

Little Fairies



Parent Handbook

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About the Daycare

Little Fairies is a preschool program for children ages 6 weeks to 10 years. Children are supervised at all times. We see each child as a little fairy in their own story—curious, kind, and full of possibility. Through play and attentive listening, we help their stories come to life.

Hours of Operation: Monday through Friday, 7:00 AM to 5:00 PM, except during holiday or weather-related closures.

Holidays and School Closings:

New Year's Eve

New Year's Day

Martin Luther King Day

President's Day

Memorial Day

Independence Day

Labor Day

Two days at the end of August or at the beginning of September for staff training

Thanksgiving Day

Friday after Thanksgiving

Christmas Eve

Christmas Day

Note: if the major common holiday falls on a weekend, the daycare will close on the previous Friday or the following Monday. The daycare will also close early or completely on any day the Plymouth district is closed for inclement weather. Parents will be notified of early closures at least two hours prior. If your child is not picked up by the early closing time, the regular after-5:00 PM late fee will apply.

As indicated above, our daycare will be closed on standard federal holidays. In addition, the following personal closures apply:

Paid Closure: The daycare will be closed for one week during the Christmas and New Year period. Tuition for this week is still due to ensure your child's spot is held.

Unpaid Summer Closure: The daycare will be closed for one week during the summer. Tuition will not be charged during this week, and families will receive at least 30 days' advance notice to plan accordingly.

Educational Philosophy

The philosophy of Little Fairies daycare is to help each child develop a positive self-image within a carefully planned environment. We also help each child develop the skills required for a

lifetime of creative learning. Children carry within themselves the potential for what they can be. For children to develop physical, emotional, intellectual, and spiritual capacities, they must have the freedom to follow their natural curiosity and discover the world at their own pace.

Little Fairies daycare has a child-centered curriculum where children move freely within their own environment, working with purposeful, self-correcting materials. Children are self-directed, challenged, and highly motivated. They can progress at their own pace, but there will always be a challenge ready for them. This busy but supportive environment fosters confidence and independence.

Parents may review the Little Fairies Childcare Program Plan at any time. If parents have questions, they may ask the provider.

Requirements for Enrollment

A pre-enrollment conference will be held with parents and staff before the child is accepted into the program, at which time the parents will be notified of the school policies.

A nonrefundable \$50 application fee with a one-week deposit is required at the time of registration. The one-week deposit is based on your child's schedule at the time of enrollment. If you withdraw your child from the daycare, the deposit will be adjusted to reflect your child's most recent schedule and refunded to you at the adjusted rate.

State regulations require an immunization record at the time of enrollment and a health care summary form from your child's health care provider within 30 days of enrollment. The immunization record and other enrollment forms must be submitted by the first day of attendance. Parents receive a copy of the parent handbook at registration.

Enrolling A child With Special Needs

If your child has special needs or allergies, you have the responsibility to inform the daycare provider during the enrollment process so that we can provide appropriate care and support. A special form and an individualized care plan must be on file for any child with special needs.

If your child requires specific medical procedures, such as the use of an EpiPen or nebulizer treatments, parents must provide unexpired supplies to the daycare and ensure staff are trained in their proper use.

If a child enrolled in our program has a life-threatening food allergy, the daycare will implement appropriate accommodations to ensure their safety. As part of this policy, families may be asked to refrain from bringing specific foods, such as those containing peanuts.

Parent Referral Program

We know that you will be pleased with our care for your child. You may be asked to recommend our program to others. To show our appreciation for referrals, we offer a \$100 tuition credit for each referral after enrollment is confirmed.

Parent Grievance Procedure

If you as a parent have a grievance or concern, we ask that you speak to the staff or the daycare provider in person. You may also address the issue in writing to the administrator. The provider will respond within three business days.

Parent-Provider Communications / Conferences

The Little Fairies daycare provider encourages consistent, day-to-day communication with each child's parent or guardian. This may occur in person or in writing, depending on the parent's or guardian's preference. These discussions will concern each child's intellectual, physical, social, and emotional development. Parents and guardians are also encouraged to request a conference with the provider at any time if needed. A written assessment will be shared with parents during mid-year and at the end of the year.

Financial Plans

No tuition refunds or credits will be issued for days your child is absent from Little Fairies daycare, regardless of the reason for absence or advance notice provided.

No tuition refunds or credits will be issued for the days the daycare is closed due to holidays, staff training, inclement weather, or emergencies beyond the control of the daycare.

Weekly Payments

Tuition is due weekly, for the upcoming week of care. Payments are due by 6:00 pm on the Sunday before the week begins. Payments may be made through check, cash, or electronic payments (Zelle/Venmo).

Late Payments

Payments not received by 6:00 pm on Sunday will incur a \$10 late fee.

Late payments will apply even if the child is not in attendance for any reason but is still enrolled at the Little Fairies daycare.

Field Trips

During the year, children will be taking field trips and neighborhood walks. These ventures are an important part of a child's learning experience. Any off-site field trip or in-house event may need a written permission slip and an extra fee, depending on the costs of the outing.

Research / Public Relations Activities

On occasion, the Little Fairies daycare may be involved in research activities or a public relations event. Written parental permission must be obtained before each occasion of research, experimental procedure, or public relations activities involving a child.

Fire and Tornado Drills

Fire drills are conducted every month. Tornado drills are conducted from April through September. All drills are recorded at the Little Fairies daycare.

Emergency Cards

A completed emergency card is due the first day of attendance. That is a very important tool in our center as it provides us with all the information needed in case of emergencies.

Be sure to fill out the card entirely, provide two local emergency contacts, and update as necessary.

A New Emergency Card is required with any change in information. As your child gets older, parents or guardians need to provide an updated immunization record and/or health summary.

Illness and Emergency Situations

Our staff is current in their First Aid and CPR certification. Minor cuts, abrasions, and other injuries while at the daycare will receive proper first aid as needed. An injury report will be filled out by the staff. A copy with the parent signature will be given to the parent and a copy will be in your child's file at the daycare and documented on the accident log.

If the child needs medical attention outside of the daycare, the following will be carried out. Every effort will be made to contact the parent first, unless doing so will endanger the child's life. In this case, the staff reserves the right to call 911 Emergency services before the parent.

The closest hospital is the one closest to the daycare. If a child's life is in danger, we will not be able to follow your instructions but carry out the necessary precautions to protect your child. If the child is not in danger, we will request the parent to take the child to get the necessary medical help. If the parent or any other emergency contact for the child cannot be reached, the Little Fairies daycare staff reserves the right to call the physician mentioned on the child's

emergency form filled out by parent. At no time will the staff transport a child outside of the daycare in any situation.

It is the responsibility of the parent to inform the daycare if the child has special medical needs and/or allergies and the necessary required treatment while at the daycare. Parents must inform the daycare immediately if the child has a contagious illness. In these cases, the child may not come back to daycare without written authorization from medical personnel. The Little Fairies daycare will inform parents if the children are exposed to a contagious illness while at the daycare.

The Department of Human Services requires that we exclude a child with an illness or condition that the Commissioner of Health determines to be contagious and that a licensed health care provider determines has not had sufficient treatment to reduce health risks to others.

We will follow the exclusion guidelines listed below, which are taken from *Infectious Diseases in Child Care Settings: Information for Directors, Caregivers, and Parents or Guardians* by the Hennepin County Community Health Department, Epidemiology Program. We must exclude a child with any of the following conditions:

Chickenpox	Until all the blisters have dried into scabs and no new blisters or sores have started within the last 24 hours; usually by day 6 after the rash began.
Eye drainage (Conjunctivitis/Pinkeye)	When purulent (pus) drainage and/or fever or eye pain is present, or a medical exam indicates that a child may return.
Diarrhea	24 hours after diarrhea stops or a medical exam indicates that it is not due to a communicable disease. Diarrhea is defined as an increased number of stools compared with a child's normal pattern, along with decreased stool form and/or watery, bloody, or mucus-containing stools.
Mouth Sores with Drooling	Until a medical exam indicates the child may return or until sores have healed.
Fever	24 hours after fever breaks without the use of fever-reducing medication. Axillary (armpit) temperature: 100° F or higher; or oral temperature: 101° or higher. Measure temperature before giving medications to reduce fever.
Impetigo	Until treated with antibiotics for 24 hours and sores are drying or improving.
Lice (head)	Until first treatment is completed, and no live lice are seen.

	Nits are <i>not</i> considered live lice.
Rash	Until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion (e.g., chickenpox, measles, roseola, rubella, etc.).
Ringworm (skin & scalp)	Until treatment has been started or if the lesion cannot be covered. If on the scalp, until 24 hours after treatment has been started
Respiratory Infections (Viral)	Until child is without fever and is well enough to participate in normal Activities
Scabies	Until 24 hours after treatment begins
Signs/Symptoms of Possible severe illness	Until a healthcare provider has done an evaluation to rule out severe illness when a child is unusually tired, has uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs for the child.
Streptococcal Sore Throat	Until 24 hours after antibiotic treatment begins and child is without fever for 24 hours.
Vomiting	Until 24 hours after vomiting

We also must exclude any child who is not able to participate in childcare program activities with reasonable comfort, including outdoor play or who requires more care than staff can provide without compromising the health and safety of other children in care.

When a child in our care has been medically diagnosed with a reportable, communicable disease, we will notify the appropriate health authorities and follow their recommendations to provide information to parents/guardians of all exposed children. The daycare will notify the parents or guardians of exposed children on the same day or within 24 hours by a written notice that will be posted on the classroom door.

Parents and guardians are required by state laws and our center policies to inform the center within 24 hours (exclusive of weekends/holidays) if their child is diagnosed with a communicable disease.

Medication

We will be glad to administer medicine for your child only under the following conditions:

- The first dose of medication must be given at home for precautions of reaction.
- Non-prescribed and prescribed medication must be in its original container.
- Your child's first and last names must be clearly labeled on the container.
- Parents must provide a measuring spoon and the medication in a sterile bag.
- Parents have completed and signed the necessary permission form.
- Prescribed medication must have written instructions from the physician or pharmacy.
- Nebulizer medications that are in single dose containers must be brought to the center in the original container with a current, clearly written prescription label on the container. The prescription label must indicate the child's name, prescribing licensed health care provider's name, name of the medication, medication strength, amount to be given, how often to give, and what it is to be mixed with, if applicable.
- For medications which are to be given long term, we will need an Individual Child Care Program Plan signed by you and the child's licensed health care provider. This includes over the counter medication such as acetaminophen (e.g., Tylenol) and ibuprofen (e.g., Advil) used for a child with a history of febrile seizures. See the previous section on Special Needs.

Meals and Snacks

Breakfast, lunch, a morning snack, and an afternoon snack will be provided daily. Children are welcome to bring an additional snack from home, but please be mindful of food allergies. We ask that you let us know in advance what your child will be bringing so that we can ensure it is safe for all children.

Please do not send glass containers, utensils, pop, and candy.

For allergic reactions, please do not try new food for the first time while at the daycare. '

We can only encourage a child to eat. Food not consumed will be sent home. Children have 30 minutes for lunch.

Behavior Guidance Policy

Each child will be provided an environment that promotes positive and acceptable behavior. If a child needs extra attention to get back on track, the following will be followed:

- Redirection to a positive activity along with dialogue with the child from the staff member who observed the behavior.
- Teaching children to use their words to express how they feel and to talk about their feelings and what they want and/or need.
- A child will be removed from the group with a time out if the well-being of the child or another child is threatened.
- The child will be returned to the group as soon as the behavior is corrected. Each occurrence will be documented and signed by the provider and parents.

Each of the above occurrences will be documented and parents notified. If the behaviors continue a regular basis, there will be a parent / provider conference set up to discuss further action.

Diapering

Changing diapers in a sanitary way may be the most important thing teachers can do to prevent the spread of infectious organisms. The staff follows specific diapering procedures each time a child is changed.

Nap and Rest Time

Children who are at the Little Fairies daycare all day have an opportunity to take a 2 hour or less nap. If you desire otherwise, you must inform the staff.

The children who will not nap may have a 30-minute quiet rest period. All children are required to have a blanket cover and pillow for nap / rest time. These will be sent home on Friday to be laundered and brought back.

We will not provide bed linen for the child for hygienic reasons. Label all items that you bring. In general, please do not send toys for the nap. If your child is attached to a plush toy, it is okay to bring that with written permission from the daycare. If your toddler needs a bottle for napping, you must provide a labeled bottle with written instructions.

Clothing and Personal Belongings and Toys

Your child should wear comfortable, durable, and washable clothing which can be easily managed by the child and the staff. All children will participate in all indoor and outdoor activities throughout the year. We ask that you dress your child appropriately and for safety.

Always leave a full set of change of clothes in your child's cubby. Toddlers will bring their own diapers, wipes, lotions, etc., to be stored at the daycare. Parents will be given ample notice when the supply runs out. The staff will call parents if notice is not received.

We cannot allow children to borrow clothing and related items from other children. The staff will take all necessary precautions to avoid damage to clothing. The daycare will not be held responsible for any stained, unclean, damaged, or lost clothes while at the daycare. The daycare will not be responsible for any personal belongings left behind once your child leaves the daycare. Do not permit your child to bring toys to the classrooms or leave them in the cubby.

Outdoor Play

All children will participate in outdoor activities weather permitting. Parents will be notified of any special outdoor activities. Dress your child appropriately for the weather and outdoor play.

We ask that children do not wear shoes without a back strap or heel support during outdoor play (e.g., no flip-flops or loose slip-on shoes).

Parents provide sunscreen to be used at the daycare. However, we request that the children have their morning sunscreen on before they come to the daycare. Parents are discouraged from entering the playground to play with their child and other children. Spring and summer are very exciting and fun times for the children. They enjoy playing in the sand and getting dirty. We will not stop any child from having fun being a child.

Behavior Plan

We attempt to teach self-control by good example, positive reinforcement, and reminders. If these attempts or redirection fails, the child will be separated from the group within the same room under supervision of the staff. Parents will be contacted for children with continued significant behavior problems.

The staff will try to work with the parents to help the child gain self-control and promote good behavior. If the child's inappropriate behavior continues and the child becomes a danger to themselves, other children, or another's personal property, parents will be notified to withdraw the child from the daycare.

Pick-Up Policy

Parents are required to provide the daycare with names, addresses, and phone numbers of all people that have parent permission to pick up the child from the daycare. All the authorized people must provide picture ID every time they pick up the child.

If any person other than those designated by the parents will pick up the child, our staff must receive hand-delivered written permission with clear instructions. Phone authorizations will *not* be accepted to release a child to any other person that is not on the permission form. In the event you do not comply, we will not release your child. We reserve the right to call the local police if anyone attempts to pick up the child without permission from the staff.

If your child is not picked up after a reasonable time the daycare has closed, and we are unable to contact anyone authorized, we reserve the right to call Child Protection or the Local Law Enforcement agency and have your child be taken from the daycare.

There is a late pickup charge of \$15/quarter hour for all children leaving after 5:00 PM.

Termination of Child Care by the Little Fairies Daycare

The little Fairies daycare requires 14 days written notice from the parent prior to a child's withdrawal from the daycare.

The Little Fairies daycare reserves the right to discontinue a child attending the daycare with immediate notice for the following reasons:

- Excessive biting of 3 times within one week.
- Inappropriate persistent child behavior that endangers the child, the others, and/or personal property that is beyond the control of the staff.
- Lack of parental cooperation with daycare policies and staff.
- Disregard for closing time on two occasions.
- 3 failed payments by due date or 3 returned NSF checks
- Verbal or physical abuse of staff children and other parents at the daycare.
- Offering job opportunities to the school staff outside of the daycare.
- Attempts to sabotage the well-being of the daycare.
- Any other reason deemed dangerous by staff.