children feel understood
- **Limits:** Set clear, simple, and consistent boundaries
- **Inquiries:** Ask open-ended questions to encourage thinking and solutions
- **Prompts:** Offer positive alternatives and guidance toward appropriate choices

Clear program-wide behavior expectations are outlined in this handbook and are designed to promote positivity, self-regulation, and respect. Each classroom also has age-appropriate expectations that are reviewed daily with children. Staff are held to these same expectations and are never permitted to use physical punishment, yelling, humiliation, restraint, or seclusion as behavior management practices.

We work closely with families to support each child's success. If you need additional resources with guidance for behaviors at home, please speak with the director or Lead Teacher and they can provide at home activities or a list of community resources. Parents are encouraged to communicate with their child's teacher or the Director at any time with questions or concerns regarding behavior or safety.

Biting in Child Care

Biting is a common behavior, particularly in children under 3 years old, as they develop and explore their environment. For children under 1 year, mouthing objects is a normal part of feeding and speech development as they build oral-sensory awareness. Between 1 and 1½ years, children may bite when they are excited, and it's essential to teach them that biting is not acceptable. From 1½ to 3 years, biting often stems from frustration, especially when children struggle to express themselves or feel powerless. While this is a normal developmental stage, it remains important to reinforce that biting is not okay. After 3 years, biting becomes less typical and is usually a behavioral response to frustration or fear, often when children feel they lack control or cannot communicate effectively.

At Lollipop Land Child Care, we take this very seriously and follow this protocol to reduce biting incidents. When a bite occurs, the classroom teacher will treat the injury, log the incident, notify the parents of both children involved, prepare incident reports, and alert their supervisor.

If the biting continues, the classroom teacher will keep a comprehensive ABC Behavior Log of the incidents. This log will include the Antecedent (what happened before the biting, such as time of day, area of the center, activity engaged in), the Behavior (details of the biting incident), and the Consequence (how the situation was handled immediately afterward). This is done to establish any patterns or triggers. When possible, the classroom teacher will “shadow” the child during targeted times to prevent the biting and redirect the child. Strategies may include separating children, revising seating arrangements, adjusting activity times, or introducing alternate activities to reduce frustration.

All staff at the center participate in positive behavior training. Our staff is continually doing training with our Idaho Stars Health Consultant regarding specific classroom concerns as well as collaborating with all staff from IdahoStars to reduce incidents.

If parents or staff members have concerns about children, safety, or policies, they should speak with their child’s lead teacher or the Director immediately as our number one concern is your child’s safety.

Retention, Suspension & Expulsion

At Lollipop Land Child Care, our mission is to provide a safe, inclusive, and supportive environment where all children can thrive. We are committed to addressing challenges with empathy and proactive strategies before considering retention, suspension, or expulsion.

Retention Policy

Definition: Retention involves extending a child’s time in their current classroom or developmental group to ensure they are ready for progression.

Process:

- Staff observe and assess the child’s developmental, social, and emotional readiness using the CDC’s “Learn the Signs. Act Early.”
- The FLIP IT strategy (Feelings, Limits, Inquiries, Prompts) will be used to address specific challenges or developmental needs.
- Parents/guardians will be consulted to collaboratively develop a plan for additional support and determine if retention is in the child’s best interest.

Suspension Policy

Definition: Suspension is a temporary measure used only when a child’s behavior significantly disrupts the safety and well-being of others and cannot be resolved immediately.

Grounds for Suspension:

Persistent harmful or aggressive behaviors that continue despite interventions, including the use of the FLIP IT strategy.

Process to avoid Suspension:

- Behaviors will be documented using the ABC Chart, focusing on the antecedent, behavior, and consequence to identify patterns and triggers.
- The FLIP IT strategy will be implemented to de-escalate and guide the child’s behavior before considering suspension.

- Parents/guardians will be notified promptly, and a meeting will be scheduled to create or revise a behavioral support plan.
Suspension will be for a specified, short duration and utilized only as a last resort.

Expulsion Policy

Definition: Expulsion is the permanent removal of a child from the program due to ongoing or severe challenges that cannot be resolved despite all reasonable efforts.

Grounds for Expulsion:

- Severe safety risks to children or staff.
- Repeated incidents of disruptive or harmful behavior despite consistent documentation and interventions.

Process of Expulsion:

After exhausting all strategies and resources, parents/guardians will be notified in writing with a final meeting to discuss the decision and referrals to alternative care options.

Commitment to Support

Proactive Interventions: The FLIP IT strategy will always be implemented to help children navigate their feelings and behaviors.

Documentation: The ABC Chart will be used to track patterns, triggers, and outcomes, ensuring a clear and transparent process.

Partnership with Families: We value collaboration with parents/guardians and will work together to find solutions that prioritize the child's success and well-being.

By fostering open communication, consistent support, and evidence-based practices, Lollipop Land Child Care aims to address challenges with compassion and fairness.

Professional Standards: Training, Supervision, and Child Safety

Staff Training

At Lollipop Land Child Care, our staff is committed to creating a stimulating learning environment that promotes respectful guidance, independence, and hands-on discovery. To ensure high-quality care, all staff members are required to pass a criminal background check, maintain current CPR and First Aid certifications, attend monthly staff meetings, and complete at least 20 hours of early childhood development training each year. Staff are also required to join the IdahoSTARS Professional Development System (PDS) and are encouraged to pursue their Child Development Associate (CDA) credential through IdahoSTARS. These ongoing training expectations ensure that our team remains knowledgeable, prepared, and dedicated to supporting each child's growth.

Supervision Policy

At Lollipop Land Child Care, we strive to always maintain active supervision. When possible, we schedule two employees in each classroom to support child safety and engagement. Children are

always kept within sight and sound of staff throughout the day. Teachers actively supervise children at all times and are not permitted to use personal cell phones while supervising, ensuring full attention is given to the children in their care.

Child Abuse Awareness and Prevention Protocols

Childcare workers are in a unique position to observe signs of possible abuse or neglect, and because of this, all staff at Lollipop Land Child Care are legally mandated reporters. Each year, staff review state guidelines for recognizing child abuse, which may include physical injury, sexual abuse, neglect, or maltreatment. By law, any staff member who has reasonable suspicion of abuse or neglect must report their concerns to Child Protective Services. A report is not an accusation but a request for further assessment by the appropriate authorities. In Idaho, CPS is responsible for determining whether abuse has occurred.

To prevent child abuse and neglect, we implement the following practices:

- Train staff to avoid one-staff/one-child situations whenever possible
- Design classrooms to eliminate hidden or secluded areas
- Ensure interactions between children and staff are open, observable, and interruptible
- Use proper names for body parts when speaking with children
- Never force children to show affection
- Teach children to ask questions if something feels uncomfortable or confusing
- Explain that keeping secrets can sometimes be harmful
- Train staff using the Strengthening Families Protective Factors Framework and Darkness to Light's Stewards of Children program
- Require background checks for all employees
- Build positive, non-judgmental relationships with families
- Remain alert to signs of parental stress or challenges in parent–child interactions
- Maintain regular communication with parents regarding their child's progress
- Provide education and tips to support parents with specific challenges
- Encourage parents to be involved in their child's care
- Offer information about available community resources
- Model developmentally appropriate practices and invite parents to observe interactions
- Foster a welcoming environment where families can share experiences and build support systems
- Engage with extended family members who play a role in the child's development

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1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
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

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