

Lakeshore Little People's Place Parent Handbook (Revised 2/07)

History. Lakeshore Little People's Place (LLPP) is a Christian non-profit ministry (501(c) 3) owned by the Holland Deacons' Conference (HDC). The Holland Deacons' Conference is a coalition of area Christian Reformed churches working together to meet the needs in the community. In 1993 a group of community members contacted the HDC about the need for Christian childcare. After exploring many options, it was decided that rather than build, the community's childcare needs could be better met by partnering with churches and providing childcare in a church building.

In 1997 LLPP began with twenty preschool children at Maplewood Reformed Church. Within the first year our program grew steadily and by August of 1998 we were able to open two additional centers. LLPP now has four locations in the Holland area. Harderwyk LLPP is on the north side of Holland and cares for infants through kindergarten. Providence LLPP is on the south side of Holland and cares for children between the ages of six weeks through fifth grade. An after school program for children entering first grade through fifth grade is located at Southside Christian School. East Saugatuck LLPP cares for children ages three through fifth grade and runs a preschool program with Hamilton Community Schools.

Philosophy. We believe that children need support in order to develop spiritually, emotionally, intellectually, socially and physically. We want children to be able to:

- Develop ways to express themselves through language, music and art.
- Develop independence, self-control, social skills and motor skills through a variety of activities.
- Develop a positive self esteem.
- Develop relationships with other children and caring adults.

We believe that parents and families also need support. Lakeshore Little People's Place seeks to create an environment where parents can feel comfortable and secure leaving their children. We work in partnership with parents and invite parent communication and participation.

We believe that our faith should shape the way that we care for children. Since our God is a God of all creation, our children are involved in many things, from painting and singing to counting and speaking – all of which show evidence of our Creator. In addition, there are activities that specifically show that our faith is evident: prayer at meals, Bible stories, memory verses, religious songs and the celebration of religious holidays. Whether specifically referenced or not, our faith in a loving God informs all of the activities that we engage in.

Mission Statement. Lakeshore Little People's Place is a ministry of the Holland Deacon's Conference which provides Christian child care to meet the needs of working parents in the greater Holland area. The program offers:

- Quality, licensed, educational full-time child care for ages 6 weeks to 6 years.
- Before and after school recreation activity and study time licensed for kindergarten through grade five.
- A caring community of professional care givers.
- Intentional inclusion of children from low income families who are working toward self-sufficiency.
- A church community for families who do not have a church home or who need more support than LLPP can provide.

Statement of Faith. LLPP employees and board members are asked to sign a statement that they accept and agree with this Statement of Faith:

We believe God is the creator and sovereign ruler of all things in the universe.

We believe in Jesus Christ as the only true Son of God who became man.

We believe he died and carried away all our sins, he arose and now he reigns in heaven with his Father.

We believe God sends his Holy Spirit to comfort us and aid us in a life of Christian discipleship.

I acknowledge my sinful nature, my salvation through Jesus Christ alone, and I am committed to a Christian lifestyle as an expression of my repentance and gratitude.

LLPP Board of Directors. Lakeshore Little People's Place is governed by a Board of Directors which includes one representative for each LLPP site, one representative from the HDC, and 5 other members. Board members are approved by the Holland Deacons' Conference and meet on a monthly basis. It is the job of the board to set and review policy/procedures, financial information and receive updates on the monthly functions of LLPP. The board is also comprised of several subcommittees that meet as needed. These committees include: The Human Resource Committee, Tuition Assistance Committee, Education Committee, Finance and Long Range Planning. The Corporate Office reports to the board and consists of the Executive Director and Office Manager.

Licensing Regulations. Lakeshore Little People's Place is licensed by the Michigan Department of Human Services: Office of Children and Adult Licensing. Each facility is assigned a Licensing Consultant who ensures the centers follow the "Licensing Rules for Child Care Centers" set forth by the Department of Consumer & Industry Services: Bureau of Regulatory Services. A copy of these rules is available on the parent table. A license is granted for a two year period and requires a full licensing inspection to renew. Every year the Licensing Consultant will also conduct an unannounced visit to further ensure all licensing rules are being followed by checking paperwork files and observing classrooms. In addition, the Licensing Consultant must approve any changes such as new classrooms or transportation and investigate any incidents reported by staff, parents, children or local authorities.

LLPP is also inspected by and must meet regulations set in place by the Department of Environmental Health and Fire Safety.

Connection to the Holland Deacons' Conference. LLPP is a ministry which is owned by the Holland Deacons' Conference. LLPP is governed by a board that is approved by the Holland Deacons' Conference. Joint meetings are held on a yearly basis with LLPP and the HDC. The relationship between LLPP and the HDC is one of partnership and support. Together we provide a childcare ministry which provides a community model on how to gather resources and unite them effectively to meet child care needs.

Non-Profit Organization. As a non-profit 501 (C) (3), LLPP uses all of its income for the purpose of operating and improving its programs. It is an organization that was established solely to serve children and families of the Holland/lakeshore area. Currently, tuition income covers about 90% of the operating costs while individual and corporate donations are used to cover the remaining 10% of expenses. The Internal Revenue Service has given exempt status to LLPP. Despite the obvious benefit of being exempt from most tax fees, it also allows donors to receive a charitable contribution deduction on their income tax return.

Location of Facilities. We believe that our connection to local churches is an important part of our ministry. By uniting together and using space typically left unused during the week, we are being good stewards and making the most of community resources. LLPP is intentionally located in church buildings in order to help foster a partnership between our ministry and the ministries of the churches in which we are located. When parents and LLPP need additional support raising children, we look to a larger support network in the community of a church family. It is our desire to enhance the ministries of churches in our community through our work.

Staff Screening Policy. The following steps will be taken by the site director to ensure a thorough background check of all applicants before starting employment:

- A State Police Clearance Form will be completed by applicants, and checked through the state website. All directors will be required to complete fingerprint registry.
- Directors will check three or more references and record the date of contact and responses of the reference on the Reference Check Questionnaire.
- Applicants will be asked to respond verbally and in written form to the following questions: (1)Are you currently abusing drugs or alcohol, (2)have you ever been convicted of a felony or a misdemeanor, and (3)have you ever been investigated for child abuse or neglect?
- All applicants will sign the Employee Applicant Agreement stating they will inform LLPP if they are ever investigated or convicted of child abuse, neglect, or any crime other than minor traffic violations.
- Children's Protective Service Clearance Form will be completed and mailed to Children's Protective Services. LLPP reserves the right to require drug/alcohol screening of any employee at any time during employment. .

Staff Training Plan.

- All staff will read and sign the Staff Acknowledgement stating that they have read and understood all the policies of the center as stated in the staff and parent handbooks.
- All staff will familiarize themselves with the state licensing rules.
- All staff members are required to attend staff meetings and at least twelve hours of director-approved training per year.
- Each staff member is required to have CPR, First Aid and Blood Borne Pathogen training. Infant and toddler teachers shall be trained on "Safe Sleep" and "Shaken Baby Syndrome".
- Each Classroom will have a teacher that meets educational requirements set by the Office of Child and Adult Licensing.

Volunteers. Volunteers provide a wonderful service in the classroom as they lend their time, energy and compassion toward the children. All volunteers must be approved by the site-director. If the volunteer will be in contact with the children at least 4 hours per week for more than 2 consecutive weeks they must complete a Staff Medical Clearance Report showing a negative TB test and a physical form completed by a physician. All volunteers must complete a State Police Clearance Form a Children's Protective Service Clearance Form and sign a Volunteer Agreement that states the volunteer will:

1. Assist lead teachers in carrying out lesson plan objectives.
2. Participate in the positive discipline of children such as redirection and encouraging children to solve their own problems by exploring behavior options with them.

Furthermore, it is agreed that a volunteer at Lakeshore Little People's Place

1. Will not be left alone in a class room with children or accompany children to the bathroom.
2. Will not have access to receipt books, payment boxes, staff personnel or child records.
3. Will report any suspected abuse or neglect of a child by parent, staff or other to the proper authorities.

4. Will maintain parent/worker confidentiality, including not disclosing full names of any children in reports or other class work

ADMISSION and ENROLLMENT

Admission Policy. Lakeshore Little People's Place admits children without regard to race, color, nationality, or religious background. Openings are filled on a first-come, first-served basis, although children of congregational members at sponsoring sites and children who are siblings of a child in our care are given priority.

All required forms must be completed and signed before a child may attend the program. Parents must agree to keep all information updated as necessary.

Enrollment. The steps for enrollment are:

- Complete the enrollment application form.
- Pay the non refundable registration fee (when a space is available for your child).
- Receive the Parent Handbook.
- Complete and return these forms:
 1. Health form / immunization record signed by a physician.
 2. Child information card.
 3. Personal information form.
 4. Parent/Agency Agreement.

Classroom Welcome Packs. Upon enrollment, parents will receive a welcome pack for their child's classroom. Welcome packets include:

- Introductions to your child's teachers
- Specific information about your child's classroom including: what you need to bring, discipline techniques, classroom goals, communication methods, etc.
- Daily classroom schedule
- Lesson plan sample
- Parent questionnaire

Schedule (Hours). Lakeshore Little People's Place is open for full-time day care, 6:30 a.m. to 6:00 p.m. Monday thru Friday.

Before-and-after school care is available at the Providence Site from 6:30 a.m. to 9:00 a.m. and at the Southside Site from 3:00 p.m. to 6:00 p.m. when school is in session. When school is not in session, special schedules will apply for school-age children. An Additional Care Form must be turned in two weeks in advance for your school age child to receive care on days off of school.

Snow days. LLPP will remain open on school snow days. School- age children that attend the Southside Christian site will have care available at the Providence site. In extreme weather situations, LLPP reserves the right to close the sites.

Arrival and Pick Up. Each child must be signed in upon arrival. Sign in sheets are located by the door of the classroom. Parents should walk a child into the classroom and alert the teacher to an arrival or departure. This is also a good time to talk to the staff about how your child is feeling and if any medication is required. Children who arrive by school bus or LLPP transportation will be signed in by the classroom teacher.

All children must be signed out when they are picked up. Children will be released only to parents or persons authorized by parents and listed on the Child Information Card. If you intend for someone not listed on the information card to pick up your child, notify the staff in writing. In emergencies, you may call the site. ID may be required at pick-up.

If a parent, by court order, is not allowed to pick up his or her child, a copy of the Court Order must be provided to LLPP and the child may be released only according to the court order on file. If the court order is not on file, either parent may pick up the child regardless of what the other parent has communicated.

Late Pick-up Policy. Because our staff is not scheduled and our space is not leased past 6 p.m. it is very important that parents pick up their children by 6 p.m. There will be a \$20 fee assessed for late pick up and dis-enrollment may occur after excessive late pick-ups.

Withdrawal. Two weeks written notice to the site director is required if a parent withdraws a child from the program. If a two-week notice of withdrawal is not given, your account will be billed and parents will be responsible for payment for two weeks after the child's last day.

The Site Director or Executive Director of Lakeshore Little People's Place may request withdrawal of a child from the program for the following reasons:

- for non-payment of fees
- for excessive late pick-ups (more than two in a three month period)
- if a child endangers the health or safety of staff or other children
- if the director, in consultation with the staff, determines Lakeshore Little People's Place is unable to meet the needs of a child and/or a parent
- if conferences between the director and parents do not satisfactorily resolve inappropriate behavior
- if a parent does not provide the center with required paperwork concerning their child or refuses to abide by other licensing requirements.
- if a parent behaves inappropriately in front of other parents, staff or children.

FINANCIAL INFORMATION

Payment Information.

- A non-refundable registration fee of \$40 for Infants through Preschool and \$25 for School-age is due to secure your child's spot
- A discount of 10% off the lowest tuition is given to families having two or more children.
- **Tuition is based on the days you enroll your child for, not the actual time the child attends.** Parents are responsible for tuition payment on all scheduled days whether your child is in attendance or not.
- Tuition payments are due by 6:00 p.m. on Monday for that week. If your child attends part time, you may pay on the first day of the week that your child attends. A late fee of \$15.00 per week will be charged if payment is not received by Wednesday at 6:00 p.m. Non payment or partial payment for two consecutive weeks may result in dismissal.
- A \$25 fee is charged for a returned check.
- Parents who file for assistance from the Family Independence Agency or the LLPP Tuition Assistance are required to pay full tuition until assistance is in place unless other arrangements have been made with the office manager.
- Half days must be between the hours of 6:30 a.m. to 12:00 p.m. or 12:30 p.m. to 6:00 p.m.
- A Late Pick-up fee of \$20 will be charged to your account if your child is picked up after 6:00 p.m. (12:00 p.m. for a half day student). A first offence may be overlooked depending on circumstance. Excessive late pick ups will result in dismissal.
- The center is closed for the following holidays and the tuition is due; New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. The following holidays the center will be closed and tuition will not be due; the Friday after Thanksgiving, Christmas Eve and New Year's Eve. The board reserves the right to change when the center will be closed for a holiday and whether tuition will be due, with reasonable notice to the parents.

Vacation Days. Five days of vacation time, during which tuition is not due, are allotted to each full time family every January. Families beginning care after January 1st will receive pro-rated days off from their start date to the following January. This vacation time can be used one day at a time or all at once. Part-time families may use vacation time equivalent to the part-time schedule for one week which the child normally attends the center (e.g. The child attends Monday, Wednesday and Friday for full days, the family will have three full days of vacation time for the year). Kindergarten and School Age rates include full and half days off of school excluding Christmas, Spring and Summer Breaks. **Because Christmas, Spring Break and Summer care will be optional at full time preschool tuition rates, Kindergarten and School Age children will not be given a vacation allotment.**

Billing Concerns. Questions regarding billing for the East Saugatuck and Harderwyk sites should be directed to the office manager. The office manager can be reached at (616)399-9149, Monday- Friday between 9:00 a.m. and 3:00 p.m. The Providence and Southside sites may direct billing concerns to the Providence site director.

State FIA Payments and Tuition Assistance.

- LLPP accepts payments through the State Family Independence Agency. Families who qualify for government assistance through the State are responsible for payment of any difference in coverage. Full tuition payments are due weekly for childcare until an authorization notice from the state is received by LLPP.
- Any family needing financial assistance for tuition payments is encouraged to apply for the LLPP Tuition Assistance program. All applications are reviewed by a committee which reports to the LLPP board on a monthly basis. Ask your Site Director for a LLPP Tuition Assistance Application.

HEALTH, SAFETY AND DISCIPLINE

Child Health Policy. A detailed description of all health care practices are listed in the Health Care Service Plan. A copy is available from your site director.

A green Health Appraisal form containing an immunization record and documentation of a physical signed by a physician must be on file with LLPP. In the event of a medical emergency, staff will first try to reach parents and then the individuals listed on the Child Information Card. If these people cannot be reached, staff will seek medical care from the health care provider.

A sick child must be kept at home. Illness can spread very quickly in a child care center. Call us on days your child is ill and will be absent. Because tuition is based on the days you enroll your child for, not the actual time the child attends full tuition will be due for sick days. If a child becomes ill while in LLPP's Care, the parents will be called and are expected to pick the child up within an hour.

- Fever of/ or over 101 degrees.
- Any communicable illness.
- Repeated episodes of vomiting or diarrhea.
- Unknown skin rash suggestive of contagious disease accompanied with fever or behavior changes.
- Headache accompanied by fever or vomiting.
- Irritability, lethargy, persistent crying, difficulty breathing and other signs of illness.

- Notify the site director if your child has been diagnosed with a communicable disease so the site director can post a Health Alert for other parents. The site director will also report to the County Health Department.

Return of children to childcare after illness. Antibiotics must be administered for a 24-hour period and the child must be fever free for 24 hours prior to the child returning to the center. An exception to this is if a doctor's note is provided stating they can return to care. If a child has a communicable illness, the guidelines set in place by the Ottawa County Health Department will be followed regarding how long a child should be excluded from care. LLPP reserves the right to request a doctor's note before allowing a child to return.

First Aid. In case of injuries, the incident is logged and an Incident Report Form is completed. In case of serious injuries parents (or back-up persons designated by parent) are contacted. If we cannot reach the parents or guardians, we will call the child's physician and / or an ambulance. Until the arrival of the parent, a physician, an ambulance or paramedics, the child's teacher or site director will make decisions regarding care of the child. LLPP is not responsible for medical bills incurred because of accident or injury while a child is in attendance. All serious injuries requiring medical attention are required to be reported to the Office of Children and Adult Licensing. **Please report any phone number changes on your Child Information Card!**

Emergency Procedures. In the case of an emergency evacuation, parents will be called and asked to pick-up their children. For detailed instructions on specific emergency procedures please see the Crisis Intervention Plan.

Child Abuse/Neglect. We are required by law to report suspected incidents of child abuse/neglect. Detailed information regarding this is available in the Crisis Intervention Plan. Community services are available to families seeking help or intervention.

Procedures Related to Concerns. Lakeshore Little People's place strives to provide a positive environment for all however at times concerns may arise. If you have any concerns, please bring them to the attention of the site director. If you are unable to resolve your concerns through the site director, the executive director may be contacted. If you feel that LLPP is in violation of a licensing regulation, reports may be made to the Department of Human Services: Office of Children and Adult Licensing. A copy of these regulations is available on the parent table.

Smoking Policy. Smoking is prohibited in the building or on the adjoining grounds at Lakeshore Little People's Place.

Discipline Policy. We value children and believe they should be treated with dignity and respect. Children are prohibited from injuring themselves or another person or destroying property. When children display inappropriate behavior, staff will redirect that child to another activity, and guide the child to more appropriate behavior. If the behavior continues after redirecting or the offering of other choices, the child may need to be separated from the class for a short period of time. Children may be allowed to choose when ready to return to the group or may be allowed to select another activity.

Parents will be informed of recurring behavior difficulties. A conference may be held. If the inappropriate behavior continues, the director may remove the child from the program.

STAFF MEMBERS WILL:

model appropriate behavior
set clear, concise limits
repeat and consistently enforce rules

STAFF MEMBERS WILL NOT:

use corporal punishment (spanking, hitting)
shame or humiliate or threaten a child
deprive a child of rest, food, or toilet access

avoid negative words

restrict a child's movement by binding or tying
confine a child in an enclosed or locked area

Non-severe and developmentally appropriate discipline or restraint may be used when reasonable necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property.

Biting Policy: Biting another child should never occur but sometimes children get frustrated and bite other children. We want to be supportive of parents as they teach their children not to bite but at the same time we need to protect other children in our care. Consequently we have the following policy regarding biting.

A bite that leaves red marks, bruising or broken skin must be reported to both children's parents and an incident report must be written. LLPP suggests that a parent should seek medical attention for a child if the bite they receive breaks the skin. If a child bites twice in 2 weeks (14 calendar days) the following will occur:

- A conference with the parent(s) and site director will be set up as soon as possible (within 24 hours of the second bite). The child may stay in day care only at the recommendation of the teachers and the director.
- The director will review all recent incident reports involving the child, to look for patterns or other information that might be useful.
- At the parent conference an intervention plan will be developed. The age of the child, the child's background, the classroom setting, and other extenuating circumstances will be considered.

If the child does not stop biting, the child may be asked to take a break from the center. Full tuition will be due. The length of the break will be determined by the director. Tuition may be adjusted for long breaks from the center with director's approval. Readmission to the center is at the director's discretion. If no agreement can be reached with respect to the intervention plan, the parents may appeal the director's decision to the Board of Directors. Until the Board meets, the director's decision will stand.

CLASSROOM INFORMATION

Classroom Ratios. It is extremely important that we have the adequate amount of caregivers per children in each room at all times. This includes both indoor and outdoor activities. The ratios are set by the Department of Consumer & Industry Services and outlined in the "Licensing Rules for Child Care Centers." The children to teacher ratios are as follows:

- Birth to 2 ½ years of age is at least 1 caregiver for every 4 children.
- 2 ½ to 3 years of age is at least 1 caregiver for every 8 children.
- 3 to 4 years of age is at least 1 caregiver for every 10 children, or each fraction of 10.
- 4 to 5 years of age is at least 1 caregiver for every 12 children, or each fraction of 12.
- School-age children (1st grade to 5th grade) are at least 1 caregiver for every 18 children.

Classroom Visitors. Any classroom visitor, volunteer, or guest speaker must be pre-approved by the site director and check in with the office when they arrive.

Room Transitions. Moving from one room to the next can be very hard for some children. Here at LLPP we like to make that transition as easy as possible. Several factors determine when a child moves into a new classroom including reaching the required age, being developmentally ready and classroom space availability. Parents will be informed in writing from the site director when your child is scheduled to move to a new classroom. To ease the transition, staff members will fill out a Move-Up Information Sheet 1-2 weeks before the child moves up into the new classroom. This will help the new teachers get to know the children better during the transition. We also encourage the teachers to arrange visits to the child's new classroom 2-3 weeks before

the move. The child can visit for a short period of time or longer, depending on how comfortable they are and if it does not cause the teacher to child ratio to be exceeded.

Lesson Plans and Newsletters. Lesson Plans and newsletters are provided to parents as a way to communicate what is happening in a child's classroom. Lesson Plans are based on content areas and activities are planned according to age groups.

Assessments, Evaluations and Conferences. Written evaluations are completed twice a year for preschool age children. Assessment tools used are a combination of Ages and Stages, High Scope, Zoo Phonics and [LLPP Preschool Assessment Tool](#). These evaluations include basic age-appropriate skills assessment to help the teacher individualize lesson plans. A parent may submit a request in writing to the site director if they prefer their child not participate in these assessments.

Use of Media in the Classroom. A television, VCR, and DVD player are available. Teachers are asked to use movies and media to support academic instruction and to avoid using media for entertainment purposes, unless used as a focused reward for the students with the approval of the director. Movies, books and computer games need to be age appropriate with a "G" rating. A maximum of thirty minutes of video per week is acceptable but must be part of a written lesson plan. The classroom lights must remain on and an alternative activity must be provided for children not wanting to participate in watching the video or DVD.

Use of photos. LLPP uses photos of children for many purposes. They may be used for a special project/craft, identification of personal belongings, Classroom/hallway decorations or LLPP publicity. Parents may request in writing to their site director that their child not be photographed for one or all of the mentioned purposes.

Food Program: Breakfast, lunch, and a snack are provided for children in full-time care. Snacks are provided before and after school in the school age program. Food costs are included in the tuition.

Meals are served family style. Meal-time can be a social learning time where children are encouraged to try new foods prepared in accordance with the USDA child care food program. Good table manners and eating habits are encouraged. Please do not send food from home. Exceptions will be made for special diets or medical reasons but parent must have written authorization by a physician.

In the operation of the Child Care Food Program, no child will be discriminated against because of race, color, national origin, sex, age, or handicap. Any person who believes that he or she has been discriminated against in any USDA-related activity should contact the Secretary of Agriculture, Washington, D.C. 20250.

Clothing: Children should wear clothes which are comfortable and easy to fasten. Rubber-soled shoes are recommended. An extra set of clothing may be placed in the child's cubby for spills or accidents which may occur. Please label all clothing, including coats, with your child's name. Warm outerwear including boots, caps, snow-pants, and mittens are needed on cold days. All belongings should be kept in a labeled bag.

Rest Time: Full-time children have an opportunity to rest each day on an assigned cot provided by the center. Each child may bring a small sheet, small blanket, and small pillow. If your child likes to rest with a favorite stuffed animal, you are welcome to bring it. Bedding will be sent home on Fridays for laundering and should be returned the following Monday.

Toys from Home: A toy brought from home will be shared and LLPP cannot be responsible for lost or broken items. Guns, war toys, and other toy weapons are prohibited. We welcome and appreciate nature items, books, videos, records, and tapes. Be sure your child's name is on any

toys from home.

Playground and Gym Time. All children in attendance for more than 5 continuous hours shall be provided with outdoor time unless prevented by inclement weather. Outdoor time should be planned twice daily for each classroom including infants and toddlers. Outdoor time includes play on outdoor equipment that follows state guidelines..

Field Trips. Occasionally classroom teachers plan class trips. Field Trips are meant to be fun, learning experiences. When taking children off site on field trips or even stroller rides, the book containing classroom Child Information Record (emergency cards), cell phones and first aid kit are also taken. All field trips must be pre-approved by the site director. Parents will receive written notice of all field trips and written permission must be given before a child is allowed to attend a field trip. All vehicles must meet state licensing transportation standards, and drivers must hold a chauffeur's license and meet state licensing standards.

OTHER INFORMATION

Parent Involvement. Lakeshore Little People's Place welcomes your family into our community and invites you to become active partners with us as we teach and care for your child. You are welcome to drop in anytime. No advance notice is needed. Please ask questions about your child's day and share your concerns with us.

We seek to encourage parent involvement through:

- informal day-to-day conversations
- daily developmental and activity records
- parent teacher conferences
- monthly newsletters
- special events for parents and families
- bulletin boards
- family resource service

Parent Volunteer Experiences. LLPP has many ways in which parent's are able to volunteer their time. See your site director for specific opportunities at your site.

Fundraising Opportunities. Lakeshore Little People's Place is a non-profit organization and relies of fundraising to provide extra income for the center. If you would like to share fundraising ideas or would like to help coordinate a center fundraising event, please see your center director. Here are ways you can get involved:

- Tuition Assistance Fund: LLPP is always seeking donations for our scholarship fund. If you would like to give a donation to help another LLPP family, please see your center director. Funds are also raised through collections from local churches.
- Box Tops for Education: Bring in your Box Top Labels from General Mills products and we will receive ten cents for each one to buy supplies for the centers.
- Bottles for Books: Bring in you empty returnable pop can bottles and we will return them and use the money for the purchase of classroom books.
- Periodic fundraisers

When you, as parents, join us, as teachers in a partnership, we create an optimum learning environment for children.