



# Learn 'n Play Preschool

Parent Handbook  
2018

## **My Philosophy:**

My program is much more than just another family child care program. The early childhood years are a unique and special time in a child's life. Research has shown that 90% of brain development occurs by the age of five. A high quality early childhood program is absolutely essential to optimize every moment of these early years. My program combines all the wonderful qualities of an accredited, licensed family child care program with a comprehensive, quality preschool program.

My preschool curriculum is based on the well-researched High Scope, which promotes learning through play in a carefully arranged, developmentally appropriate environment. Children learn best when they are actively engaged. This means that they need to be able to move, touch, see, and manipulate objects in order to learn about them. This is why you won't see worksheets, coloring books, television, or flash cards here. I assess children through the developmentally appropriate method of observation so I can plan appropriate activities to help each child reach the next level of development. My curriculum is developmentally appropriate for children ages two through six.

Families are an integral part of my program. I encourage parents and others close to the child to be involved in our program through a variety of ways. I work to keep families informed about their children's progress through regular parent-teacher conferences as well as other means of communication. I consider families my partners in the education of these little people and look forward to working with each one.

## **License:**

I am a class C3 group family childcare provider licensed by Stearns County Social Services. This license capacity means that I can care for up to 14 children at a time with an adult assistant. Ten of these children can be what licensing classifies as under schoolage, four can be under age two, and up to three of those can be infants. I employ a full-time adult assistant. All assistants are subject to a complete state and federal criminal background check prior to having contact with the children. I operate my day care home in compliance with the State of Minnesota Rules 9502.0315-9502.0445 for Family and Group Family Day Care. My program meets or exceeds all licensing, fire, health, and safety requirements. I must pass an annual inspection by the county licenser, three yearly inspections by a representative of the Child and Adult Care Food Program, and continue my education.

## Accreditation

My program is accredited through the National Association for Family Child Care. This process involved a great deal of training and preparation. It also involved a verification visit by a trained NAFCC representative who assessed all aspects of my program to ensure the highest levels of quality.

## Training and Professionalism

I have extensive experience and training in early childhood education. I have a Masters degree in Education with an Early Childhood emphasis (2010) and a Bachelors degree in Child Development (2008), both from Concordia University in St. Paul, Minnesota. I take well over 100 hours of additional training every year to keep my knowledge current on all aspects of early childhood education so I can be the best possible teacher to all the children in my care. I am also a master trainer for Minnesota Child Care Resource and Referral, teaching a variety of classes both online and face to face for other early childhood teachers and providers who work in various settings. I am on the Executive Board of Directors of Child Care Aware of Minnesota, the statewide organization that oversees child care training and the resource and referral network.

## Current Enrollment:

At this time, I have the following numbers of children in my care:

\_\_\_\_\_ infants (birth to 12 months)  
\_\_\_\_\_ toddlers (12 months to 24 months)  
\_\_\_\_\_ preschoolers (24 months to age 5)  
\_\_\_\_\_ schoolagers (age 5 and up)

## Hours of Operation:

6:00am to 5:00pm Monday through Thursday and 6:00am to 4:30pm Fridays. I do not provide evening or weekend childcare.

## Rates:

Our rates are \$30.00 per day. All fees are due when you drop your child off for care every Friday morning. If your child does not attend day care on Friday or we are closed, payment is due on the last day of the week your child is here. **ALL payments must be when you drop your child off on Fridays. If your child**

**isn't attending on Friday, it's due at drop off on their last day of attendance for the week.** There will be a \$10.00 per day penalty charged for any unpaid balance you have with me after 12:01pm on Friday. All fees are due regardless of child's attendance. **This means you pay for all days your child is normally scheduled to be in my care regardless of whether or not he or she actually attends.**

## Meals:

I participate in the Child and Adult Care Food Program sponsored by Providers Choice, Inc.. I serve nutritionally balanced, high quality foods at no additional cost to you. The children are offered food and encouraged to try new foods. They are not forced to eat or to clean their plates. Children who choose not to eat will not be served food until the next scheduled meal or snack. Parents are responsible for feeding their children if they are not dropped off by scheduled meal times. I preplan lunch menus one month in advance. All parents receive a copy of the menu to refer to at home. I choose breakfasts and snacks at random, so no menu will be sent home for those. Please note that all children need to arrive by 8:00am in order to be served breakfast.

\*\*\*\*\*Please do NOT send any food, candy, gum, chips, or sweets with your child unless this has been previously arranged with me and unless there is enough for all the children who are present. If a child arrives with gum in his or her mouth, he or she will be asked to throw it into the garbage.

## Our Daily Schedule:

6:00-8:00 arrival, breakfast, and free play in learning centers  
9:00 clean up  
9:15 AM snack  
9:30 Small Group Time  
9:45 Circle time (sing songs, play game, etc.)  
10:00 use bathroom  
10:15 outside play (weather permitting) or indoor free play  
11:00 back in house, use bathroom, wash hands for lunch  
11:15 Lunch  
11:45 Brush teeth, use bathroom, wash hands and faces  
12:00 Story time  
12:15 Nap/rest  
2:30 PM snack  
3:00 Outside play (weather permitting) or indoor free play

## Preschool Program

A quality preschool education is critical for later success in school .I provide a complete, developmentally appropriate preschool program. I help children learn all the skills they will need to start kindergarten successfully. These include but are not limited to: pro-social skills (cooperation, getting along with others, sharing, recognizing the feelings of others, etc.), small motor skills, large motor skills, early literacy skills, science, and early math skills. Children who attend my program do not need to attend any additional preschool programs unless they have special needs or circumstances.

My curriculum is based on the well-researched, High Scope preschool curriculum. High Scope has various elements, including daily large and small group times and work time (also called free play time). I have taken all related classes directly from the High Scope Foundation to ensure the proper implementation of this curriculum. I write lesson plans daily so they are directly related to the children's immediate developmental needs and current interests. In addition, a tutor from the Minnesota Reading Corps visits our programs three times each week to work directly with the children on early literacy skills. In addition, we have a preschool gymnastics teacher from Tiny Tumblers that comes every Friday morning to work with the kids on gross motor skills and a Kindermusik teacher who comes twice a month to work on music and movement skills. We also participate in a project of the United Way called The Lullaby Project. They bring members of various cultures into our program once a month to teach the children a few words and a song from their native language and talk to them about their country of origin. This is a great way to expose children to the wider world.

### **Observation and Assessment:**

I take and record observations of the children on a continual basis. These observations are recorded in an online system located at this web site: [www.coradvantage.org](http://www.coradvantage.org) This system coordinates with the preschool curriculum I use. Parents are sent an e-mail with instructions on how to access the password protected information I have saved about their child. This will help you to understand your child's strengths and weaknesses so we can work together to help him or her prepare for kindergarten. Three times each year, I summarize all my observations of your child and complete a developmental checklist, which you will be able to see online as well. I strive to always keep parents informed of their child's development.

### **Parent-Teacher Conferences:**

We will have 3 parent-teacher conferences, in August, January, and May every year. I will schedule these at a time that's convenient for both you and me. This will give us a chance to discuss your child's progress and the things we can both do to help him or her in her next phase of development. This is important facet in making sure your child is fully prepared for kindergarten. **It is expected that you**

**attend all your child's conferences.**

**Illness Policy:**

When a child is sick, the best place for him or her is at home. I understand that this is sometimes difficult due to parental obligations at work. I cannot, however, accept children into care who have any of the following symptoms:

- severe diarrhea (two or more episodes of very loose bm's)
- vomiting **(if your child has vomited in the last 24 hours, he/she may not come to preschool)**
- fever of 101 degrees or higher (100 degrees under the arm)
- severe cough
- strep
- exposed staph infection
- conjunctivitis (pink eye)
- head lice (Learn 'n Play observes a no-nit policy)
- impetigo
- chicken pox
- scabies
- exposed patches of ring worm

If your child is too ill to participate in the normal activities at Learn 'N Play (**including playing outside**), he or she needs to stay at home. Feel free to call or text me after 6:00am if you have a question regarding your child's ability to attend preschool on any given day.

If your child becomes ill during the day, I will notify you as soon as possible. If he or she exhibits any of the above mentioned symptoms, you will need to pick him or her up within one hour of my call. If I am unable to reach you, I will call the person you designate as your emergency contact on the Admissions and Arrangements form. Please make sure I always have your **current** emergency phone numbers, including cell numbers. **If I send your child home for any reason, he/she may not come the following day.** This helps reduce the spread of illness.

I post notices of contagious illnesses on the Parent Board near the door in my classroom and post a notice on the private Facebook page I have for my families. Please let me know if your child has been sick overnight or on the weekend.

I will notify families and the Minnesota Department of Health within 24 hours if a child in my care has been diagnosed with a reportable illness as defined in

Minnesota rule 4605.7000. Parents must notify me within 24 hours if their child is diagnosed with any of these illnesses as well.

**The following diseases are reportable in Minnesota:**

Acquired Immune Deficiency Syndrome (AIDS)  
Amebiasis (Amebic Dysentery)  
Anthrax  
Babesiosis  
Blastomycosis  
Botulism  
Brucellosis (Undulant Fever)  
Campylobacteriosis  
Chancroid  
Chlamydia trachomatis  
Cholera  
Diphtheria  
Diphyllobothrium latum  
Encephalitis  
Enchinococcosis  
Escherichia coli (pathogenic) –E Coli  
Giardiasis  
Gonorrhea (venereal disease)  
Haemophilus influenzae  
Hemolytic Uremic Syndrome  
Hepatitis (all viral types)  
Herpes simplex infection (for infants less than 30 days of age only)  
Histoplasmosis  
Human Immunodeficiency Virus infections (HIV)  
Influenza (unusual case incidents or laboratory confirmed)  
Kawasaki Disease  
Lead poisoning  
Legionellosis (Legionaire Disease)  
Leprosy (Hansens Disease)  
Leptospirosis  
Listeriosis  
Lyme Disease  
Malaria  
Measles (Rubeola)  
Meningitis (Infectious)  
Meningococemia  
Mumps  
Mycobacteriosis  
Pertussis (Whooping Cough)  
Plague  
Poliomyelitis (Polio)



Psittacosis  
Q fever  
Rabies  
Retrovirus infections  
Reye Syndrome  
Rheumatic fever  
Rubella and Congenital Rubella Syndrome  
Rocky Mountain Spotted Fever  
Salmonellosis (including typhoid)  
Shigellosis (certain types of food poisoning)  
Staphylococcal (outbreaks only)  
Streptococcal disease (neonatal)  
Syphilis  
Tetanus (lockjaw)  
Toxic Shock Syndrome  
Trichinosis  
Tuberculosis  
Tularemia (plague-like disease)  
Typhus  
Yellow Fever  
Yersiniosis

## **Wellness Policy**

\*Nutrition: One in four children in the United States shows signs of malnutrition. In our country, this is generally due to the low quality of food consumed rather than lack of food. Too many children now are eating diets based on processed, junk, and fast food which are not good sources of nutrition. To combat this problem in my program, we have established the following policies:

1. Children and staff wash hands before handling or preparing food, before and after eating, after using the bathroom, playing outside or handling pets.
2. Children serve themselves their own food whenever possible as well as decide how much they want to eat. While they are not forced to eat, we encourage them to try all foods.
3. Food is never withheld as punishment nor is it used as a reward.
4. We cook and bake together often and try new foods as a group to encourage a positive attitude toward food and eating.
5. We do not serve juice.
6. All children are offered water and are free to get their own drinks whenever they'd like. Water bottles and sippy cups containing are available at a low table

in our classroom and brought outside during outdoor play. Children can take their drink next to this table and return their water bottle to the table when done.

7. Children sit at the table to eat and do not walk around with food or drinks.

8. We encourage eating to be a social event where children are encouraged to talk with their friends during snacks and meals.

9. We serve only breast milk and/or infant formula to children under the age of 12 months. Children ages 12 to 24 months are served whole milk and children ages two and up are served skim milk.

10. We serve whole grains whenever possible and avoid things like white bread and white rice whenever possible.

11. We do not serve pre-fried foods like French fries, chicken nuggets, etc. Instead, these items are made from scratch and not fried.

12. We serve vegetables at least twice a day. We serve fresh fruits and vegetables whenever possible.

13. We serve organic food whenever possible to limit children's exposure to harmful chemicals.

14. Healthy eating becomes a part of our curriculum as we plan and grow a vegetable garden, watch our playground apple tree grow, and have casual discussions with children about what is and is not good for our bodies.

15. Parents are given a copy of our monthly lunch menu. We do not repeat the same meals within a month. Breakfast and snack information is available to parents on the Life Cubby app.

16. Any food allergy and sensitivity information needs to be provided in writing and will be honored by the program.

**\*Physical Activity:**

1. All children, including infants, will have ample time and space for moving their bodies. We play outside twice a day, weather permitting.

2. Children can use the stationary equipment in the playground (swing set, climbers, slide, etc.) as well as a variety of portable items like trikes, balls, bats, etc..

3. We limit the amount of time children spend in stationary activities.
4. We do not have any television in our program. We limit computer and tablet time to 15 minutes per day with a maximum of two hours week.
5. Parents are encouraged to dress their children in properly fitting clothes and shoes that allow them to move freely.

\*Education:

1. Provider and staff participate in annual nutrition training.
2. Parents are provided with nutrition information at least monthly and when requested.

**Immunizations:**

All children are required to have their immunizations kept up-to-date according to the state of Minnesota's current guidelines. These records will be kept in your child's file. Please let me know whenever he/she has a new immunization so I can update the form.

**Medication:**

I will administer medication to your child if it is over the counter or prescription medication **in its original container**. If your child needs any kind of medication, you need to provide it and fill out a permission form with is available on the Parent Board. This needs to be completely filled out before I can give your child any medication. I can only give your child the age and weight appropriate dose of any medication unless you have a doctor's note stating other instructions. Please bring your own medicine cup, measuring spoon, or liquid medicine syringe to help prevent the spread of germs. All medications need to be labeled with your child's name. I do not keep any children's medication on hand, so I am unable to medicate your child unless you provide it.

**Breastfeeding Policy**

Learn 'n Play Preschool is committed to providing ongoing support to breastfeeding families. We attained the Breastfeeding Friendly Child Care

certification in 2017 from the Minnesota Department of Education. We provide the following:

### **1. Supportive environment**

- We provide an environment that welcomes breastfeeding families. We support mothers who continue to breastfeed their babies/children.
- We provide a private, designated space for mothers to breastfeed their children or express milk. This space is in Tammy's office with a child safety gate at the door. If preferred, mothers are welcome to close the door for additional privacy.
- We provide employees with reasonable break time to express milk and/or feed their child.
- We check in often with families for feedback and ways to continue to provide support.
- We communicate the baby's schedule (feeding, napping, etc.) so mothers can adjust their schedule for pumping and/or visiting to feed their baby.

### **2. Initial contact with families**

- We discuss breastfeeding support with all potential new families and share the policy and breastfeeding resources. The policy can be found in our parent handbook.
- We work with families prior to the first day to transition their babies to bottle or cup feeding while in our care.

### **3. Feeding and handling milk**

- We follow storage and handling of breast milk as defined by the Centers for Disease Control at their web site:  
[https://www.cdc.gov/breastfeeding/recommendations/handling\\_breastmilk.htm](https://www.cdc.gov/breastfeeding/recommendations/handling_breastmilk.htm)
- We discuss with families how expressed milk is handled at our program.
- Refrigerator and freezer space is available for breast milk storage.
- We inform families on written procedures about the proper way to label and handle breast milk. Families are required to provide their own containers, labeled with their child's first and last name along with the date and time the milk was expressed clearly written on the container or bottle.

-We develop a feeding plan with each family. This will be updated as needed.

-Babies are fed on demand as we observe hunger cues.

-The last feeding of the day is coordinated with the mother's feeding needs. Baby can either be fed or we can try to wait for the mother's feeding.

-No formula or solid foods will be provided without first checking with the family.

-All information discussed with families is done first in person through face to face contact to ensure understanding with follow-up information sent in an email or a physical handout. If needed, all this information will be translated to the family's primary language. Families are always encouraged to ask questions if needed.

#### **4. Provider and staff training**

-Provider and staff have received training on feeding and handling of breast milk and will retake this training once a year.

-Staff is monitored for compliance with our breastfeeding policy and standards.

-This policy is reviewed annually, updated to incorporate new evidence-based research and practices, and shared with all staff, expectant mothers, families, guardians, and visitors.

#### **Substitute Care:**

I will have a qualified substitute care for the children if I need to leave during the day because of an emergency or if I need to go out for some reason. Whenever possible, I will notify you of this in advance.

#### **Emergency Procedures:**

I practice monthly fire and storm drills with the children. My storm shelter is in the

block room. For fire drills, we go over the rules of evacuating a house that may be on fire. We leave the house and meet behind my neighbor's garage. After returning to the house, we practice "stop, drop, and roll." I keep a log of fire and storm drills.

**Insurance:**

I carry the recommended day care liability insurance. This covers your child while at my house, in my yard, on neighborhood walks, and walking to and from the bus stop.

**Pets:**

I have the following pets in my home: 1 small dog and three cats. My dog and cats are up-to-date with their vaccinations. The dog and cats are kept separated from the day care children.

**Labeling:**

Any food, bottles, or medication brought from your home must be labeled with your child's name.

**Transportation:**

I do not, at any time, transport the children in my care in any vehicle.

**Discrimination and Anti-Bias Education:**

I will not discriminate against any child or family on the basis of sex, age, religion, national origin, or disability. We teach children to be accepting of all people, using a variety of methods that are ingrained in all our toys and materials and our planned activities. We use the All Families Matter anti-bias curriculum as a supplement to High Scope. This curriculum involves the use of persona dolls as well as books and activities that reflect anti-bias principles.

**Abuse and Neglect Reporting:**

The reporting of suspected child abuse is a personal obligation as well as a professional and legal one. Minnesota Statute 245A.145, Subdivision 1 requires that any of my employees/helpers or I report any form of physical, sexual, or emotional abuse or neglect of any child in my care. When any of my employees/helpers or I know, have reason to believe, or suspect maltreatment has occurred, my employees/helpers or I will immediately, meaning as soon as possible but in no event longer than 24 hours, contact and make a report to the

following:

1. Stearns County Human Services-Child Protection Intake at (320)656-6000; or
2. Local Law Enforcement (police or sheriff).

Any person picking up a child in an impaired condition (under the influence of drugs or alcohol) will be encouraged to allow me to find alternate transportation. I cannot legally withhold a child from a parent or legal guardian; however, please be informed that I may need to call law enforcement if I feel the child is in jeopardy.

Additionally, you may receive verbal reports or notes from me about your child having bruises or scrapes without needing to fear that I suspect you of abusing your child(ren). The verbal reports or notes that you receive from me are to alert you of any injuries noticed, and also to protect myself from mistaken accusations of abuse.

### **Complaints About the Operation of a Child Care Program**

Minnesota Statue 245A.145, Subdivision 1 also requires that parents be informed where they may make concerns or complaints known about the care I provide in my childcare program.

Communication between parents and the provider is essential if your child is to receive consistent, nurturing care. When I accept a family into my business, I like to be sure that we can share openly any concerns or questions that may arise. It is important that there is a similar childcare philosophy between us. I welcome questions, feedback, or discussions of any kind that affect a positive outcome for the child.

If concerns cannot be satisfactorily resolved between us, you may address your concerns with the following agencies:

1. Stearns County Human Services Child Protection Intake (for reporting suspected maltreatment ) at 320-656-6000; or
2. Stearns County Licensing Unit (family and group family homes) at 320-656-6086; or
3. Minnesota Department of Human Services, Licensing Division (Child Care Centers) at 651-296-3971.

### **Chemical Usage Policy**

The licensor holder, Tammy Oveson, employees, subcontractors, and volunteers of this facility, when directly responsible for persons served by the program, are prohibited from abusing prescription medications or being in any manner under the influence of a chemical that impairs the individual's

ability to provide services or care. All the above have been trained by the license holder regarding this chemical abuse policy.

### **No Smoking Policy**

I do not smoke, nor do any members of my family. I do not permit smoking in my home or outdoors around my home at any time. Please do not dispose of your cigarette butts in my yard or driveway. In addition to being very inconsiderate, this is a potential choking hazard for small children.

### **Day Care Rule Availability**

Upon enrollment, parents are given a copy of the Family and Group Family Day Care Rule Summary for Parents. The full copy is available for parents to view at the preschool and online as well. Day Care Rule is the group of laws governing licensed family child care.

### **Outdoor Play:**

Except in extreme weather conditions, all the children will be playing outside every day. Please dress them appropriately for the weather including boots, warm mittens, hats, scarves (or facemasks), and snow pants in the winter. It's also a good idea to send an extra pair of warm socks to keep those little toes warm. If you prefer, you are welcome to leave winter outdoor clothing in your child's cubbie. Many families have an extra set of snow pants, etc. so they can leave one set at preschool. Please note that I do not keep spare clothes here for children. If you forget your child's stuff, you'll need to go back home and get it.

### **Learn 'n Play Preschool and Child Care Guidance Policy**

**My personal philosophy of guidance is to approach each situation of mistaken behavior as an opportunity for learning. Children can and should be taught the proper way to behave in any given situation. Punishing children who misbehave is not the best way to accomplish this. Rather, I believe that using a more positive approach is more productive.**

### **What is Guidance?**

Guidance is a technique for helping children learn the social skills they will need in life. Guidance is a positive approach to teaching children these skills. It involves thinking of behaviors that have been



traditionally labeled as misbehaviors as mistaken behaviors. (Gartrell, 2004). The term "mistaken behavior" implies that the behavior was simply a mistake that can be corrected. This can be accomplished by the intentional teaching from parents and caregivers.

### So what, exactly, do we do?

When a child is having a difficult time, I try to help them find a solution to the problem, rather than punishing him or her. This positive approach empowers children and helps them realize that they can learn to solve their own problems, without resorting to mistaken behavior like hitting or pushing.

For example, if Joey takes the little blue train engine away from Bobby and Bobby looks like he's going to hit, I step in and talk calmly to them. I ask Bobby to tell me what's wrong.

After he is finished, I ask Joey to tell his version. I then say the story back to them, as I understand it, without adding my opinion. At this point, I ask them what we could do to solve this problem and I listen to all their ideas. Some children may need a little adult prompting at this point, but they really do learn to solve their problems quickly, when given the opportunity. Younger children will need more adult help in reaching a solution. Adults may need to help them find the words to describe their feelings. In the example, the adult could say something like "Bobby, it seems like you feel angry. Are you angry?" It's important for the adult to remain calm and help the children work toward a solution.

### The environment can help too!

Many incidents of mistaken behavior can be avoided altogether by carefully setting up the environment. Children tend to thrive in a well-organized environment with a variety of things to explore. It's important that the environment be developmentally appropriate to help avoid frustration on the part of children. The emotional environment is equally important. Children should be treated with respect. They need to learn that they have limits, but these limits can be stated positively (i.e. "Walking feet in the house" rather than "Don't run in the house."). Adults should frequently talk to children about their own feelings and those of others. This will help children develop empathy for others, an important social skill.

## What can parents do at home to help?

Parents can incorporate all the same things we do at child care at home. If you're having problems with a mistaken behavior at home, it may help you to talk it over with me. I also have various books you can borrow to learn more about the techniques I use.

When parents and caregivers work together, children are guaranteed the very best care!



### **Potty Training:**

If you or I feel that your child is ready to begin potty training, we will discuss the ways we can work together. Training your child takes a great deal of effort on your part and on mine, so we need to wait until your child is developmentally ready. When your child is truly ready to take this step, we can discuss how to proceed.

### **Extra Clothing:**

Each child, regardless of age, needs to have a complete change of seasonally-appropriate clothing on hand at my house at all times. This will be stored in a Rubbermaid box I have designated for your child. The exception to this is infants. You will need to keep a complete change of clothes in your baby's diaper bag that comes back and forth from day care daily. I will send home reminders when you need more spare clothes for your child. This gives your child something to change into if he or she has an accident, spills on his or herself, gets wet outside, etc. If your child is in the process of potty training, please send several changes of clothes each day.

### **Diapers:**

Parents are responsible for purchasing packages of disposable diapers to be left at my home. These packages of diapers will be labeled with your child's name and only used for him/her. I will let you know when your supply is running low so you can purchase more. I change diapers every time they're soiled and at least every 2 hours (not including when diapered children are sleeping). I supply baby wipes at no extra cost. I also have Desatin and A & D Ointment on

hand for use when necessary. If you would like an alternative diaper ointment or a specific brand of baby wipes used on your child, you need to supply them.

### **Nap Time:**

All preschool children will lay down for a nap/rest period at approximately 12:00. Children who do not sleep are expected to rest quietly. Please explain this policy to your child prior to his or her first day with us.

\*\*I supply every child with his own mat or cot, pillow, and sheet. I encourage you to bring a favorite blanket, small stuffed animal, or whatever else your child likes to sleep with at home. I do provide blankets for children who don't have one of their own. Our sleeping arrangements are as follows:

- infants: crib
- toddlers: crib or rest mat
- preschoolers: rest mat or cot
- kindergartners: rest mat or cot

All children sleep in the main play room as well as the art room. Furniture and materials are moved around so each child has their own private space to rest. Visual checks as well as audio or visual monitors are always used to ensure that all children are properly supervised.

### **Toys From Home:**

With the exception of comfort items to be used at nap time, please do not allow your child to bring any toys from home to preschool. This avoids the problems of toys getting lost or broken. Another exception to this rule is the sharing bucket that the preschoolers take turns bringing home. This is similar to show and tell and your child is welcome to bring a toy or other item to show his or her friends.

### **My Vacation:**

I will be taking 15 days of paid vacation each year. Your normal fees will be due in full for all these days. This is payable the Friday before my vacation (August 3 this year). You are welcome to post-date your check as it will not be deposited until August 10. My paid vacation will be the week of Monday, August 6 through Friday, August 10, 2018.

I will use my 10 remaining days scattered throughout the year and will give as much notice as possible.

### **Sick/Emergency Days:**

I have the option of taking up to 5 paid sick or emergency days off per year. If a

situation occurs where I need to close the day care for some reason, I will give parents as much notice as possible. Full payment will be due for up to 5 of these days per year. Although this is not a situation that is likely to occur often, please make sure you have alternative plans just in case.

### **Your Vacation Days and Holidays:**

**I require payment for all hours and days your child is normally scheduled to be here. If you choose to take the day off for any reason, you still must pay me to keep your child's spot open.** The exception to this would be any days I choose to take off, excluding holidays, and my 15 paid vacation days. I require full payment for holidays which fall on weekdays. For 2018, these include:

Memorial Day, Labor Day, July 4<sup>th</sup>, Thanksgiving Day, and the day after Thanksgiving. We will be closed December 24, 25, and 26 for Christmas and December 31 and January 1, 2018 for New Year. All those days will be paid holidays as well.

### **Termination of Care:**

Out of respect for each other, a 10 working day termination notice must be given in writing if you decide to remove your child from my care for any reason. If you choose to leave before the 10 days are up, you are still responsible for paying for the full 10 days of care. I will also give you 10 working days' notice if I am no longer able to provide care for your child. This 10 day notice does not include weekends. This allows you time to find a new caregiver and me time to find a new family to fill your spot. I reserve the right not to give 10 days' notice if the reason for termination is failure on your part to abide by the terms outlined in this handbook or contract, especially payment issues.

### **Consideration:**

Please be considerate of my family and our home. Although this is a business, it is also our home. You are welcome to visit us during normal preschool hours, but **I do ask that you remove your shoes before leaving the rug near the day care entrance and do the same for your child.** You are expected to pick up your child on time. Make sure you arrive at least 5 minutes before our scheduled closing time so that you and your child are gone by the closing time. Your child is expected to follow the same rules in my house regardless of whether or not you are here. If your child is doing something wrong, please correct him or her. If you don't, I will. Sometimes children will test their limits during transition times like drop-off and pick-up. This is perfectly normal, but they do need to learn that the same rules apply. As is the case in many areas of raising a child, consistency is very important.

**When parking in my driveway, please be careful not to park other cars in. My**

family and the other parents of children here do not generally have time to wait in their cars for you while you drop off or pick up your child. If there aren't any available spots in my driveway, you can park in the street in front of my house.

Please do not throw any sort of litter in my yard or driveway or in the road in front of my house. Please do not dump pop or anything else out in my yard or driveway. If your vehicle leaks oil or any fluid, do not park in my driveway. You can park on the street right in front of my house. Smoking is not permitted in my house or anywhere on my property, including the driveway. Do not dispose of your cigarette butts in my yard, driveway, or road by my house.

Children may not open the door or gate at any time. Please make sure they don't run ahead of you to my front yard and/or driveway at any time. We live on a busy road and I don't want any unsupervised children anywhere on my property for their safety.

### **Parent Communication:**

All families will receive a monthly newsletter and lunch menu. This will contain a summary of any changes around here, things we need from home, policy reminders, important dates, etc.. All families also have access to our private Facebook page, which discusses our daily activities in more detail and shows pictures and videos of the children in action. **Please read everything I send home** Parents should also check the Parent Bulletin Board located inside the day care entrance for important information. You can also get information on my day care by visiting my web site: <http://www.learnplaypreschool.com>. My preschool lesson plans will be posted on a board near the cubbies daily. **You are expected to sign your child in and out each day on the computer on top of the cubbies.** Each family will have access to an app for information on your child's day (meals, diaper changes, etc.). Please download the Life Cubby Family app and Tammy will help you start your own free account.

### **Emergency Phone Numbers:**

Please make sure I know how to reach you at all times in case of an emergency with your child. If you need to leave work for any reason during the day, please leave the phone number where you can be reached with me. Also, make sure the person you chose for your emergency contact on the Admissions and Arrangements form is available during the day and let this person know that you've written their name down for this purpose. If you have a cell phone, please get that number to me as well. Also, if you have an email address, please get that to me as yet another means of communication. Feel free to email me at any time (toveson@charter.net).

### **Backpacks:**

All children need to have a standard size (big enough for a sheet of paper to fit in without folding) backpack and bring it back and forth daily. Make sure to check your child's backpack every evening and remove the contents.

# **Family Resources**

## **Early childhood and developmental screening**

This service is available for children ages 3 through 5 and is a requirement for entry into kindergarten for all children in Minnesota. During the Early Childhood Screening, well qualified staff, will check your child's vision, hearing, growth, immunization status, and skills in thinking, communication and language, large and small muscles and social/emotional development.

St. Cloud: (320)529-6500 ext. 6255

Sartell/ St. Stephen: (320)253-4036 ext. 1

Sauk Rapids/Rice: (320)253-4703

## **Dental screening**

Central Minnesota Pediatric Dentists: (320)253-0272

St. Cloud Technical College Dental Hygiene Clinic: (320)308-5310

## **Early Childhood Special Education Services**

This service works to locate and identify children ages birth to 5 who are demonstrating a developmental delay or have a medical condition which impacts development. The team assesses infants, toddlers and pre-school age children to determine if they qualify for Early Childhood Special Education services. The team also is a resource for parents with questions or concerns about a child's development. Services are provided at no cost to families.

Upon referral, a team member interviews a parent or legal guardian to gather information about the child's medical history and developmental skills. The information is reviewed to determine if further testing is needed. If an assessment is completed and the child meets the Minnesota State Department criteria for a disability category, the child is eligible to receive Special Education services.

St. Cloud: (320)252-0415 or (320)253-5828 ext. 5703 or (320)252-8427

Sartell/ St. Stephen and Sauk Rapids/Rice: (320)252-8427

[www.parentsknow.state.mn.us](http://www.parentsknow.state.mn.us)

[http://parentsknow.state.mn.us/parentsknow/age1\\_2/HelpMeGrow\\_SpecialNeeds/ReferChild/index.html](http://parentsknow.state.mn.us/parentsknow/age1_2/HelpMeGrow_SpecialNeeds/ReferChild/index.html)

## **Early Childhood Family Education**

Early Childhood Family Education (ECFE) is a program for all Minnesota families with children between the ages of birth to kindergarten entrance. The program is offered through Minnesota public school districts. ECFE is based on the idea that the family provides a child's first and most significant learning environment and parents are a child's first and most important teachers. ECFE works to strengthen families. ECFE's goal is to enhance the ability of all parents and other family members to provide the best possible environment for their child's learning and growth. The Minnesota Department of Education provides support to local school districts to provide high-quality parenting education to families within their communities.

Minnesota Early Childhood Family Education program: (651)582-8399

St. Cloud: (320)253-5828

Sartell/St. Stephen: (320)656-3763

Sauk Rapids/Rice: (320)255-8910

## Financial Assistance Options

[www.mn.bridgetobenefits.org](http://www.mn.bridgetobenefits.org) This is a good place to start when looking for possible financial assistance in a variety of areas. You can anonymously enter your information to see if you qualify for a variety of programs. Programs covered in this site include child care assistance, medical assistance, and various other financial assistance programs.

<https://applymn.dhs.mn.gov/> This site offers a simple application process to connect users with state and county services to help meet their needs, including child care assistance and medical assistance.

[http://www.dhs.state.mn.us/main/idcplg?IdcService=GET\\_DYNAMIC\\_CONTENT&RevisionSelectionMethod=LatestReleased&dDocName=id\\_004112](http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONTENT&RevisionSelectionMethod=LatestReleased&dDocName=id_004112) The Minnesota Family Investment Program (MFIP) helps low-income families with children return to work. It offers cash and food assistance and helps families find other need services.

[http://www.dhs.state.mn.us/main/idcplg?IdcService=GET\\_DYNAMIC\\_CONTENT&RevisionSelectionMethod=LatestReleased&dDocName=id\\_008688](http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONTENT&RevisionSelectionMethod=LatestReleased&dDocName=id_008688) This site offers guidelines on applying for Minnesota's Child Care Assistance Program (CCAP).

[http://www.dhs.state.mn.us/main/idcplg?IdcService=GET\\_DYNAMIC\\_CONTENT&dDocName=id\\_006294&RevisionSelectionMethod=LatestReleased](http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONTENT&dDocName=id_006294&RevisionSelectionMethod=LatestReleased) This site offers guidelines on applying for Minnesota's health care programs, including Medical Assistance.

## Public Health

Information for parenting services including WIC, immunizations, and child and teen checkups.

Stearns County: (320)656-6000

Benton County: (320)968-5087

Sherburne County: (763)241-2750

Wright County: (763)682-7456

## Support for children's social and emotional development

Thrive (320)258-1103

## CHILD CARE CONTRACT

This is an agreement between Tammy Oveson and \_\_\_\_\_ for the care of \_\_\_\_\_ which will begin on \_\_\_\_\_. The fee will be \_\_\_\_\_ per \_\_\_\_\_ and will be payable in full each Friday at drop off. A late fee of \$10.00 per day including weekends will be charged for any unpaid balance you have with me. This fee will be charged beginning at 12:01pm on Friday.

You may pay with either cash or check. Make checks payable to Tammy Oveson. If you choose to pay with cash, please be aware that I will not have change. You are welcome to call me ahead of time to get your balance so you can get the correct amount of money before coming to pick up your child. You will be responsible for paying late fees if you don't pay me in full each week. If you choose to pay me electronically, your money needs to be in my account Friday mon

There will be a \$30.00 fee for each returned check. You will also be responsible for any and all charges incurred to my account due to your returned check. If I receive more than 2 NSF checks from you, you will be required to pay in cash for the remainder of your child's time in my care.

Any late pick-ups after your scheduled time will be charged at double the normal part-time hourly rate (which is currently \$5.00/hour). However, if you call me and I agree to the late pick up, your normal rate will apply. All pick-ups after 5:00pm Monday through Thursday and 4:30pm Friday will be charged at the rate of \$2.00 per minute and will be due immediately when the child is picked up. Frequent lateness will result in termination of this child care arrangement.

If your schedule varies at all, you will need to provide me with a written schedule for the week by the previous Friday by 4:30pm. I will not guarantee your child's spot for any week unless I have your schedule.

I do accept drop-in, kindergarten, and primary grade children when I have the available space. I am not willing to care for children third grade or older because I don't have the proper environment to care for this age child. If your child will not be coming to preschool for any reason, please text or call me by your normal arrival time. You can call me between the hours of 6:00am and 9:00pm. You can also email or text me any time with this information.

Failure on my part to enforce any of these policies does not void the rest of the parent handbook or contract. You will be responsible for all court, legal, and collection agency costs if it proves necessary to bring you to court to collect any unpaid balance.



This contract is effective beginning January 1, 2018. I have read and received these policies. I agree to abide by all of them.

Date: \_\_\_\_\_

Parent  
Signature: \_\_\_\_\_

Second Parent Signature (if  
applicable): \_\_\_\_\_

Provider's  
Signature: \_\_\_\_\_