

Little Beginnings
Child Care & Preschool
Parent Handbook

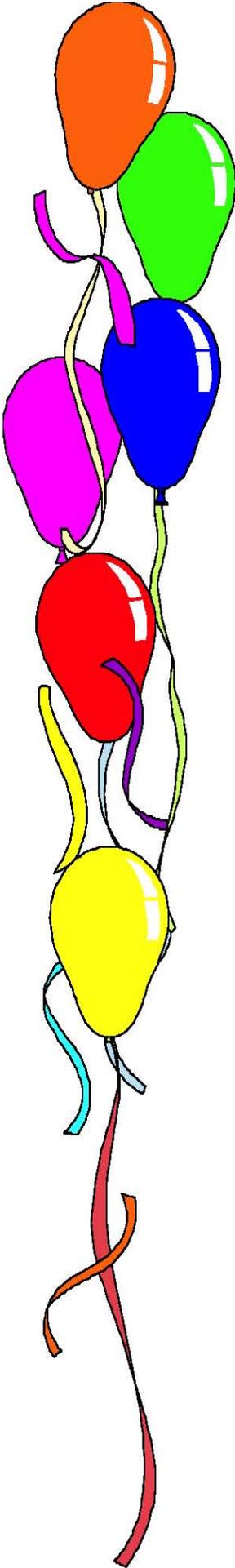


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Parent(s),

Thank you for being interested or choosing Little Beginnings Child Care & Preschool for your child. I started the business in 2003. It was a strong desire to spend more time with my own children and provide them with playmates in a safe and happy environment that led me to start doing in home child care.

As a family child care provider, my goal is to provide a safe environment in which children will be both nurtured and educated through play and structured activities. I will encourage the children's intellectual, physical, social and emotional development during those hours when their parents are at work, in school or otherwise engaged. I offer loving care that focus on each child as a unique and wonderful individual and in doing so, builds self-esteem and respect for others.

As your partner in caring for your child, my interactions with you the parent is as important as my interactions is with your child. I encourage parent involvement in the child care setting.

For clarification purposes: Regarding all statements in this policy book directed to the parent, the word parent shall mean parent or guardian or adult person responsible for the child's physical and financial well being.

All policies shall remain in effect as stated herein unless provider gives notice of change of any said policy in writing. Provider retains the right to enforce these policies at will. Lack of enforcement of a certain policy at any time does not indicate that the particular policy is no longer in effect. The policy may need to be revised for a particular family to resolve or meet a cultural conflict in helping a child to succeed.

Please read this handbook thoroughly as it contains many important policies and procedures that pertain to the care of your child. If you have any questions or need clarification, please ask.

Thank you
Sharyl Kalal

DAYS AND HOURS OF OPERATION/AGES SERVED

Child care is open Monday - Thursday from 7:15 a.m. to 4:30 p.m. The ages of the children that I care for are 6 weeks through school age.

ENROLLMENT PROCEDURES

All necessary forms must be completed and returned to me before I will assume the responsibility of caring for your child. Please inform me immediately of any changes.

Listed below you will find the list of forms that you need to return to me before or on your child's first day.

- Food Program Form
- Permission to Administer Medication
- Permission to Travel
- Provider Policies
- Feeding/Napping/Eating Arrangements
- Permission for Photos
- Immunization Record
- Daycare Liability Insurance
- Provider/Parent Child Care Agreement
- Admission & Arrangements
- Cultural Questionnaire

SECURITY / HOLDING DEPOSIT

I do not charge an enrollment fee; however, before your child is admitted into child care (or to hold a future spot) a holding deposit must be paid. This deposit is two weeks of child care, and will be credited towards your last two week's of daycare services. In the event your child does not start care by the agreed upon date, your position will be forfeited and your deposit to hold the position will become non-refundable.

TERMINATION AND NOTICE PROCEDURE

Zero days notice will be given to the parent if I, the provider, plan to discontinue care of a child. The parent will give four weeks notice when taking a child out of care.

PAYMENT

I require payments to be made Monday mornings, prior to each work week. A late fee of \$40.00 per day per child will be charged for payment not received by Monday morning. A fee of \$50.00 will be charged for any returned checks. When fees are not current, children will not be admitted.

CHILD CARE ASSISTANCE PROGRAM

It is important to know that your child is well cared for while you are at work or going to school. One of the most important decisions you will ever make as a parent or guardian is choosing quality, affordable child care. Children are special and unique and deserve the best start possible so that they are ready to learn when they enter school.

Minnesota's Child Care Assistance Program (CCAP) can help to make quality child care affordable for income-eligible families. All families will have a copayment based on their gross income and family size. Child Care Assistance is available to:

- Families participating in Minnesota Family Investment Program (MFIP)
- Families that had an MFIP case close within the last 12 months
- Low-income families that may be eligible for the Basic Sliding Fee program

The Child Care Assistance Program can help families pay child care costs for children up to age 12, and for children with special needs up to age 14. Child care costs may be paid for qualifying families while they go to work, look for work or attend school. To qualify for CCAP, families must comply with child support enforcement if applicable for all children in the family. Care must be provided by a legal child care provider over the age of 18. An annual summary of statistical information about families and children participating in CCAP is available in the Child Care Assistance Program Family Profile. You may contact the local Hennepin county office for more assistance and to receive an application.

Hennepin County Social Services

Brookdale Human Services
6125 Shingle Creek Parkway, Suite 400 (N711)
Brooklyn Center, MN 55430
(612) 348-5937
FAX (763) 549-3499
Website: <http://mn.gov/dhs/>

MEDICAL ASSISTANCE

Medical Assistance (MA) is the largest of Minnesota's publicly funded health care programs, providing coverage for an average of more than 600,000 low-income people each month. More than half of those are children and families. The others are people 65 or older, people who have disabilities and adults without children. Adults without children with incomes at or below 75 percent of the federal poverty guideline became eligible for MA March 1, 2011. The [fact sheet on the expansion of MA to adults without children \(PDF\)](#) has more details about that recent change.

People apply for MA through their local [county human service offices](#). Most of those enrolled get their health care through health plans. The remaining get care on a fee-for-service basis, under which providers bill the state directly for services provided.

MA is Minnesota's Medicaid program. It is jointly funded with state and federal funds. The Minnesota Department of Human Services oversees the program statewide. The federal Centers for Medicare and Medicaid Services oversees Medicaid nationally.

In some cases, MA can pay for medical bills going back three months from the date the county receives an individual's application. Even if their income is too high, applicants may qualify if they have enough medical bills to meet a spend down (similar to an insurance deductible). For more assistance or to receive an application, please contact the following office:

Hennepin County Social Services
Brookdale Human Services
6125 Shingle Creek Parkway, Suite 400 (N711)

Brooklyn Center, MN 55430
(612) 348-5937
FAX (763) 549-3499
Website: <http://mn.gov/dhs/>

HUMAN SERVICES AND PUBLIC HEALTH

The Human Services and Public Health Department (HSPHD) consists of a number of focused but flexible service areas, common internal support systems and cross-department integrated initiatives all working together to build better lives and stronger communities for the individuals, families and communities of Hennepin County.

HSPHD Director: Dan Engstrom, Assistant County Administrator

Frequently called numbers are listed below:

Need help meeting your basic needs for food, cash and medical care? Call 612-596-1300

Do you need other kinds of social services help? Call 612-348-4111

Are you a senior or a person with disabilities? Call 612-348-4500

HOLIDAYS/VACATION

The following are paid holidays each year: New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve and Christmas Day. In addition, I take five weeks paid vacation each year.

MEDICATIONS

If your child is on medication and it must be administered while at child care, the medicine must be in the original container and labeled with the child's name, doctor, name of medication, dosage and when it is to be taken. I will also have a form for you to sign giving me permission to administer the medication to your child.

ABSENTEEISM AND ILLNESS

If a child is ill or for any other reason the child will not be here for the day, please call me in the morning to let me know. If you know the night before please call before 8:00 p.m. Regardless of the reason your child/ren cannot attend daycare (i.e. – sickness, vacation etc.), payment is still made to the provider.

ILLNESS AND SICK CARE

The health and well being of all of the children here are the utmost importance to me. Even with all our precautions, children do get sick and/or hurt. Due to my concern for all of the children enrolled in my child care, there are certain guidelines that I require all my clients to observe. In some cases, if your child needs to be seen by a doctor, you will be required to submit a signed report from your doctor before your child can return to child care. This is to ensure that a child

does not return to child care when he or she may be in danger of exposing someone else to an illness. Some contagious illnesses are no longer contagious after the child has been on medication for 24 hours.

Children with minor illness may attend childcare at the provider's discretion. It is important to realize that if a child is unable to participate in the normal routine or needs more care than I can provide without neglecting the others in my care, that child must stay home. I know we both agree there are times a child needs to be with the parent for both physical and emotional comfort.

There are also some illnesses that by law exclude the child from attending child care. Please review the Provider Policies Agreement, Page 2, for a complete list.

When a child has certain symptoms, he should be kept at home. If you have a sibling that will still come to daycare, please do not bring the other sick child onto the daycare premises. Some of these symptoms where a child should be kept home are:

FEVER

A fever is a sign that the body is fighting some problem. The importance of a raised temperature depends on what is causing the fever. A temperature of 101 degrees or higher means a child should stay home. In the event of this type of temperature, the child should not come to child care until the temperature has been down for 24 hours without the aid of a fever reducing medication such as Tylenol. If your child wakes with a high temperature and you administer a fever reducer, this generally only lasts a few hours and I will have to call you when you arrive at work to come pick up your child. In the meantime, the other children have possibly been exposed to an undiagnosed illness.

VOMITING OR UPSET STOMACH

A child who has been vomiting can easily spread germs. If your child vomits while at child care, you will be expected to come immediately to remove your child. If you are not able to come as soon as you are called, please arrange for someone else to come pick up your child. The child must stay home until 24 hours has passed with no vomiting episodes.

DIARRHEA

When a child has a single loose stool, he or she does not need to be at home. However, if a child has very runny stools that cannot be contained in a diaper, or the child cannot reach the toilet in time, the stool may contaminate the child care setting and this child must remain at home. Please use your discretion with this. If the child has diarrhea that's not contained, you will be called to come pick your child up from child care.

EXCESSIVE RUNNY NOSES

Children with constant runny noses that are not caused by allergies may spread germs everywhere. They may wipe their noses on their hands, and then rub them on other children, toys and on surfaces. This is a difficult one to call. Please keep in mind how you would feel if another child's parent brought their child to care and exposed your healthy child. These cases will be handled on a case by case basis. Your cooperation will be greatly appreciated.

If your child becomes ill while at child care, he/she will be isolated from the other children and one parent will be called immediately. If I am unable to contact a parent I will call the designated emergency contact person on their emergency card. The child will be unable to remain in child care if ill and I will expect them to be picked up within the hour.

PARENT FACT SHEETS

Please refer to the Parent Fact Sheet Book that will guide you and your family through the proper procedures and protocols for some commonly diagnosis/illnesses. If you still have any questions in regards to symptoms, please call your physician.

EMERGENCY/FIRE & STORM DRILLS

In case of an emergency, I will administer necessary first aid. The Eden Prairie Police Department or Paramedic Unit will be called and your child will be transported to the hospital. You will be notified immediately. If an ambulance is called to transport your child, the cost of the ambulance will be covered by the parent or guardian.

Each month the children practice what the procedure is for a fire and/or a storm. For a fire, the meeting place is at the tree/cable box at the back of the house, outside of the fenced yard at 7843 Donegal Cove. For a storm, we go into the bathroom downstairs (in the daycare) and sit. A cell phone, flashlight and radio will be with us.

DISCIPLINE

My philosophy is that you use discipline to teach a child. I achieve this through love, consistency and firmness. I stress two main patterns of behavior: respect for other people and respect for property. The children are explained the rules of the child care home frequently, so they are all familiar with the guidelines.

Please keep in mind that there will be disagreements between children. Young children especially who are not adept at communication; have a hard time expressing their feelings. Sometimes they hit or throw toys, etc. Although teaching children appropriate behavior is what I will be doing, remember that this behavior is normal in most cases. The following methods of discipline will be used:

- Encourage children to solve problems themselves
- Intervention and discussion
- Redirection to another play area
- Loss of privileges

If I feel there is a chronic behavioral issue that needs attention, I will let you know so that you and I are handling it in the same way and your child has continuity in discipline between our homes. These types of behavior might include such things as biting, use of bad words, chronic hitting, etc. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents me from being able to properly care for the other children. If problem continues, other arrangements for the care of the child will have to be made, for the safety and well being of all.

Under no circumstances will there be any spanking, physical abuse, verbal abuse, name calling or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment.

As a child care provider, I have a responsibility by law to recognize and report any evidence of

child abuse--physical or emotional--or neglect. This is strictly for the benefit of your child.

A TYPICAL DAY

7:15 - 8:30	Children arriving and breakfast being served/handwashing/open play.
8:20 - 8:45	Breakfast cleaned up/waiting for school buses/possible free playtime.
8:45 - 9:00	Begin class time with good morning song. Weekly theme projects. (Colors, shapes, numbers, arts & crafts).
9:00 - 9:15	Snack Time
9:15 - 10:00	Resume weekly theme projects. (Colors, shapes, numbers, arts & crafts) started @ 8:45.
10:00 - 11:30	Group play, free play, story-time.
11:30 - 12:30	Lunch preparation time / hand washing, lunch and clean-up time.
12:30 - 2:30	Quiet time. All children will be expected to rest at naptime. They may quietly look at books at this time as well.
2:30 - 3:15	Snack Time
3:15 - 4:30	Free play, large muscle play, flannel stories. Pick - up time.

ARRIVAL

When the child enters the home, he or she is encouraged to hang up coats and put the bags in its place. If the child can remove their shoes they should also do this. Self-help skills are highly encouraged throughout the day. Parents need to provide the child with the appropriate clothing and shoes to allow for self help skills to occur. For example, if the child is learning to put his or her shoes on or off the feet, having shoes with shoelaces is not appropriate. Encourage the child by having them wear shoes with velcro straps so they are encouraged to perform the entire process of the shoe. Once that task is mastered and the child has the confidence, then moving forward to having shoelaces can be mastered.

CURRICULUM

I use two curriculums throughout the year – FunShine Express and Creative Curriculum for Family Child Care. All curriculums are based on the philosophy that children learn best through hands-on activities that address the needs of the whole child. In addition, the curriculum reflects the belief that children need a balance of child-initiated and teacher-facilitated activities each day. Themes are used to introduce information and learning takes place as a child explores and manipulates real objects and events.

STATION SETUP

There are seven stations I have setup which allow for each child to develop and utilize their fine motor skills and large muscle skills through physical, cognitive, social, language, self help and social skills. The stations are utilized through the curriculums mentioned above. The stations are described below.

1. Blocks Station

Physical: Learns to balance blocks and line them up (small motor coordination).

Cognitive: May count blocks, sees pattern and design. Learns to build and plan structure. Matches blocks that are identical.

Social: Learns to share and cooperate.

2. Dramatic Play Station

Social: Plays adult roles. Develops self-image and coordinates with others.

Language: Learns to express self in another role.

Cognitive: Decides appropriate dress and appearance for role; uses visual perceptions to assess self, others and play environment. Learns and remembers behaviors to imitate. Develops abstract thinking abilities.

Self-help: Dresses self. Sets up play environment and finds props.

3. Language Station

Cognitive: Listens and retains information. Follows story line (sequencing) with eyes and/or ears. Recognizes words, pictures, instruments and rhythms.

4. Music Station

Cognitive: Listens and retains information. Follows story line (sequencing) with eyes and/or ears. Recognizes words, pictures, instruments and rhythms.

Physical: Coordinates movements (large motor).

5. Sand & Water Station

Cognitive: Measures sand and maps out roads (spatial relationships).

Physical: Pours, dumps, pushes, gathers, scoops, packs (small and large motor).

Social: Shares, interacts, cooperates.

6. Manipulative Station

Cognitive: Recognizes words and pictures. May see patterns and designs.

Physical: Picks up and places objects (small motor coordination).

Social: Learns to share and cooperate.

7. Art Station

Social: Develops self-image and may coordinate with others.

Language: Learns to express self through art.

Cognitive: Decides appropriate colors and appearance for painting, etc. Learns colors, letters, and words.

Self-help: Sets up play environment and finds appropriate supplies.

ENRICHMENT PROGRAMS

Once or twice a week an enrichment program will come into Little Beginnings Child Care & Preschool to provide a quality early childhood program. The primary objective is to encourage and develop the child's natural creativity, while respecting their individual needs. The goal is to develop the child's socialization, communication, motor, and academic skills through the use of age appropriate vocalization, movement, and instrumental activities. This session or sessions usually lasts for 30 to 45 minutes with a wonderful instructor.

OUTDOOR ACTIVITIES

Our outdoor activities will include using the playground equipment in the backyard, going to the park that is two blocks away from my house, riding toys and playing organized games outside. Children, no matter the age, will NOT be allowed outside to play unsupervised. During the summer most of the day is spent outside. During the winter, children will go outside if the temperature is above 20 degrees. If your child is too sick to play outside, he is too sick to attend child care. If your child is not appropriately clothed for the weather, you will be required to return to child care with the correct attire. Please be sure your child is prepared to start their day.

FIELD TRIPS

During the school year, field trips are taken occasionally depending on the number of children enrolled and their needs. During the summer time, field trips are taken on an average of three times a week to various parks, kid's concerts and other things. The policy is that all children where the same shirts, provided by the provider, with all the necessary information on the inside of their shirts, a working cell phone with me at all times, a list of all the children's numbers and information, other emergency contacts, first aid kit, water, paper and pen, and small change for emergencies. I provide all car seats and appropriate age group is buckled into a stroller as needed.

PROPER ATTIRE

Child's play is messy work. Your child will be painting, playing on the grass, in the sandbox, playing with chalk and other various activities. Please do not expect me to keep your child's clothes clean and free from stains. Please dress the kids appropriate. I will not be responsible for "Cute" clothes getting messy or stained. The children will participate in all activities regardless of their dress.

TOYS/BOOKS BROUGHT FROM HOME

Toys, books and blankets may **NOT** be brought from home. Due to the many issues that arise such as damaged toys, germs etc. Please keep all toys at home!

BIRTHDAYS

Each child's birthday is his/her Special Day. We will celebrate everyone's birthday by baking a cake, cupcakes or cookies. The other children will be making drawings for the kids and a nice booklet will be put together for the children to take home and enjoy!

PARENT/CAREGIVER COMMUNICATION/MANDATORY REPORTING

Communication is very important to me. When I accept a new family into my child care, 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 child care philosophy between us. I welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child/ren. Sensitive issues will be discussed in private outside of regular child care hours either by telephone or conference. Conferences will not be a scheduled as a routine part of your child's care. However, should you like to have a conference, you may request one at any time. The reporting of suspected child abuse situations is a personal obligation, as well as a professional and legal one. Minn. Stat §245A.145, Subd. 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 or 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. If there is immediate danger, local law enforcement (city police or county sheriff) by calling 911. If there is not immediate danger, Hennepin County Child Protection Intake at (612) 348-3552. In addition, I, or my helper or employee, will also report the incident to Hennepin County Child Care Licensing at (612) 348-3883.

STORAGE CUBBIES

Storage Cubbies are used to the children's projects/crafts that have been completed that day. Please empty out the cubbie for that day as this is also a way that I communicate to parents for topics such as: what is needed for that child such as diapers, wipes, days that the daycare may be closed, etc.

TOILET TRAINING

Children should begin toilet training no sooner than 18 months. Forcing your child to train before he/she is ready can result in bedwetting, frequent accidents, constipation or regression, in times of stress. Some readiness signs to look for are (1) language skills, the ability to say "potty" or some other term which indicated that your child needs to use the toilet. (2) An interest in staying dry or clean. (3) Self-help skills, the ability to dress and un-dress themselves. (4) Staying dry for longer periods of time throughout the day. It is not a good idea to dress your child in overalls, pants with difficult fasteners or *onesies*. This will be frustrating for your child. Your child's readiness is something we can discuss because consistency between our homes will be very important. This is a special time for your child, a sign that he/she is growing up.

MEALS/FOOD PROGRAM/BREAST MILK

All meals are included – breakfast, morning snack, lunch and afternoon snack – for all children attending at the times these are served. I do participate in the Providers Choice Food Program and follow their guidelines which ensure that I am meeting all the necessary food group requirements for the children at each meal. Infant breast milk brought from home need to be placed in a breast milk storage bag labeled with the infants full name, date and time the breast milk was placed into the bag.

NAP TIME/QUIET TIME

All children are to lie down for a rest period in the afternoon. Even older children will benefit from a short period of quiet time. Nap time is my only opportunity to take a break, clean up after lunch, do paperwork, fill out daily notes and do activity planning. I provide mats/cots for the child/ren.

EARLY CHILDHOOD SCREENING

Minnesota law requires early childhood screening for all children before they begin kindergarten. The purpose is to check all areas of a child's development, including hearing, vision, speech and motor abilities as a way to support children in their early years of growth and development. Plan to make an appointment for screening after your child's third birthday. For an appointment, call 952-975-7047 which is the number to the Education Center here in Eden Prairie, Minnesota.

EARLY CHILDHOOD SPECIAL EDUCATION (ECSE)

Passionate, encouraging teachers and specialists team up with children who have special needs to create a nurturing and fun learning experience.

- Inclusive learning opportunities are personalized to meet the special needs of each child and are available for children birth to 5 years.
- Parenting Peacefully is a resource, information, and discussion group that meets twice a month. Child care is provided.
- Transportation provided within the Eden Prairie School District.
- Children need to meet state eligibility criteria in order to receive early childhood special education services.
- Questions and concerns regarding your child's development are welcomed. Call the Early Childhood Special Education Office for more details at 952-975-6974.

OPEN DOOR POLICY

At my child care, you can always be assured that the door is open to you. Please feel free to drop in and check on your child. However keep in mind a child just adjusting to a new surrounding will want to leave with you if you pop in for a visit. If that is the case, you will then need to leave the child care and preschool with your child.

Please keep in mind there may be times when it is not convenient for me to run to the phone. (i.e. diaper changing, bottle feeding, etc.) If the phone goes unanswered, please do not become alarmed, simply leave me a voice mail and I will call as soon as I am able. You may also communicate with me via email – sharyl@littlebeginningsdaycare.com. There may be those times when something comes to you at work that you don't want to forget to relay to me. If you have an email, please feel free to drop me a line and I will generally reply during rest time.



TRAINING

As a licensed "Child Care Provider", I am required to attend 16 hours of training per year. Because I feel that there is never too much training, I have taken much more – over 100 hours a year which includes the basic training such as CPR, SIDS, Shaken Baby Syndrome, and First Aid.