

Welcome Families to Lil' Cubs!

Lil' Cubs is extremely excited to have you join our family and want to do everything possible to make your transition as easy as possible. Below are a few items that will help with the process of enrollment and ease into the routine.

1. All forms must be turned in prior to the start of your child/ren. You were given this packet to be filled out completely so we have the information needed during the day in your absence. All information needs to be filled in completely signed and dated.
2. The State of Iowa also requires that we have a copy of a current physical and immunization on file. Remember that any time your child receives a new physical or immunizations please ask your physician for a copy to give to the center. If your records are not up to date you will receive a letter from us to bring them up to a current state.
3. There is a sign in and out sheet on the front desk. You will need to sign your child/ren in and out each day. Names are in alphabetical order by last name and the forms will be new each week.
4. If during the day your child requires medication while in our care, you must fill out the proper form completely for us to be able to administer it. The forms are located in the black three shelf file on the front desk. Lil Cubs will not give medicine if it can be given at home. (ie - two times a day) To make things easier, you can ask the pharmacy to split the medicine into two bottles so that you can leave one here so you don't have to remember to bring it back and forth each day.
5. At anytime you change jobs, phone numbers, address or have any change of information, please let us know so that we can update your file.
6. If you have an infant in a car seat we ask that you take it with you during the day. Lil' Cubs does not have extra storage areas and we do not use them during the day.
7. Each classroom naps from approximately 11:30am - 1:30pm. Please do not bring your child/ren during these times so they do not disturb the other children.
8. Breakfast is served until 8:00am. Please make sure your child/ren is here before that if they would like breakfast. After 8:00am, we do not have staff to watch them eat.
9. Front doors are locked between 8:30am - 4:00pm. If you come during that time, please ring the doorbell and someone will assist you.
10. Full parent handbook is located on website: www.lilcubs.com

Again, welcome to you and your family please let us know if you have any other questions!

Ms. Amy

Amy Coogler
Owner/ Director