



Table of Contents

1. Mission Statement
2. Hey Moms & Dads Excellent childcare starts with YOU!
3. Children Ages Served
4. Adjustment Period
5. Daily Schedule and Hours of Operation
6. Activities
7. Outdoor Play
8. Community Service Activities
9. Financial Policy
10. Meals & Snacks
11. Breastfeeding Friendly Infant Feeding Policy
 - a. Formula guidelines
12. Special Needs/Allergies diet restrictions and medical conditions
13. Individuals with Disabilities Education Idea (IDEA)
14. Clothing & Supplies
15. Daily Communication
16. Activities
17. Curriculum
18. Field Trips and Impromptu walks/walking field trips
19. Transitions and Graduations to a new room
20. BEHAVIOR GUIDANCE POLICIES AND PROCEDURES
 - a. Undesirable behaviors
 - b. Separations
21. Toilet Learning
22. Toys
23. Holiday/Weather Closures
24. Maternity Leave, Layoffs, Summer Time Off
25. Ill Child Policy
26. Health Care Summary
27. Immunizations
28. Injury
29. Fire Prevention and Safety
30. Lock down/Active Shooter
31. Emergency Shelter and Equipment
32. Tornado protocol
33. Pandemic Protocol
34. Licensing
35. Set Aside
36. Pet policy
37. Non-Discrimination
38. Chemical Use Policy
39. Inclement Weather
40. Media Policy
41. Grievance Procedure
42. Damage to Childcare Property
43. Insurance
44. Termination of Services
45. Closing note



Mission Statement

We believe children should be “nurtured then taught”.

Little Learners provides a secure nurturing and educational environment for children. A place for children to bloom into responsible, considerate and contributing members of society.

Little Learners wants all children to have the opportunity to grow physically, emotionally, socially and intellectually by playing, exploring and learning with others in a fun, safe, and healthy environment.

As a family owned and operated company, Little Learners welcomes positive family involvement. We encourage a family teacher approach, where every child comes first in order to experience the benefits of excellent early childhood education and school readiness programs.

Note from Sarah aka Director and owner

Shortly before the birth of my 3rd child, I made a decision that not only affected myself but also affected many aspects of my family's life. I ended a career in human resource management and community relations. After spending years at Target Corp as an Executive Team Leader and Community Relations director as well as District Management for Limited Brands, I left the comforts of a corporate career in order to accomplish my personal goals and focus on my health and family. With a degree in psychology and Management with a minor in human resources I knew I could do it. This has been one of the most fulfilling life changes I have ever made. I realize that making a positive difference in children's lives was an amazing gift I am able to give every day. My goal is to send out kind, caring and compassionate individuals in this world so one day they can make a difference.

After 7 years in licensed home childcare, where I served 14 kids daily, I decided to broaden my love and knowledge to more children. I wanted to offer the same loving atmosphere of my home childcare offered to more children on a daily basis. I wanted to provide all the benefits of home childcare in a childcare center space. It takes a good amount of work and loving dedication to offer that same service to many more children on a childcare level. I am confident that you will find Little Learner's Child Care Center and it's talented staff to be an extension of your loving home.

Finding quality and loving childcare was such an important issue to me as a working mother and because of that I understand why it is so important to you.

Little Learners is an exciting opportunity that provides safe and quality child care to the Annandale Community through a combination of quality school readiness care value added services, outstanding customer service and a high quality staff.



Hey Moms & Dads, Excellent childcare starts with YOU!

Do you realize you play a significant role in ensuring your child's learning experience is a positive one? Your efforts to appreciate your child's teachers can make more of a difference than one might think! Our most powerfully impactful families are those that make a strong effort to communicate and participate in our classrooms and frequently recognize teachers' efforts. Our childcare families are an integral part of our success here at Little Learners Child Care! And just as you are thankful for the best possible care, we are grateful for highly supportive families. *It really does take a village to raise a child!*

Most early childhood educators do what they do because they love children and enjoy making a difference. But our teachers often wish that parents knew a bit more about what they do here each day. Our Teachers:

- Typically work a 10-hour day
- Greet children, soothe tears, and possibly listen to and find solutions for a concerned or upset parent
- Maintain safety & constant supervision while also meeting the requirements of childcare licensing
- Feed, diaper and bathroom children, and nap them according to a wide variety of parent wishes
- Teach curriculum to groups with limited attention spans while meeting social, emotional, & physical standards
- Take children outdoors, weather permitting, but must plan for inadequately dressed or undersupplied children
- Communicate with parents via Brightwheel and in person
- Host conferences twice each year and observe children's growth and milestones
- Prepare newsletters/events
- Plan future curriculum and purchase classroom supplies within a budget
- Complete required documentation of items such as feeding, sleeping, diapering, and daily headcounts
- Document the cleaning and disinfecting of toys and equipment and ensure all are in working order
- Document injuries and inform parents when their child has hurt another
- Ensure first aid supplies & medicines are adequate and not expired
- Ensure other staff are trained on emergency medical procedures and special needs plans for enrolled children
- Maintain privacy of individuals
- Although they are not doctors or nurses, they must be prepared for medical emergencies
- Must know the responsibilities of being a mandated reporter and watch for signs of abuse or neglect
- Must be vigilant about allergy awareness and dietary needs and be prepared to use EpiPen if needed
- Must be informed about authorized/non-authorized pick-ups for a long and constantly changing list of families
- Balance varied skills and abilities of many children while teaching in one classroom
- Meet the needs of one child who requires a few extra hugs while simultaneously meeting the needs of another who may be displaying rude, unsafe, or even violent behaviors
- Balance expectations & priorities of families from different ethnic, religious, & economic backgrounds knowing some families place emphasis on curriculum while others place more emphasis on nutrition or sanitation
- Must encourage participation from some families that have little interest in classroom involvement or feedback
- Must be prepared for unscheduled fire/storm drills at any moment and in any weather condition
- Operate in a licensed occupation, therefore, must be prepared for inspection by the Department of Human Services, the Department Food and Safety, State and Local Fire inspectors, and a licensed health nurse
- Must take up to 40 hours continuing education each year, In addition to classroom work and on personal time

When families understand the challenges teachers face, it can prompt them to offer support and patience. We hope that all Little Learners Families will consciously be on board with supporting our staff in their efforts, and to applaud them for the amazing work they are doing!

On the following table you can read a few examples of parental practices that distract from classroom learning. You can also read inspiring examples of parental practices that have made our Little Learners staff feel appreciated and supported. Many of these positive examples are based on actual experiences with some of our highly supportive families that help us meet our mission of "Where home child care nurturing meets center teaching...we believe should be nurtured then taught" We hope you strive to be yet another highly supportive Little Learners Family!

Opportunities for Little Learners families to positively impact our childcare day	Example #1 Parental Practices That Distract From Learning This family is rushed and unaware of much childcare has to offer. They don't ask many questions. They have little communications with staff and don't take the time to get to know them. They don't feel it is their responsibility to become a part of their child's success and don't see the long-reaching benefits of contributing to their child's classroom	Example #2 Highly Supportive Parental Practices This supportive Family understands that by empowering teachers they are helping their own family as well as others. This family is fully engaged and participative at events and their child is thriving and growing in childcare. Staff feels comfortable communicating with this family who is understanding and willing to listen to concerns.
Drop-off & pick-up times	<ul style="list-style-type: none"> ☞ Child arrives sleepy with disheveled hair ☞ Child is rushed & sad at drop-off time ☞ Parent remains on cell phone at drop off ☞ Mentions someone new will pick up child that day. Neglects to add that important info on Brightwheel ☞ Does not seek feedback about child's day 	<ul style="list-style-type: none"> → Child arrives well rested, tidy & ready to learn. → Parent chats, smiles at, greets staff, and puts child's things away ensuring they are correctly labeled. → Although this parent communicated in person they also repeat important information via Brightwheel message to ensure all staff can read and review later if needed → Seeks feedback about child's day and offers support at home
Preparedness	<ul style="list-style-type: none"> ☞ Child is unprepared for the weather ☞ Unprepared for show-n-tell day or activity ☞ Belongings are not labeled ☞ Take-home folder overflowing unchecked ☞ Forgot to bring diapers for the last 3 days ☞ Ran out of extra clothing or its too small 	<ul style="list-style-type: none"> → Child prepared for the weather → Prepared with all needed items for the day → Belongings are all correctly labeled with first and last name → Frequently reviews classroom calendars & take-home folder/mailbox/backpack → Willing to donate extras for families that may have forgotten
Communication	<ul style="list-style-type: none"> ☞ Does not know how to use Brightwheel App ☞ Unaware of details for special events ☞ Feels irritated when staff does not tell them what is planned ☞ If child receives behavior reminder, parent feels the intent was parent shaming them ☞ Feels helpless. Unwilling to work with staff to improve behaviors that happen at school. Does not ask for suggestions. ☞ Unaware of teacher's names. Refers to child's teacher as "that blond girl that works in Jonny's room" ☞ May feel that staff does not like their child 	<ul style="list-style-type: none"> → Reads & responds to Brightwheel messages daily → Comfortable addressing small or large concerns → If child receives behavior reminder or parent has a developmental question they address it by asking for suggestions. Trusts staffs training and experience in dealing with similar behaviors & knowledge of developmental milestones. Follows through on advice, and reports back on what they see at home → Knows child's teachers by name & takes time to learn a bit about them personally → Is confident their child and their family is valued by staff
Your child has a slight cold with no fever	<ul style="list-style-type: none"> ☞ Gives child Tylenol & sends to childcare ☞ Fails to inform staff of cold symptoms or timing/dosage of medication ☞ Unprepared for early pick up if symptoms worsen later ☞ Failed to update staff regarding recent phone number change 	<ul style="list-style-type: none"> → Allows child to sleep in, drink some water, & eat a bit → Notifies staff of child's mild symptoms via Brightwheel so that any staff caring for child can be aware of symptoms. Lists specific dosage instructions if medication is to be offered at care → Prepared for who will pick up the child if symptoms worsen → Messages best way to reach parents if symptoms worsen
Child is missing a sweater, the 2 nd clothing item that has gone missing	<ul style="list-style-type: none"> ☞ Uncomfortable addressing concerns & fails to mention missing items. Remains Irritated. ☞ Failed to label belongings ☞ Passively allows upset feelings to fester without giving staff the opportunity to find solution. Eventually is aggressive in tone. 	<ul style="list-style-type: none"> → Finds Brightwheel photo from yesterday when child last wore the sweater to show staff what is missing → Asks staff to look for item that was properly labeled → Understands keeping track of dozens of children's belongings can be challenging. Thanks staff for searching.
Gratitude	<ul style="list-style-type: none"> ☞ Demands that child follow special schedule & is upset when staff does not follow it precisely ☞ Does not often thank staff ☞ Does not feel a personal investment into the cohesiveness of the childcare center. Makes teachers feel that they cannot please this family and that their efforts are wasted. 	<ul style="list-style-type: none"> → Flexible with child's schedule. Does not expect staff to change classroom routine or upset schedules of the group to meet their child's needs → Frequently tells staff in person and via messaging how impressed they are with all their child has learned <p>A difference maker in this childcare, this family is highly appreciated. Their gratitude makes teachers feel engaged and prompts them to do even more next time</p>
Participation in special events Volunteerism	<ul style="list-style-type: none"> ☞ Unable to attend special events during the work day and makes no effort to have another special adult come in their place ☞ Does not volunteer to help at class parties, for special reading times, or offer to help donate items to special events 	<ul style="list-style-type: none"> → An adult is present at each special event. Understands it means a lot to their child & that staff may need help → Offers to help with games at summer parties → Willing to donate to special events knowing donations help make these memorable events affordable and possible → Thanks staff for offering special events for their child. Cherishes the fun memories their child is making → Inspires other families to participate more & inspires teachers by appreciating everything they do!



At the time of enrollment, parents/guardians are provided with this information including the Emergency preparedness plan. This handbook included our enrollment forms including emergency contact information, health and immunization forms, child's personal information such as eating, sleeping, toileting, and comfort measures. Please inform us of any individual child care program needs your child may have so we can best provide for them while in attendance at our program. The packet also contains enrollment and tuition agreements, late payment and termination policies, and our program plan. Parents are offered an annual review of those and program plans.

Open Door Policy

Please remember that you are always welcome here. We have an open door policy and encourage parents of enrolled children to stop by and visit. Please be considerate of schedule and activities during visits.

During the day, in conjunction with our lockdown/safety precautions when classrooms doors are shut they could be locked. The children will be able to get out but you will need to knock to get in. Please knock on the door if you are needing to enter when the door is shut.

Members of the general public and prospective families are expected to make an appointment in advance before visiting our facility as a safety precaution to the children we care for.

Childcare providers

All providers are on the websites. Any new hires will be introduced on Brightwheel and added to the website. Please get to know the providers as they will play a key part in your child/rens lives. We try our best to keep the same providers in the rooms but due to staffing sometimes staff needs to be adjusted.

Children Ages Served

Little Learners is licensed by the MN Dept of Human Services to operate a childcare center. The rules and regulations that govern us also include local regulators such as food ordinances, city, fire, and health inspectors. National policies also affect our operations such as OSHA, USDA, ADA, IDEA and child care accreditation standards. You may access these rules and regulations via individual entities. We care for up to 116 children ranging from 6 weeks to 8 years.

Transitioning children into new rooms

We consider floor plan/layout of building, and development when transitioning children into rooms. When we feel like a child is ready to transition out of a room we will partner with families. Families are given information about the new room and staff and allowed to visit and ask questions prior to the move. We allow a 2 week transition period that can slow down or speed up based on the child's adjustment and development. The age of the child is part of the reason to transition but is not the final factor with the exception of infants out by 16 months due to licensing requirements.

24 in our Infant Garden (1-4 ratio)	0-1 (6 weeks to 15 months)
16 in our 1's Jungle Safari (1-7 ratio unless infant present)	1-2 (16 months- 24 months)
21 in our 2's Forest (1-7 ratio)	2-3 (20/24 months to 36 +(working on potty training)
20 in our "Preschool Circus" (1-10 ratio)	PreSchool 3-4 33 (fully potty trained) months to first day of kindergarten
20 in our "Owl"ays learning Preschoolers (1-10 ratio)	Pre Kindergarten 4-5 (first day of kindergarten)
15 school-agers included before/after and breaks)	First day of kindergarten through 10 years old



Adjustment Period

Initially, your child will be enrolled on a two-week trial basis. Both staff and parents will use this time to discover if your child fits comfortably into our childcare center. You can use this time to ensure that you are happy with our services. If this arrangement is not mutually satisfactory, either parent or Little Learners Child Care director may terminate the arrangement during this trial period. To end your contract with us (anytime after the two-week trial period) we require a full two-week notice of termination. You will be required to pay your normal weekly tuition for a full two weeks. This notice must be in writing and must specify an exact termination date. Because tuition is due on Mondays, if you give notice of termination after Monday, we will require two further payments in addition to the week you have already paid for.

Example: You pay tuition as usual Monday August 1st. You give written notice of termination on Wed. Aug 3rd. You will be obligated to pay tuition on Monday Aug 8 & Monday Aug 15

Little Learner's Child Care reserves the right to terminate this contract and stop providing care for any child based on the needs of the group as a whole.

Policy Information

1. Little Learner's Child Care Hours of licensed operation: 6:30am-5:30 pm. We do not contract care after 5:25pm as all children need to be out of the center by 5:30. Each family is contracted on a number of hours within those times. We allow a window of 15 minutes for drop off before we expect a phone call or message as to you being late. If your drop off or pick up time needs to change please contact Sarah W. We schedule staff to meet the needs of our families in advance. If we do not hear from you within 30 minutes of scheduled drop off time we assume you no longer need care for the day.
2. If your child will not be attending on a particular day, please notify us via Brightwheel. If you cannot be here by your scheduled drop off time, please notify us by calling the center phone or brightwheel. If your children are not here within 30 minutes of your scheduled time, without notification to the center, we assume you do not need care for the day and your children will not be admitted. After 2 no calls no show we assume you are no longer needing care and care will be terminated.
3. Advance notice is appreciated for any doctor/dentist or other appointments for your child where your drop-off/pick-up time may vary.
4. Be sure to let us know if someone else will be picking up your child. Make sure the person knows that we will be asking for identification and possible password. Your child will not be released to anyone else without proper authorization from you.
5. We understand that circumstances beyond your control may come up and we will do our best to work with you during these times. Let us know if you are having pick-up or drop-off issues and we will try to work with you.
6. Please leave treats/ candy/ breakfast snacks, toys and books at home or in your vehicle! These items, while comforting to your child can be very upsetting to the rest of the group and due to allergies can be life threatening to children in care.
7. Our educational methods are simple. We believe children learn through PLAY. We believe learning should be fun and it does not always take the shape and form of a classroom. We focus on school readiness through the *Parent Aware* program. We teach taking turns, sharing and being kind to others. We aim to make it fun to learn. Nutrition and physical exercise are cornerstones to our program.



8. We ask that parents are always with their children at arrival and departure times and that parents please hold your child's hand during those times to ensure safety in the parking lot and anytime entering or exiting our building. **NO CHILDREN ARE ALLOWED TO BE ANYWHERE IN BUILDING WITHOUT PARENT or GUARDIAN**
9. It is our policy to always apply sunscreen to exposed skin during the summer months unless we have a signed parental waiver opposing the application of sunscreen. Please apply before drop off to ensure proper coverage
10. Parents/Guardians/Authorized Pick ups are required to check their children in and out each day via Brightwheel
11. Our Child Care Program Plan is always available for parents to review. We welcome the input and suggestions of parents at all times. We encourage and sincerely welcome any suggestions you may provide.
12. Our program is mandating that children are supervised at all times. Little Learners has evaluated and assessed risks associated with the care of our children and have created a risk assessment plan located in the office and available to you.
13. No drop off will be allowed during black out times.(please reference each room schedule)
14. Payment is required to be made prior to care. No Pay N Play. If a payment plan is not arranged within a week of late payment care will be suspended immediately
15. We ask that your child has an inside and outside pair of shoes.
16. Please reference our Pandemic Policies as some policies/procedures are modified due to the current pandemic.

Daily Schedule and Hours of Operation

Monday-Friday 6:30am-5:30pm

Our daily schedule will be structured but flexible enough to allow the choice and spontaneity. Our routine will also vary from winter to summer. During the summer months we will plan to spend more time outdoors. **All children in the waddler, toddler, and preschool rooms and up are required to be in rooms by 8:00. Drops offs after this time are very disruptive to the group and are not allowed unless previous approval for room staff. Drop off/pick up during nap/rest times need prior approval.**

Preschool 2

7:00am-7:30am	Breakfast
7:30am-8:15am	Free choice
8:15am-8:40am	Circle Time NO DROP OFFS
8:40am-9:30am	Curriculum/Centers
9:30am-9:45am	Bathroom
9:45am-10:30am	Outdoor time (Weather permitting)
10:30am-11:00am	Music & Movement
11:00am-11:15am	Book
11:15am-11:30am	Bathroom
11:30am-12:00pm	Lunch
12:00am-2:30pm	Book/Nap time/Quiet Activity NO DROP OFFS/PICK UP
2:30pm-2:45pm	Indoor structured activity (math/science)/bathroom
3:00pm-3:30pm	Afternoon Snack
3:30-pm-4:45pm	Walk/Table Activities
4:45pm-5:30pm	Combine/Gym
5:30pm	Pick up time for all families



Preschool 1

7:00am-7:30am
 7:30am-8:30am
 8:30am-9:00am
 9:00am-9:30am
 9:30am-10:00am
 10:00 am-10:15am
 10:15am-11:30/45am
 11:45am-12:00pm
 12:00pm-12:30pm
 12:30pm-12:40pm
 12:45pm-2:45pm
 2:45pm-3:00pm
 3:00pm-3:30pm
 3:30pm-4:00pm
 4:00pm-5:00pm
 5:300-pm-5:30pm

Breakfast
 Building/Sensory
 Curriculum/Circle Time **NO DROP OFFS**
 Art
 Gym/Manipulatives/Free Play
 Bathroom/Snack
 Outdoor time (Weather permitting)
 Bathrooms
 Lunch
 Story time/quiet reading
 Nap/quiet activity **NO DROP OFFS/PICK UPS**
 Bathroom
 Afternoon snack
 Indoor structured activity (math/science)
 Fenced area
 Bathroom/Combine/Gym

Toddler Room

Approximate Time

6:00am-7:30am
 7:35am - 8:00am
 8:00am-8:15am
 8:15am-9:30am
 9:30am-10:30am
 10:30am-10:50am
 10:50am-11:30am
 11:30am-12:00pm
 12:00pm-2:30pm
 2:30pm-2:50pm
 2:50pm-3:15pm
 3:15pm-4:00pm
 4:00-pm-5:30pm

Activity

Arrival, Free Play
 Breakfast
 Diapers/Bathroom
 Fence/Walk
 Free art/Stations/Diapers
 Group Time/Gross Motor
 Wash hands/Lunch
 Free Play/Sensory/Bathroom
 Nap **NO DROPS OFFS DURING THIS TIME**
 Art/Sensory/Diapers
 Afternoon snack
 Fence area/walk
 Small group activity/Diapers/Gross motor/Gym

Waddler Room

7:30am-8:00am
 8:00am-8:30am
 8:30am-9:00am
 9:15am-10:145am
 10:15am-11:00am
 11:00am-11:25am
 11:25am-12:00pm
 12:30pm-2:30pm
 2:30pm-3:00pm
 3:00pm-3:30pm
 3:30pm-4:00pm
 4:00pm-5:30pm

Breakfast
 Diapers /Free Play
 Group
 Outside (weather permitting)/gross motor
 free play/art/wash hands
 Lunch
 Diapers/Free Play
 Nap **NO DROPS OFFS DURING THIS TIME**
 Table Activity/Art Activity/Sensory
 Snack
 Fence area
 Free Play/Diapers/Merge/pick up

Infant Room

6:00am-7:00am
 7:00am-7:30am
 7:45am-9:00am
 9:00am-10:30am
 10:30am-11:00am
 11:00am-11:45am
 11:45pm-12:15pm
 12:15pm-1:00pm
 1:00pm-2:30pm
 2:30pm-3:00pm
 3:00pm-3:20pm
 3:30pm
 4:00pm
 4:00pm-5:30pm

Arrival and free play
 Breakfast
 gross motor/diaper change/
 Nap **NO DROPS OFFS DURING THIS TIME**
 Quiet gross motor, art and stories
 Lunch
 Clean up/Diapers/Free play
 Walk/outdoor play/gross motor
 Nap **NO DROPS OFFS DURING THIS TIME**
 Puzzles/art/reading/quiet activity
 Snack
 Free play/stories
 Diapers
 Free play/reading/pick up



*Each age served/room has a more specific schedule to follow (posted in each room and located in the Child Care Plan).

Infants and toddlers (children under two years of age) will have a flexible schedule which reflects the child's individual needs. They will be given individual attention including lots of time for talking. The body position of non-mobile infants and their location in the center will be changed frequently. We provide safe open spaces for children who are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects and have a wide range of motion.

Activities

While not imposing any beliefs on others, seasonal art projects and songs will reflect holiday themes. We celebrate the following occasions: Christmas, Valentines Day, Easter, Halloween, Thanksgiving and other minor holidays. If your family has different religious beliefs or traditions, we encourage you to share them with us and we can discuss adding them to our celebrations.

If your child would like to bring a treat to share for his/her birthday, please provide enough for all children in their room. WE REQUEST NO LARGE CUPCAKES(mini is ok) We will have a small celebration that will include songs and games. Please see attached Daily Activities for more specifics.

I will plan activities and provide children with a variety of experiences. Some of the activities will include:

- Language development: Books, music, story-time, fingerplays, flannel board stories
- Large muscle skills: Balls, hula hoops, bean bags, swinging, outdoor play
- Small muscle skills: Arts / crafts, stringing beads, pegboards, blocks
- Creative expression: Dramatic play, puppets, music / instruments, flannel board
- Self-help skills: Assist with mealtime preparation, dress self for outdoors
- Literacy skills: Books, storyboard, alphabet, writing center and writing games

The staff and program will provide activities that are both quiet and active, teacher directed and child initiated.

PLAY is the major component of our program. Your child will be active both indoors and outdoors. It is important for your child to be dressed in comfortable, washable play clothes that will adapt to food spills, paints and water play. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials and manipulative and housekeeping equipment.

Outdoor Play

Regular physical activity has important health benefits. Weather permitting daily outside play is provided. Going outside offers an environment that encourages exercise and a different setting. For infants and toddlers, getting dressed to go outside is a valuable one-on-one time for teachers and children. Being outside reduces the spread of infectious diseases.

Our outdoor guidelines for healthy development, children including infants should go outside when:

1. Weather seems comfortable and when it's somewhat uncomfortable. In summer, children should wear light colored, lightweight sun protective clothings and hats, sunscreen, play in shaded areas, and have drinking water available.

Sunscreen MUST be applied prior to arrival.(Excluding infants) This ensures that your children are fully protected. We will reapply after 80 minutes of sun exposure or if playing with water or sweating. The class will bring along sunscreen or reapply when going out again in the afternoon. The staff do not put sunscreen on the children in the morning prior to going out. To give extra protection please provide a sun hat. Families are required to supply sunscreen and if they do not we will apply the centers sunscreen

2. In winter dress in warm, dry layers and play in wind protected areas. We will use the weather humidity/wind chill/air quality guidelines.



3. If it's snowing, raining, or when snow is on the ground and the children are wearing water resistant clothing. Snow and rain are important learning materials.
4. Children will go outside when they have runny noses, cold or ear infections.. If children are unable to go outside due to illness they are unable to participate in normal activities, therefore, will have to stay home.
5. Children will go outdoors when weather permits daily.

We reference this chart <https://health.mo.gov/safety/childcare/pdf/weatherwatch.pdf> when determining the amount of time we remain outside. Our room of thumb is anything above 10 degrees when we go outside. The time outside is 1 to 2 minutes for each degree. When taking short walks not all snow gear is used. We ensure that all exposed skin is covered with the exception of the face unless family provided and requested. Fresh air and exercise are important to a child's health. We will carefully monitor outdoor play and provide adequate water and shade. Please be sure your child has appropriate clothing for all seasons. In addition to our fenced area, we will use the city park, school parks, and middle school fields. We transport with a walking rope or strollers. Children are only allowed to use the walking rope until they reach 2.5 and have demonstrated the ability to safely hold on to the loop (not around the wrist).

These learning goals and objectives are created to promote the physical, intellectual, social and emotional development of the children in each age category as described in part 9503.0005, subpart 2, for which care is provided. This program was developed by a qualified teacher staff person and will be evaluated in writing annually.

Community Service Activities

We believe it is important to teach children the value of giving back to others. If you have any nonprofits or ideas please feel free to bring it to the director as we would like to do as much as possible.

Financial Policy

Rates

50 Chestnut St E. Annandale, Mn 55302
littlelearnerschildcare.ann@gmail.com

littlelearnersannandale.com



Effective March 14th, 2022

Rates			
Including up to 10 hours daily between the hours of 6:30am-5:30pm. Anything over 10 hours will be billed at \$5 and hours per kid. Rates are determined by rooms not ages.			
Rates are determined by room not age	5 days	4 days	1 day
<u>Infants</u> 6 weeks to 12-16 months (no part-time infants unless splitting spots) Minimum of 3 days	\$235	\$208	\$60
<u>Waddler</u> 16 to after 24 months or start of potty training	\$220	\$195	\$56
<u>Toddler</u> 24 months to till potty trained	\$210	\$185	\$53
<u>Preschooler(potty trained)</u> 33 months to first day of kindergarten	\$195	\$168	\$50
<u>School Age</u> kindergarten and older			
Before AND After school (4 hours daily)	\$90		\$19
Before OR After School (2 hours daily)	\$50		\$12
School out days/summer (meals included)	\$160		\$45
<u>Flexible Partial Day Rates/Drop in</u> (Not available to contract on infants/waddlers only on a drop in basis) Time slots must be reserved in advance and based on availability			
Toddler and up age group up to 6 hours			\$38 half day
<u>Discounts/Charges</u> Parents will be responsible for the processing fees on Brightwheel. 2.9% for credit card and \$.60 for ACH (bank payments) 15% discount on oldest child Late charges will be assessed at \$10 each day payment is not paid starting Tuesday morning			

- A. All enrolling children will have a one time registration fee of \$50. Max for family enrolling at the same time is \$75. Non-refundable. \$150 to hold a spot \$100 will go towards your first week's tuition costs and is NON REFUNDABLE
- B. All enrolling families must pay in advance for your child's week of care. This is non-refundable. We have a "NO PAY NO PLAY" policy.
- C. Payments are to be made electronically (ACH) or by credit card on Brightwheel.
- D. Payment is made on a weekly basis unless previously arranged. It is the responsibility of the parents to ensure that the total amount is getting paid on time regardless of bank or billing service. Please ensure that you are checking with your bank to ensure the correct amount is coming out or check on Brightwheel. Invoices are sent out every Sunday with future's charges.
- E. Your weekly payment is due every Monday morning by 10am regardless if your child is in care that day.
- F. Late payments will be assessed a late fee. Please add \$10 for each day that your payment is late.
- H. You will be charged \$35.00 for each "hold" placed on your check for insufficient funds. You will be expected to pay in cash until the hold is removed from our bank.
- I. We ask that you are respectful of our hours. We charge a late fee of \$10.00 per child for arriving anytime after your scheduled pickup time. If you are more than 10 minutes late we begin charging \$1 per minute/per child. a.



Example 1. you have two children and arrive 9 minutes late; you will be charged \$20. b. Example 2. You have two children and arrive 15 minutes late; you will be charged \$30

J. Rates are subject to change. You should expect a rate increase annually of 3-5%. You will be notified one month in advance of all rate changes.

K. We receive payment for 52 weeks of the year regardless of whether your child is present or not. This includes your child's sick days, vacation days, holidays, and childcare closure days, etc.

L. Our staff will conduct twice annually parent conferences which include a written assessment of a child's intellectual, physical, social and emotional development.

M. Occasionally parents will use Little Learner's Center staff for "babysitting" services outside of our Center. Little Learner's Child care center claims no responsibility for staff or their actions while they are not "on the clock" at our center. Parents are to use their own judgment and discretion while choosing babysitters. Little Learners will not share opinions or information concerning employees with families.

N. Oldest child discount of 15% given to families with multiple children

Auto billing is a benefit but like other systems is not perfect. Please touch base ASAP if you would like to dispute charges or correct charges that are not coming through. Its parents responsibility to ensure all charges are paid correctly and in a timely manner.

O. End of year tax info as well as info for child care flex can be found in Brightwheel billing.

Rest and Nap Policy

Each child will nap or rest as appropriate to their age and stage of development. Each child will have his/her own clean and separate bedding/cot. Infants sleep in cribs with individual bedding. Quiet time for older children consists of resting, coloring or reading. Naps and rests are provided in a quiet area that are physically separated from the children who are engaged in an activity that will disrupt a napping or resting child. Cribs and cots are placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment. Cribs and cots are placed directly on the floor and are not stacked while in use. Children in non-infant rooms are welcome to bring a labeled blanket and a small pillow with a removable pillow case to use during rest and nap time. Blankets will be sent home each week to be laundered. Infants may not sleep with a blanket as mandated by DHS Licensing until they are 1. Separate crib sheets are provided for each infant in care. Crib bedding is washed by our staff every week. Bedding or blankets are always washed if soiled or wet.

All children 16 months and up will be sleeping on cots. The waddler room has a variance that allows children aged 12 months-16 months to sleep on cots.

A child who has completed a nap or rested quietly for 30 minutes must not be required to remain on a cot. This child will be offered a quiet activity.

Every infant is provided their own crib. The cribs are checked monthly for safety and are made of sturdy construction that conforms to the code of federal regulations..

Reduction of risk of sudden unexpected infant death:

- Each infant will be laid to sleep on the infant's back, unless we have documentation from the infant's physician directing an alternative sleeping position for the infant. We do not have to accept drs note if its against licensing or we are uncomfortable
- The physician directive must be on a form approved by the commissioner and must remain on file at the licensed location.
- An infant who independently rolls onto its stomach after being placed to sleep on its back may be allowed to remain sleeping on its stomach if the infant is at least six months of age or the license holder has a signed statement from the parent indicating that the infant regularly rolls over at home.



- ❑ We will place each infant in a crib on a firm mattress with a fitted sheet that is appropriate to the mattress size, that fits tightly on the mattress, and overlaps the underside of the mattress so it cannot be dislodged by pulling on the corner of the sheet with reasonable effort.
- ❑ Nothing will be placed in the crib with the infant except for the infant's pacifier, as defined in Code of Federal Regulations, title 16, part 1511.
- ❑ If an infant falls asleep before being placed in a crib, we will move the infant to a crib as soon as practicable, and we will keep the infant within sight of the staff until the infant is placed in a crib.
- ❑ When an infant falls asleep while being held, we will consider the supervision needs of other children in care when determining how long to hold the infant before placing the infant in a crib to sleep.
- ❑ The sleeping infant will not be in a position where the airway may be blocked or with anything covering the infant's face.
- ❑ Placing a swaddled infant down to sleep in a licensed setting is not recommended for an infant of any age and is prohibited for any infant who has begun to roll over independently. However, with the written consent of a parent or guardian according to this paragraph, we may place the infant who has not yet begun to roll over on its own down to sleep in a one-piece sleeper equipped with an attached system that fastens securely only across the upper torso, with no constriction of the hips or legs, to create a swaddle.
- ❑ Prior to any use of swaddling for sleep by a provider licensed under this chapter, we will obtain informed written consent for the use of swaddling from the parent or guardian of the infant on a form provided by the commissioner and prepared in partnership with the Minnesota Sudden Infant Death Center.

Meals & Snacks

We must follow USDA nutrition guidelines. Little Learner's Child Care Center serves nutritionally balanced high quality food at no additional charge for enrolled families. We offer daily breakfast, lunch and snacks. We will encourage your child to try everything but they will not be forced to eat. Children who choose not to eat will not be served again until the next scheduled meal or snack. No separate menus will be made except under medical circumstances. Mealtime can be a valuable learning and social experience. As always, pleasant conversation and table manners will be encouraged at mealtime.

1. Your child must arrive 10 minutes prior to the end of the scheduled breakfast time to receive breakfast, and before scheduled lunch time to receive lunch. If your child misses a meal time, it is your responsibility to feed him or her unless other arrangements are made.
2. Snacks will be provided at 3, or 3:30 based on room schedule.
3. Your child may bring special treats to share with the other children on birthdays and other special occasions. However, they must provide enough for their entire classroom and due to Health Department regulations the treat must be commercially prepared, individual portions and not homemade. (Bakery mini cupcakes are fine. Bakery cakes are not).
4. Children may have water to drink whenever they wish during the day. We will carry water jugs and disposable cups when we go on longer outings. Water Bottles are not allowed except on field trips and water bottles must be properly cleaned and filled with fresh water at home. When water bottles are used they will be 3 stepped at center or sent home dirty
5. A daily menu will be posted on our bulletin board.
6. We Do Not provide alternative food for family preference. If you choose to not eat what we provide you are required to supply their food and must follow all required meal components.
7. If parents choose to provide their own meals we do not provide a discount and the meals must include all of the following per USDA requirements:
 - A. 1 Serving fluid Milk
 - B. 1 servings of vegetables and 1 serving of fruit
 - C. 1 serving of protein
 - D. 1 serving grain/bread
 - E. We cannot guarantee that peanuts are not in our facility.



Breastfeeding Friendly Infant Feeding Policy

Little Learner's families feed their children in the way that they best see fit. For this reason, we promote, and support nursing mothers by providing a comfortable space to nurse or express milk in our infant classroom. All parents are welcome in the center at any time and accommodations will be made for you to nurse your child within the center if you'd like.

We also follow best practices when storing, warming, and serving expressed milk and formula.

Little Learner's Child Care Must follow USDA nutrition guidelines. Children will be fed formula, breast milk, milk, or nutritionally adequate solid food in prescribed quantities at specific time intervals based on the cues of each child. **Only breastmilk and infant formula are served to infants 0 through 6 month olds and until the child can sit up with little assistance**

Each child's feeding schedule will be available in the bottle preparation area. It is the parent's responsibility to safely prepare bottles. Bottles and perishables brought from home **MUST** be labeled with each child's first and last name.

ALL BOTTLES NEED TO HAVE CAPS/LIDS AND BE READY TO BE FED TO THE CHILD. Due to the amount of pieces in Dr Brown bottles that cannot be labeled, ALL Dr Brown bottles will be sent home on a daily basis. If you want us to clean bottles and keep them here do not use Dr Brown bottles.

Staff does not recommend Dr Brown Bottles.

Breast Milk Guidelines: We encourage breastfeeding infants!

Please use safe practices at home when pumping and storing milk.

1. Wash hands, breast, and breast pump. Express milk only after ensuring hands are clean.
2. Use a clean bottle or storage bag.
3. Fresh breast milk is safe for 48 hours if refrigerated. We are allowed to warm up breast milk once and offer it to the child within 2 hours of warmth. All unused milk will be returned to the family.
4. Frozen breast milk should be thawed overnight in your refrigerator. You should fill bottles with only the appropriate amount for one feeding as once a feeding begins the bottle is only safe for one hour.
5. Label each bottle with the child's name and be sure your bottles are immediately refrigerated once you arrive at our center.
7. Take your bottles home at the end of each day. We cannot clean your bottles per health and sanitation codes. Sanitation of bottles is the parent's responsibility.
8. Each day you must bring in enough prepared bottles/covered sippy cups as your child usually drinks given the time period they are in care. You may bring one frozen bag of breast milk and one empty bottle in the event that more milk than expected is needed.
9. Breast milk is warmed in tap water under 120 degrees.
10. Breastmilk is only served in infant room as safe handling is not possible in other rooms. If you choose to feed your child breast milk after 16/18 please reach out to discuss options.

Breastmilk Handling Policy

- ★ There will be a **yellow** sticker on all breastmilk bottles.
- ★ All **UNUSED** breastmilk from a feeding, will be returned to the appropriate child's cooler bag to be sent home.
- ★ Freshly expressed breast milk:
 - Will be placed in the cupboard on the right side.
 - It will have a 2 hour time stamp on it.



- If it **HAS BEEN** used, but not fully finished in **2 hours**, it will be placed in the child's cooler bag to go home.
- ★ Follow the CDC Guidelines
 - [Storage and Preparation of Breast Milk \(cdc.gov\)](https://www.cdc.gov/breastmilk/)

Formula guidelines

Use best practices at home to prevent illness and disease.

1. Formula is supplied by parents and must be commercially prepared, unopened, and labels with the infant's name and date.

Formula needs to be sent home after 1 month of opening.

2. Please provide 3 bottles labels with the child's first and last name to be kept at the center.

2. Bottles prepared at home must be capped and transported properly in an insulated bag and places in refrigerator immediately upon arrival.

3. Parents who prepare formulas at home should provide the center with a backup supply for unforeseen circumstances. Parents will be taking these used bottles home each day. You must wash bottles at home.

Formula needs to be brought in sealed and unopened and remaining will be sent home after 30 days due to food guidelines.

Infant Food Guidelines

Each infant will decide when he/she has had enough to drink and we will follow these cues. Little Learner's Child Care provides solids, following USDA Solid foods are gradually introduced around 6 months of age, as developmentally appropriate. Due to choking risk children need to be sitting up with limited assistance. Parents that wish to delay the addition of infant cereal and/or vegetables and fruits beyond eight months of age will need to have a signed diet statement from their physician explaining why the cereal, fruit or vegetable should be delayed. If parents choose to supply their own infant food it is to be prepared infant food may be brought otherwise we have a small selection of infant puree foods. Containers must be labeled with a child's first and last name. NO GLASS CONTAINERS allowed in the infant room based on dropping and safety. Baby food must be used within the same day it is opened or discarded or sent home with parents. Containers from home will be returned daily to be cleaned at home. Infants will be offered a cup by 9 months and utensils at appropriate age or developmental stage. They will be held for feedings or fed sitting up. Bottles will never be propped, nor will an infant be put to bed with a bottle. Infant will be reoffered multiple times prior to it expiring before disregarding the bottle.

We prefer NO Dr. Brown bottles...Lots of parts that cannot be labeled effectively.



<u>6 Months</u>	<u>9 Months</u>	<u>12 Months</u>
<p>Introduce solids Fill out "infant dietary"</p> <ul style="list-style-type: none"> - Breakfast: Fruit - Lunch: Vegetables (green before oranges) <ul style="list-style-type: none"> ➤ Most start with one, or the other, then increase to 2 shortly after. ➤ May be served with or without rice cereal or oatmeal ➤ Breastmilk/Formula (1-2oz) will be served with meals in sippy cup when eating at table ➤ Give rest of bottle before nap time 	<p>Start transitioning from solids to finger food (3 meals at 10.5-11 months)</p> <ul style="list-style-type: none"> - Breakfast - Lunch - Snack <ul style="list-style-type: none"> ➤ Breastmilk/Formula (1-2oz) must be served in a cup at all meals ➤ Silverware at meals ➤ Give rest of milk in cup before nap time ➤ Wean off pacifier <p>*Refer to suggested feeding schedule, if you have questions*</p>	<p>Should be on all finger foods (3 meals)</p> <ul style="list-style-type: none"> - Breakfast - Lunch - Snack <ul style="list-style-type: none"> ➤ Milk should be served in cup at all meals ➤ Water may be served at snack, IF 2 of the 5 components are met ➤ Silverware at meals ➤ Transition formula to whole milk ➤ 1 month transition period, or we need a doctor's note. Can not transition rooms until on whole milk ➤ No more pacifier

Special Needs/Allergies diet restrictions and medical conditions

Parents/Guardians have the responsibility to inform the program when their child has special needs, allergies, or conditions requiring attention. If a child is admitted having any of the above needs procedures stipulated by our licensing requirements will be followed and a **form from the child's dr is required**. An individual child care plan (ICCP) will be developed to meet the child's individual needs. This plan needs to be updated annually and will be kept in child's file, with any medication, on field trips and during transportation. The program will provide any training (within reason) required by your child's ICCP, however there may be times when you are requested to assist in training to ensure the child's nurse specialist is included in this training. If your child has special eating or nutritional needs please inform us to create an individual care plan with a doctor.. Staff will be informed of any children with food allergies. This information will be posted near food prep areas and children eating areas. If it's a dietary preference vs an allergy you will be required to send the substitute component.

Individuals with Disabilities Education Idea (IDEA)



As a child care provider, we continually monitor the development of all children in our care through ongoing observations and recordings. We want the best outcome for all children. Child care providers are considered a primary referral source for early childhood intervention under the federal IDEA special education law. We are required to refer a child in our program who has been identified as having developmental concerns or risk factors that warrant a referral as soon as possible, but in no case longer than 7 days after the identification. While this is a mandate, we want to keep the open line of communication with parents and caregivers about their child and any concerns we have before a referral is made. We can assist you with the referral or partner with you in this process. Oftentimes starting with a pediatrician is beneficial.

Clothing & Supplies

1. The parents will provide disposable diapers, wipes, ointments, or any other medication, lotions and sunscreen. Everything is to be marked with your child's name and replaced as needed. In the event a child needs a diaper and it is not supplied by the parent, there is a charge of \$1 per diaper.

Procedures for diapering are approved by our program's health consultant and are posted in the diaper changing areas. Diapering may only be done in designated areas. Staff use both stand up and changing table methods to change children. Please talk to the director if you are choosing to use cloth diapers.

2. Parents should provide special care items like blankets for kids above 1. Label everything! Blankets will be sent home every Friday for washing

3. Your child should wear play clothes suitable for the outdoors. In anticipation of dirt and accidents, it is advisable to keep an additional change of clothing and underpants here at all times.

4. During the winter months your child should come with all gear proper for outdoor play.

5. During all months we may participate in play activities which will require 2 pairs of footwear. No flip flops or dress shoes for outside...Tennis shoes preferred. No outdoor boots are allowed as footwear in rooms.

6. Due to space, carseats can only be left if 2 different caregivers are dropping and picking up.

See list of required supplies per room located in the back of the handbook.

Daily Communication

We will send home detailed daily reports for your infant & toddler via online through Brightwheel app. These notes highlight your child's day and let you know about diaper changes, naps/rest time, supplies your child may need, meals, and any other areas of communication. Each teacher will utilize Brightwheel differently depending on the day, age of children, and personal style..

This app will communicate in real time about your child's day and allow you to communicate with your child's teacher.

<https://www.mybrightwheel.com/parents/> Most information is not updated until rest time as staff's main priority is care of the children.

Activities

Developmental activities are an important part of your child's physical and mental well being. Our activities are not rigidly structured but rather informally scheduled to meet the needs of your child. We make sure to include activities that are both quiet and active as well as teacher directed and child initiated. We strive to provide a variety of activities for your child such as story time, arts and crafts, small muscle activities (puzzles, blocks), daily outdoor play (weather permitting), large muscle activities, individual quiet time, and free play. Studies have shown that PLAY is one of the most important components of early childhood learning. We will also work with educational activities that develop creativity, imagination, and basic numerical and alphabetical skills. Infants will be provided with suitable toys that stimulate muscle and brain growth.

Curriculum



In line with the Parents aware program, room 4 and under will be using the 123 Learn Curriculum and kindergarten readiness [Mother Goose Time](#). This curriculum allows for flexibility in creating lesson plans and helps to create an intentional learning environment. Each child served will also be observed on a regular basis and those observations will be used by the staff to adjust lesson plans and program flow. In addition, they will be used to assess the children using the Desired Results to ensure they are reaching the Early Childhood Indicators of Process. Conferences with each family will be held in the winter and the fall to go over the intellectual, physical, social, and emotional progress of each child and will be documented in the child's file.

Field Trips and Impromptu walks/walking field trips

Field Trips will be offered to preschool children. Additional costs may be charged to parents to cover field trip costs. Parents will be notified in advance of the field trip destination and purpose and must give permission before a child can participate in a field trip. If a family chooses to not participate in field trips they are responsible for finding alternative care for the day as all available staff goes on the trip.

As for walks to the park, or around the general area, parent and doctor phone numbers will be carried with staff, along with a first aid kit. We will provide appropriate strollers or wagons for your children as needed. Staff will also carry a cell phone at all times in case of emergency. Walks to the city park, school park, and middle school are not considered field trips as those are used for outdoor play space.

I understand and am required to give my permission for my child to go on impromptu walking field trips in the neighborhood with their class and Staff. This includes spontaneous outings to the following locations for the purposes of education and fun in care:

Library, Middle School, Elementary school, city park including trails around the lake, and city rink.

Transitions and Graduations to a new room

There are many factors that are considered when making the decision to transition or graduate a child to a new classroom. This includes the child's development, availability in the program and the ages and abilities of the other children in that classroom.

Teachers and the Director will communicate with the parents when they feel it is an appropriate time to start each child's transition. We encourage parents to express any concerns or questions that they may have prior to or during the transition into the next classroom. If a parent feels their child is not ready, we will have a meeting to address concerns and questions. Before graduations happen, your child will typically have multiple opportunities to get acquainted with their new classroom setting. When the staff to child ratio allows, your child may be able to try out their new classroom for a half or whole day. Graduations can happen throughout the year but the bulk of graduations will occur in June and September throughout the whole center.

From time to time it may be necessary for the center to transition children to another classroom due to enrollment or staffing factors. Children that are either the youngest or the oldest in a classroom may be transferred to a different classroom throughout the day. If they are the oldest in their classroom, they may be moved to the next class up. If they are the youngest, they may get moved to the class for the day. The center decides this with what's best for the children and the center on any given day. Infants could start transitioning to the Waddlers Classroom around 12-16 months old. Children could start transitioning to the Toddler Classroom anywhere between 16-24 months. Toddlers could start transitioning to the Preschool Classroom around 33 months.

BEHAVIOR GUIDANCE POLICIES AND PROCEDURES

Each child will be provided with a positive model of acceptable behavior; Little Learner's focus Children's behavior will be guided by setting clear limits or guidelines for children and based on the development of the children. We will talk with children about expected behaviors and model those behaviors consistently for them. We will state positively what children can do, using specific terms (e.g., "you need to walk" rather than "don't run"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect



for the rights of others. We will provide immediate and directly related consequences for a child's unacceptable behavior. Our main focus is to protect the safety of children and staff persons.

We understand that there will be times when a child will become distraught, fussy or won't quit crying. Our first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. We understand that crying is normal, and that all babies will have times when they cannot stop crying. At these times, we will stay calm and will do whatever we can to soothe your child.

We will focus on redirection of children and groups away from problems toward constructive activity in order to reduce conflict. A "take a break" may be used when other techniques have not been successful. A "break" will be used to remove a child from a situation that has caused conflict before a child can hurt himself or others. This may mean a child is redirected to a different activity or take some time to relax. When used, the break will immediately follow the behavior and we will stay with the child and talk about what behavior was unacceptable, and what else s/he might have done or said instead. Rather than use a specific area, We will have the child "take a break" near the others so the emphasis is on relax / cool down rather than isolation and punishment. The child will be praised after completing the break and will be helped to rejoin the group. To teach children how to use acceptable alternatives to problem behavior in order to reduce conflict we will talk with the child about how they could better handle the situation

We recognize that no single technique will work with children every time. If a child exhibits persistent unacceptable behavior we will follow the center plan. The center's plan for persistent and unacceptable behavior will require staff guidance and time. The plan procedure are the following:

- 1) staff (director or teacher) will observation and record the child's unacceptable behavior and staff response to the behavior in the observation summary sheet
- 2) staff will develop a plan to address the behavior documented and observed on the sheet with consultation and partnership with the child's parent and with other staff persons and professionals when appropriate.

Our behavior guidance policy is designed to:

Ensure that each child is provided with a positive role model of acceptable behavior

- Be tailored to the developmental level of the children of all enrolled children
- Redirect children and groups away from problems and towards constructive activities in order to reduce conflict.
- Teach children how to use acceptable alternatives to problem solving in order to reduce conflict
- Protect the safety of children and staff persons
- Provide immediate and direct related consequences for a child's unacceptable behavior

Young children need to be taught appropriate behaviors. Appropriate alternatives to corporal punishments as children grow and develop

As infants become more mobile, the staff will create a safe space and impose limitations by encouraging activities that distract them from harmful situations. Brief verbal expressions of disapproval help prepare infants and toddlers for later use of reasoning. For toddlers, disapproval will be followed with comments about expected behavior.

Preschoolers have begun to develop an understanding of rules and can understand "break time" to calm down. (Out of group activity by sending a child to calming activity such as a puzzle, sensory, or other table activity) However, children will not be isolated from the group. The staff will follow up by asking how the child feels about his/her feelings and suggest appropriate behavior.

School-age children will develop a sense of personal responsibility and self control and will recognize the removal of privileges.

We promote positive behavior in the following ways:

1. The classrooms are designed to be developmentally appropriate
2. There is sufficient toys and activities to stimulate children of all a



All Staff are trained on all prohibited actions including:

1. Subjecting of a child to corporal punishment, which includes but is not limited to:
Rough handling, Shoving, Hair pulling, Ear pulling, Shaking, Slapping, Kicking, Biting, Pinching Hitting, Spanking
2. Subjecting of a child to emotional stress, which includes but is not limited to:
Name calling, Ostracism, Shaming, Making derogatory remarks about a child or the child's family, Using language that threatens, humiliates, or frightens the child
3. Separation of a child from the group except within rule requirements.
4. Punishments for lapses in toileting.
5. Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
6. The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm.
7. The use of mechanical restraints, such as tying.

Separation from the group.

No child may be separated from the group unless the following has occurred:

- A. Less intrusive methods of guiding the child's behavior have been tried and were ineffective.
- B. The child's behavior threatens the well being of the child or other children in the program.
- C. A child who requires separation from the group must:
 - 1) Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person;
 - 2) The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation; and
 - 3) The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.
- D. Children between the ages of six weeks and 16 months must not be separated from the group as a means of behavior guidance.

Separation Report.

All separations from the group must be noted on a daily log that must include the following:

- A. The child's name;
- B. The staff person's name;
- C. Time;
- D. Date;
- E. Information indicating what less intrusive methods were used to guide the child's behavior;
- F. How the child's behavior continued to threaten the well being of the child or other children in care.
- G. If a child is separated from the group three or more times in one day, the child's parent shall be notified and the parent notification shall be indicated on the daily log.
- H. If a child is separated five or more times in one week, eight times or more in two weeks, the procedures in subpart 2 must be followed.

UNDESIRABLE BEHAVIORS

Children's behaviors are often unpredictable, and our staff understands that temperaments are controlled by many factors including a child's sleep patterns, health and wellness, home environment, and of course behaviors can be affected by the children and staff around them as well. We will make every attempt to surround your child with calming love and support. However, there are times that we must consider what is best for the other children in the group if a child's undesirable behavior is inhibiting staff's ability to care for others. We may need to send a child home for the day if we feel their undesirable behaviors have infringed on another child's safety or right to learn. Our hope is that parents will work on our team to address a child's behavior at home to encourage them to



correct their behaviors at childcare going forward. Examples of behaviors that would warrant us requiring a child to be sent home with a parent would include but are not limited to: inconsolable crying that staff is unable to sooth for a period of over one hour, refusal of a child to walk to/from a planned outing as this could negatively affect the group and directly relates to safety of the group outside the childcare center, a child that verbally indicates to staff they will be a flight risk or that demonstrates behaviors that indicate they will run away from a planned activity or into traffic or any dangerous spaces, undesirable behaviors that staff is unable to correct within a one hour time frame that may pose a danger or extreme disruption to the group; examples of this may include refusal to stop screaming or yelling at staff, continued use of profanity that is not halted after reminders, intentional excessive and/or deliberate destruction of property, and any other behavior that threatens bodily harm to staff or children that is not quickly halted with staff correction. Other behaviors that may warrant the need to send a child home for the day include Biting if a child were to have 5 bites in one day. We ask for your full support in this area if you are called to pick up a child due to undesirable behaviors, we hope you will support our decision, understand the limitations we are faced with within a licensed childcare facility, and help work alongside our staff to find solutions to the problem at hand. No financial refund will be given if a child is sent home.

SEPARATIONS

Additionally, as a licensed facility we are required to make and follow policies related to separating a child from a group. *Separation occurs when a child is removed from the group and is temporarily unable to participate in the program activity. No child may be separated from the group unless the license holder has tried less intrusive methods of guiding the child's behavior which have been ineffective, and the child's behavior threatens the wellbeing of the child or other children in the center. All separations from the group must be noted on a daily log. After 3 separations in one day the parents will be notified, after 5 separations in one day a child will be sent home. After 5 separations in one week or 8 in two weeks a behavior plan may be made/followed and/or the child may be sent home. No financial refund will be given if a child is sent home. If staff or director is unable to keep all children safe due to extreme unsafe behavior, the child will be sent home and a meeting will happen prior to having child resume care.

An Incident report will be sent home for extreme behavior.



Incident Report Form

Little Learner's Child Care

ents: The paper version of this form will require your signature at pick up time today. This form is meant to be one tool we use to communicate with families. We hope this provides opportunities to talk to your child about classroom expectations as well as the opportunity to talk to staff about how to best care for your child while encouraging positive behaviors. If you have questions about an incident, please consider calling the center immediately upon notification. The best person to answer your questions is likely the staff that is currently working with your child. If you wait to ask questions at pick-up time, there is a chance that specific staff may have gone home for the day.

ildren's behaviors are often unpredictable. Our staff understands that temperaments are controlled by many factors including a child's sleep patterns, health/wellness, and home environment. Behaviors can be affected by the children and staff around them as well. We will make every attempt to surround your child with calming love and support. However, we may need to send a child home for the day if we feel their undesirable behaviors have infringed on another child's safety or right to learn. We ask for your full support in this area if you are called to pick up a child due to undesirable behaviors. We hope you will support our decision, understand the limitations we are faced with within a licensed childcare facility, and help work alongside our staff to find solutions to the problem at hand. No financial refund will be given if a child is sent home.

Child's First/Last Name _____ Classroom Enrolled in _____ Age _____
 Today's Date ___|___|___ Date of Incident ___|___|___ Time of Incident ___:___ AM|PM
 Guardian/Parent Notified via ___Brightwheel ___Phone call ___This form at pickup Time Notified ___:___ AM|PM
 Witness _____ Report Prepared By _____

Describe Incident (what happened?) Check all that apply *items marked may require immediate pick up of child

- Your child bit another child/staff Bite Broke skin ___Y___N
 This is Bite #___ today.
 3 bites in one day=parent will be called.
 *After 5 bites in one day (not including attempted bites) =child will be sent home for the day.
- Your child attempted to bite another child/staff
 #of attempts at time this form was written _____
- Your child pushed, hit, kicked another child/staff
- Your child tripped another child/staff
- Your child teased another child/staff
- Your child scratched another child/staff
- Your child threw toys/objects
- Your child had multiple rule reminders list # ___
- Your child was using undesirable language
- *inconsolable crying that staff is unable to sooth for a period of over one hour
- *refusal of a child to walk to/from a planned outing
- *Your child has verbally indicated to staff they will be a flight risk or has demonstrated behaviors that indicate they will run away from a planned activity or into traffic
- *undesirable behaviors that staff is unable to correct within a one-hour time frame that may pose a danger or extreme disruption to the group
- Your child had other undesirable behavior
- Your child was disrupting learning for others
- Your Child was spitting

Further Describe incident (use back of form if necessary) _____

Describe Injury to other child (Was another child hurt?) _____

Was blood present or was medical attention required for another child? ___Y___N

Location where incident occurred

<input type="checkbox"/> Bathroom	<input type="checkbox"/> Classroom _____	<input type="checkbox"/> Meal Area	<input type="checkbox"/> Field Trip
<input type="checkbox"/> Hallway	<input type="checkbox"/> Outside	<input type="checkbox"/> Playground	<input type="checkbox"/> Other

Action Taken *Redirection occurs when a staff person intervenes during conflict and asks a child to choose an alternate constructive activity. *Separation occurs when a child is removed from the group and is temporarily unable to participate in the program activity. No child may be separated from the group unless the license holder has tried less intrusive methods of guiding the child's behavior which have been ineffective, and the child's behavior threatens the wellbeing of the child or other children in the center. All separations from the group must be noted on a daily log

1st tried.... ___Gentle Hug/affection ___ Rule Reminder ___Redirection if ineffective staff used

___Separation ___Other _____

IF Separation was used please describe further (staff must attempt less intrusive method prior separation occurrence)

___ Asked to take a break and return when calm (Staff no more than 1 min per child's age)

This is Separation #___ Today (after 3 in one day parents must be called, *after 5 in one day child will be sent home)

This is Separation # ___ This week OR ___ in two weeks (after 5 in one week or 8 in two weeks a behavior plan may be made/followed and/or the child may be sent home)

Follow up plan (if needed) _____

Report Prepared By (Teacher Signature) _____ Supervisor Signature _____ Date ___|___|___

Parent Signature _____ Date ___|___|___



Toilet Learning

We will begin when we both agree that your child is ready. We believe it is important that we work together during this time until a consistent routine is established. You will supply enough pull ups or rubber pants plus several changes of clothing to use during training. Appropriate clothing is a must. Please, no difficult outfits during this time! No belts, onesies, tights, or difficult snaps. If your child has an accident and wets be assured we will not scold or spank. Soiled clothes will be sent home in sealed bags. No child shall be punished or shamed for accidents during this learning period. Children that are not fully and completely potty trained will remain in the Toddler room. Our staff will make every effort to work with your child during this process and celebrate successes. When the teacher, director, and parent decide a child is completely potty trained and no longer needs the use of diapers/pull-ups and can go to the restroom unassisted the child may graduate to the preschool classroom. **DO NOT SEND YOUR CHILD IN UNDERWEAR UNTIL YOU HAVE HAD A CONVERSATION WITH STAFF**. Children need to be successful in bowel movements in the toilet prior to discussion. This decision needs to be a group one.

Toys

We have adequate developmentally appropriate toys for all the children to play with and it is much easier to deal with sharing and taking turns with toys that are intended for everyone's use. Please refrain from bringing toys from home except on designated show-n-tell days. Your child will be expected to help pick-up and put away toys and games and will be praised for his or her efforts.

Holiday/Weather Closures

Little Learner's Child Care is CLOSED on the following Holidays with pay: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day and Christmas Day. Should one of the above listed holidays fall on a Saturday/Sunday We will take the preceding Friday or following Monday as a paid holiday. Up to 3 staff inservice/training day will be planned as a paid closed day. We close if our school district closes due to travel related safety. We will take cold weather on a case by case basis. If we are able to remain open and ensure the safety of your children we will do so. You will be alerted by our Brightwheel system as soon as school notices of closing.

2022 Closed Paid holidays

April 15th-Good Friday

May 30th- Memorial Day

July 4th- Independence Day

September 5th- Labor Day

November 24th and 25th- Thanksgiving Weekend

December 23th and 26th- Christmas Observance

December 30th and Jan 2nd New Years Day Observance



Maternity Leave, Layoffs, Summer Time Off

As part of our Family Leave Policy, we have three options for you to consider:

Option 1: Continue enrollment at 3/2 days per week, as space is available. This means the center will plan for the child to attend the same days a week and a start and end date for the Family Leave will need to be approved.

Option 2: Pay a holding fee of \$200 per month or \$50 per week. This means the center holds the space but the child does not attend for any portion of these days. A start and end date for the Family Leave will need to be approved.

Option 3: Leave and hope a spot stays open. You can re-register up to 1 week in advance for a future enrollment date. The cost to re-enroll is \$50. "

We will do our best to accommodate your desired option.

Should you need us to "hold a spot" for your expected child, or hold a full time spot for your older child while you are on maternity leave we will do our best to accommodate your needs. After 9 weeks you are required to pay the full price to hold spot. Know that we always reserve the right to charge a fee to hold a spot open. A typical arrangement would be a charge of a one-week deposit for your current child as well as for the new infant. That deposit would be applicable towards the first week of your full time return. Deposits are non-refundable should you decide not to return for any reason.

Ill Child Policy

When your child is ill he or she needs to be with his or her own parents. In an effort to protect the other children we care for we must enforce that you make other care arrangements if your child has the following symptoms:

- Temperature above 100 degrees (orally) or 99 degrees (underarm)
 - Vomiting or diarrhea (returns when child is cleared from dr or resumes normal stool)
 - Rash other than a mild diaper or heat related rash. Chicken Pox until all lesions are crusted over.
 - Any communicable diseases
 - Sore or discharging eyes, ears, or profuse nasal discharge
 - Bacterial infection such as strep or impetigo until 24 hour antibiotic therapy is completed
 - Any child who has lice, ringworm or scabies that is untreated and contagious to others Significant respiratory distress: fast, difficult, or different breathing, uncontrolled coughing, &/or wheezing Unexplained lethargy
 - Any child who is unable to participate in child care program activities with reasonable comfort or who requires more care than staff can provide without compromising the health of the other children
1. If your child develops any of the above symptoms during the day and appears too ill to be in care, a parent or alternative person specified on the enrollment form will be contacted and asked to pick up your child as soon as possible and not more than one hour after notification. Your child will be kept isolated from the group. Staff will keep the child as comfortable as possible in a supervised location. A child's doctor or emergency personnel will be contacted and treatment sought if deemed necessary.



2. You are required to notify us within 24 hours of the diagnosis of a serious contagious illness or parasitic infestation. The other parents will also be notified. Contagious illnesses will be reported to all parents the same day the information is received. Staff will post a notice in a prominent place stating the illness, incubation period, early signs to watch for and exclusion recommendations. These postings will be updated with each new case of the illness.
3. A child should be fever free for a minimum of 24 hours before returning to care without fever reducing medication.
4. Please do not put us on the spot about an ill child returning to our care. If in doubt, refer to the guidelines above or consult a physician. Children with minor colds can attend childcare.
5. If your child requires prescribed medication you will be asked to sign a permission slip and the child needs to be out until 24 hours on prescription. All medications must be in their original bottles. Pharmacists will fill two separate bottles (one for home & one for childcare) if requested.
6. Non-prescription medications such as sunscreen, creams, fever reducers, cough syrup, etc. may be administered to a child with a parents' permission. If a child is under the age of two and the label states "ask a physician" for dosage, parents are required to call their physician prior to bringing their child to the center and have the clinic fax a note stating authorization along with dosage and amount and instructions as to what time to administer medication.
7. Behavior or health issues which may affect the safety, health, and general well being of other children at Little Learner's Child Care may result in limited exclusion or termination of enrollment.
8. Masking symptoms with medication and/or hiding and not communicating contagious illness is grounds for termination.
9. It is in your best interest if you communicate with staff any time you are bringing children into dr.

Please read the below info about teething.

Teething – Facts vs Myths A Guide to Program Policy

What is Teething?

Teething is a normal developmental process of the teeth erupting through the gums. Typically, primary teeth begin to erupt around the age of six months and continue to erupt until around 24 to 30 months. By the time a child is three (3) years old, they have twenty teeth.

General Tooth Development:

- Two bottom teeth (central incisors) appear first.
- Four to eight weeks later, the four front upper teeth (central and lateral incisors) appear.
- One month later, the lower lateral incisors appear.
- Then, the first molars (the back teeth used for grinding food) appear.
- Finally, the eyeteeth (the pointy teeth in the upper jaw) appear.
- Around age six, baby teeth are replaced with permanent teeth; starting with the central incisors and progressing toward the back of the mouth.
- Then, the addition of premolars or bicuspid (aid in tearing and crushing food) appear.
- Children teethe all the way through 12 years of age.

Implications for child care:

Since teeth erupt continuously from six months to two years of age, many unrelated illnesses are blamed on teething. The teething facts are outlined below:

- Teething can take place up to three months before you actually see the tooth come through.
- The process of cutting the tooth through the gum does not go on continuously, but through occasional starts and stops.
- It is generally a painless process, however, the degree of pain is perceived differently by people, therefore some irritability may be present.
- There is increased saliva, drooling, and a desire to chew on things. There may also be rubbing at the mouth, or pulling at the ears.
- Drooling has a direct effect on the intestinal system. Stools may become more frequent but the consistency or form of the stool does not change.
- **Teething does not cause fever, diarrhea, sleep problems or diaper rash, or lowered resistance to any infection.**
- These symptoms may be noted occasionally throughout the teething process due to the fact that when children put things into their mouths they are virtually eating the bacteria and viruses that live on these objects. As these bacteria and viruses get into the child's system, it is these germs that cause fever, diarrhea, etc.
- Fever is common from six months to the first two years of a child's life. After six months of age infants start to lose the natural protection provided by their mother's antibodies. Mild illnesses may cause fever throughout this time.
- When a child exhibits symptoms of an infection during the teething process, these symptoms; fever, diarrhea and vomiting, are excludable conditions for child care. This means a child is infectious and could spread these germs to other children and staff. (See Standard Exclusion Guidelines – **Form E-200.**)

- Over -

Teething Management:

- Wipe the baby's face often with a clean cloth to remove the drool. This keeps rashes from developing.
- Provide something hard and/or cold to bite on. Make sure the item is big enough so that it cannot be swallowed. A wet cold washcloth or cold teething ring is a good source of comfort. Frozen bananas or popsicles may also be useful. Remember to launder the washcloth after each use and clean and sanitize teething rings after each use.
- Avoid hard foods that a baby might choke on such as raw carrots or crackers.
- Never tie a teething ring (or pacifiers) around a child's neck. These could get caught on something and strangle the child.
- Gentle gum massage with a clean finger or an ice cube may relieve discomfort. Remember to wash your hands before and after doing gum massage. (Do not give ice cubes to children to eat. This is a choking hazard.)
- Avoid salty or acidic foods.
- If a parent insists on using acetaminophen for discomfort, follow the manufacturer's instructions on the label. Prescription Medication Authorization/Administration **(Form M-200)** will need to be completed.
- Prevent baby bottle tooth decay:
 - Do not allow infants to nurse or breast feed for extended periods of time (e.g. sleep all night at the breast).
 - Do not use the bottle as a pacifier, or allow the child to walk around with it or drink it for extended periods.
 - Do not give infants/children bottles containing milk, formula, breast milk, sugar water, fruit juices, etc. during naps or at night.
 - Never give a child a pacifier that has been coated with any type of sweet liquid.
 - Introduce a cup when an infant can sit up without support. As children approach their first birthday, they should be encouraged to use a cup rather than a bottle.
 - Bottle use should be discontinued by a child's first birthday.
 - Juices should never be consumed from a bottle – use a cup instead (see Juice Overuse – A Guide to Program Policy, page 56).
 - Make sure your child is getting fluoride through water they are consuming.
 - As soon as a child's first tooth erupts, oral hygiene measures should be used. (Note: consult with your health care provider before you begin brushing your child's teeth.)
 - First oral exam should be within six months of the child's first tooth, and no later than 12 months. Regular visits to a dentist should start by age 3. The earliest signs of baby bottle tooth decay – white spots on the upper front teeth – are often hard to spot. Pediatricians and pediatric dentists often need the use of special equipment to make an early diagnosis. If you, the child care provider, suspect a child does have baby bottle tooth decay, encourage the parents to talk with their pediatrician.

Source: Contemporary Pediatrics, "Nothing but the tooth": Dispelling Myths about Teething 7/2004
 Maternal Child Health Bureau, Open Wide: Oral Health Training 2005
www.mchoralhealth.org/openwide
 Nemours Foundation, Teething Tots – What's Normal, What's Not 1997
 On-Line) Available: <http://www.kidshealth.org/parent/behavior/teething.html>
 National Association for the Education of Young Children, Healthy Young Children 2002 Edition



Health Care Summary

1. Upon enrollment or within 30 days, a medical record of your child must be submitted to the director. It must include a current examination and it must be signed by the child's source of medical care. A record of a physical is again required annually for children till the age of 3
 - a. You have 30 days after the child's birthday to return to continue care. Your child CANNOT return until form is returned.

Immunizations

- A. Immediately upon enrollment documentation of current immunizations must be submitted. We do not provide care for children that are unimmunized unless the family has a plan with a dr or health care provider. It is a parent's responsibility to make sure that immunization records are updated as needed. Parents have the responsibility to inform Little Learners Childcare Center when their child has a special medical condition, need, or allergy.
- B. In a case of Measles, Mumps, Rubella, Pertussis, Polio, or Diphtheria occurs in the child care setting, children who are inadequately immunized will be excluded through the incubation period of the last reported case of the disease, as determined by the local health department. This exclusion is necessary because these children may become infected and contribute to further disease spread. Little Learners' refuses to enroll any children that are un-immunized on the basis of personal beliefs rather than a medical condition. For legal information, contact: Child Care Law Center, www.childcarelaw.org 415- 558-8005.
- C. Within 30 days of enrollment, parents must provide a Health Care Summary form signed by a physician. Failure to supply this documentation will cause exclusion from Little Learner's Child Care. Parents must keep these forms up-to-date by getting a new form on the 1st, 2nd, and 3rd birthday well exam.
- D. We would recommend and appreciate the first vaccination done on a day before a child can stay with families for monitoring and care. Kids react different and some have increased fussiness which can pose challenges in care

Injury

In the event a child is injured at Little Learner's Child Care Center, our staff will administer first aid or CPR as necessary. A minor injury will be given first aid and communicated via Brightwheel and follow up with a phone call if needed. Accident reports will be posted on Brightwheel and parents are required to sign at pick up. If you would like a hard copy please request from the staff. If emergency treatment is indicated, staff will call 911 and a parent or other authorized adult listed on the emergency form and explain the situation. If a child needs to be transported they will likely be brought to Buffalo Hospital in Buffalo Mn and it will be at the parent's expense. Staff will accompany the child and will remain with the child until a parent arrives. The child's health and consent forms will be sent with him/her.

Sudden Infant Death Syndrome (SIDS) and Abusive Head Trauma (AHT) Little Learner's Child care Center adheres to the SIDS risk reduction practices recommended by the American Academy of Pediatrics and the Back to Sleep Program. All staff are trained in SIDS risk reduction and Shaken Baby Syndrome prevention required by licensing. In accordance with licensing requirements stuffed animals and thick blankets are not allowed in infant cribs. Infants will not be swaddled and will be placed in cribs in only the clothing they are wearing. Only children over 12 months of age will be allowed to use a thin blanket.



Fire Prevention and Safety

Your child will practice exiting the childcare center safely and learn about fire prevention and safety. Primary and secondary fire exits are noted on the floor plan, which is posted in a prominent area in each work unit. Both routes are practiced throughout the year. The person detecting a fire will call 911. Head teacher will evacuate all children, taking with them the attendance record. Assistant teacher/aid will attempt to close off the fire by closing windows and doors and shutting off the lights before leaving. Director will attempt to take the first aid kit and emergency cards. Group will proceed outdoors, away from the building to the designated waiting area (sidewalk north of the building) and await further instructions. Attendance will be taken and any missing child reported to the fire marshal. No one is to re-enter the building until the all clear is given. A report will be made to DHS (MN 651-431-6500) within 48 hours of a fire that requires the fire department.

Staff are trained in the use and are aware of the location of the fire extinguisher. Fire extinguishers are checked annually. Written instructions on the use of the fire extinguisher, fire evacuation plans and duties of staff are posted in each work unit.

Directions for use of the fire extinguisher:

Hold upright, pull pin

Stand back 10 feet, aim at the base of the fire

Squeeze trigger, sweep side to side

Lock down/Active Shooter

Staff are trained and practice lock down drills. Each classroom's door can be locked from the outside and will be pulled shut in the event of an active shooter. Please reference the emergency plan for specifics.

Emergency Shelter and Equipment

If emergency shelter is needed outside of this facility, staff and children will proceed to:

Annandale City Hall

30 Cedar Ct.

Annandale Mn

An emergency kit is located at the center. The center's emergency plan is posted on bulletin board and sent out upon enrollment

Tornado protocol

Tornado drills are practiced every month, April through September. They are documented in a log. In the event of a tornado warning, all children will be taken to the tornado shelter located in the hallways between classrooms. Head teachers will bring the attendance sheets and take attendance. The director will take the battery operated radio, flashlight, first aid kit, blanket, and activities for the child. No one will leave the shelter until the all clear is given.

Pandemic Protocol



In the case of a pandemic we will cooperate with state and local government disaster planning agencies working to prepare for or react to emergencies presented by a pandemic outbreak . See our current COVID pandemic policies for specific details.

Licensing

We are licensed by the State of Minnesota Human Services Department. In addition, we must meet the criteria of the State of MN Health Department. We also must meet guidelines set forth by a Health Nurse. We are governed by Minnesota Rules, parts 9503.0005 to 9503.0170 (DHS Rule 3) and Minnesota Statutes, Chapters 245A and 245C. These statutes require that we maintain certain records, pass unscheduled inspections, meet fire and other safety codes, and further our education and training in the childcare field on an ongoing basis. Little Learner's Child Care license is posted on the communication board.

Parking

When dropping off children at the curb/door please pull all the way up so other families can easily pull behind and drop off. Avoid the bus drop off lane during the hours of 3-3:30pm

Pet policy

Our policy is that no animals will be granted access to the main facility with the exception of pre-approved police K-9 animals that may present during a show and tell event. The only animals the children will encounter are those that may be present during a field trip.

Non-Discrimination

We at Little Learner's Child Care shall not discriminate against any child in our care. Your child is placed here without regard to his or her race, creed, color, sex, religion, or national origin.

Chemical Use Policy

Little Learner's Center is a smoke-free environment. There will not be any tobacco smoking on the property or within 50 feet of the property. All caregivers at Little Learner's Center are prohibited from abusing prescription medication or being under the influence of a chemical that impairs the individual's ability to provide care. We will provide notification and training of said policy to all caregivers.

Background study Set-aside

Based on Mn Statute 245C.301

Written notice of staff employed with a set-aside

Our program must provide written notification to parents considering enrollment of a child and parents of any child attending the program that our program is employing an individual who is the subject of a set-aside to a disqualification dated 10/25/2021

[MN Statute 245C.301](#)

Incliment Weather



We take guidance from the school district, national weather center, and licensed health consultants when determining the need to close. Also if severe weather is predicted during the scheduled day, we may schedule to close early and you will be contacted via brightwheel or phone/email. In addition, Little Learners may close due to impassable roads that make it impossible for staff to arrive at work. All children will stay at the center and be cared for during inclement weather.

Media Policy

We will occasionally take pictures of the children in the facility. Your permission must be obtained in order to do so. Please note your child's image will never be used for research or experimentation. Pictures are posted on our Brightwheel as well as our Facebook page.

Grievance Procedure

If you are dissatisfied with some aspect of the services being provided in our licensed program, please bring the concern to our attention in a timely manner. Most likely we can come to a mutual agreement and resolve any issues you might have.

1. If your grievance is with a staff member, please start there. Our staff are expected to be professional and be willing to work out differences. Please be respectful of their supervision responsibilities. Pick up can be a challenging time to talk. If you feel the need to please arrange a time to talk with staff ahead of time so we can arrange coverage.
2. If, after speaking with staff, things are not resolved, or if you are uncomfortable confronting them, you should bring your grievance to the Director, Sarah Wiles.
3. If we are unable to meet state and local requirements for licensed childcare centers, as a final step, you can involve the Department of Human Services, Division of Licensing at 651-431-6500

We must be able to work together to make your child's time at Little Learner's Child Care center as happy and peaceful as possible. The basis on which we, providers and parents, must work together is trust. It is essential that we discuss our differences in opinions. We should also share our stories of your child's successes and achievements. Please reference "Supportive Families" located in front of the handbook.

Please feel free to share any questions or concerns with us.

Mandated reporter Policy

Please review the below link on the Mandated reporter policy <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7634A-ENG>

Damage to Childcare Property

We understand that items may be broken or damaged in normal coarse playtime activity, however, if we feel the damage done by your child is excessive, deliberate, or the result of intentional misuse we will expect the child's parent or parents to pay for the repair or replacement of the item(s). Your signature on the contract agreement form indicates that you are aware of this policy and will pay for damages to our property caused by your child. If damage occurs that will require you to replace or repair our property; we will sit down and discuss the damages and how to proceed.

Insurance

Little Learner's Child Care Center carries \$1,000,000 general liability coverage



It is our goal that this contract should serve as a general guideline in order to serve all parents and children in the best possible way we can. Little Learner's Child Care Center has established the guidelines included in this contract because we believe they will help both of us, parent and child care provider, to better understand each other's goals and expectations and work better together. If you have any additional questions or concerns please feel free to contact us and we will be happy to work with you to reach a mutual consensus. We look forward to working with you and your family. We strive for patience and understanding in teaching and caring for your children. We are successful only with your support.

Termination of Services

Should we ever need to terminate your childcare services we will do so with a two-week verbal notice as long as that is possible under the circumstances. Little Learner's Child Care Center is not required to give advance notice of termination under the following circumstances:

1. Non-payment
2. Non-compliance with policies
3. Failure to meet immunization policies
4. Continual disruptive behavior which is harmful to other children or staff and is not being corrected
5. Safety Concerns

Closing note

Our Childcare Program plan and all of its contents are reviewed annually by a staff member that is qualified as a teacher or higher. All contents of this plan are available to parents on request – please contact littlelearnerschildcare.ann@gmail.com



Infants (Label everything with first and last name)

- 1 container of formula or if preparing bottles. As many prepared and labeled bottles as needed that day +1 extra
- 3 bottles under 12 months
- 2 Pacifiers under 12 months (if used)
- Lotions, ointments, wipes
- 2 changes of clothing appropriate for the season
- 1 bag of diapers -
- Tearless sunscreen labeled (summer)
- Sun hat that secures under chin labeled or initialed inside
- Non Slip flexible Shoes (if walking)
- Family Picture

Waddler (Label everything with first and last name)

- diapers and wipes
- 1 changes of clothing
- Blanket
- Proper winter outdoor wear and boots ~labeled
- Inside and outside Non slip flexible shoes with toes covered
- Sunscreen
- Lotion, ointments,
- Family Picture

Toddlers (Label everything with first and last name)

- 1 bag of diapers labeled on all sides or pull ups if potty training
- 2 changes of clothing appropriate for potty training with no belts or difficult snaps
- Blanket
- Proper winter outdoor wear and boots ~labeled
- Inside and outside footwear (tennis shoes preferred) No dress shoes No flip flops
- Sunscreen (NO SPRAY)
- Lotion, ointments, wipes
- Family picture

Preschoolers & older children may need (Label everything with first and last name)

- Change of clothing
- Sunscreen(NO SPRAY)
- 2 pairs of shoes/gear for the weather and running (1 inside 1 outside). No Dress Shoes. No Flip Flops.
- Lotions, ointments, pull ups (if needed), wipes
- Blanket
- Family Picture

Here are the top 10 must-haves for infants-preschool!

Infant Swaddle



Sleep Sack



Bottle Labels



Bottle Labels



Label Everything



Great for potty teaching



Great fall gloves



Winter must have gloves



Awesome first walkers



Warm and comfy



Rain Boots

