



Center Handbook

Thank you for your interest in **Wee Folk Childcare**. We believe that every child is special and unique, and it is our goal to provide a safe, nurturing environment that supports self-esteem, security, and growth.

Our program offers an informal educational approach that promotes learning through hands-on play, exploration, and discovery. We believe children learn best through active engagement, and that self-esteem is built through mutual respect among children, families, and staff.

Our program is thoughtfully structured to meet the individual needs of each child. We provide opportunities for both group activities and independent play, allowing children to learn, grow, and develop at their own pace.

We encourage open communication with families and welcome conversations about expectations, goals, and feedback regarding your child's care and our program. Building a strong partnership between parents and providers is essential and always in the best interest of the child.

Wee Folk Childcare offers a preschool program beginning at **2 years of age**. This program provides a structured yet flexible learning environment that supports early developmental milestones while fostering social, emotional, and cognitive growth.

This handbook outlines important policies, procedures, and information about Wee Folk Child Care and the services we provide. We hope it answers many of your questions upon enrollment. If you need clarification or have additional questions, please do not hesitate to ask.

[**The hours of operation at Wee Folk Child Care are 5:30 am- 6:30 pm**](#)

CHILD SCHEDULES

SCHEDULES

Children's attendance hours may not exceed **9½ hours per day**, unless otherwise approved by management.

Each month, your child's teacher will provide a calendar that must be completed and returned. This calendar indicates the hours your child will be attending daycare for the upcoming month and is required for staffing and scheduling purposes.

If your schedule changes at any time, please be sure to complete and submit a **schedule change form** as soon as possible.

We require at least **24 hours' notice** for any schedule changes.

For families with schedules that change frequently (such as weekly schedules), updated schedules must be submitted **by Friday at 6:00 PM** for approval for the following week.

EARLY DROP OFF/LATER PICK UP

Any **earlier drop-off or later pick-up** must be **approved in advance**.

If a change affects a different day of attendance, **weekly notice must be submitted by Friday at 6:00 PM** for the following week.

Fees will be assessed based on the additional time needed. The rate is **\$5.00 for every five (5) minutes**.

10:00 AM DROP OFF DEADLINE

Wee Folk Child Care has a **10:00 AM drop-off deadline** for all students, unless prior approval has been granted or a scheduled appointment is noted.

Parents are required to communicate with their child's teacher regarding **late arrivals** or if their child will **not be attending** on a scheduled day.

DAILY REPORTS

All parents will receive a **ProCare application link** via email. This app allows families to stay informed about their child's daily activities, including meals, bathroom use, bottle intake, and participation in learning activities throughout the day.

Daily reports will be completed on paper if ProCare is unavailable due to system outages, local service interruptions, or upon parent request.

Center Policy's

ILLNESS/SICK CHILD POLICY

It is in everyone's best interest that sick children remain at home. To protect the health of all children and staff, a child will not be permitted to attend daycare if they display symptoms of illness.

Children must remain out of care **until at least 24 full hours** have passed since the **last occurrence** of fever, vomiting, or severe diarrhea **without the use of fever-reducing medication**, or **24 full hours after medical treatment has begun**, as prescribed by a physician.

Notification & Medical Guidance

If a child shows signs of illness that require exclusion:

- A parent, legal guardian, or authorized contact will be notified immediately.
- Wee Folk Childcare may request that parents consult the child's health care provider.
- Parents must provide results or recommendations from the health care provider as soon as they are available.
- Wee Folk Childcare reserves the right to determine whether a child meets exclusion criteria and whether we are able to safely meet the child's care needs.

Symptoms Requiring Exclusion

Symptoms include, but are not limited to:

1. Fever of **100.4°F or higher**
2. Severe diarrhea (more than 3 episodes)
3. Unexplained rash (child may not return until evaluated by a medical provider and confirmed non-communicable)
4. Vomiting
5. Pink eye (conjunctivitis) with white or yellow discharge
 - May return **24 hours after treatment has started** and when no discharge is present (Wee Folk requirement)
6. Chickenpox
 - Child may return when all blisters are dry and scabbed (approximately 6 days after rash onset)
7. Sore throat or loss of voice
8. Persistent or hacking cough
9. Yellow or green nasal discharge
10. Head lice
 - Child may return only when **nit-free** and with a doctor's note confirming clearance
11. Hand, Foot, and Mouth Disease
 - Child may return once blisters are dry/healing and child is no longer contagious (approximately 10 days)
12. COVID-19
 - Return permitted following **current CDC guidelines**
13. RSV/Croup
 - Typically 3–5 days; child must be fever-free for 24 hours without fever-reducing medication

Temporary Exclusion Conditions

A child may be temporarily excluded if:

- The illness prevents comfortable participation in activities, as determined by the Site Director
- The child requires a level of care that compromises staff's ability to care for other children

If your child is ill and will be absent, please notify the center **before your scheduled arrival** by phone or through the ProCare app.

Illness During the Day

If a child becomes ill while at daycare:

- Parents will be notified and must pick up their child **within one hour**
- The child will be separated from others when possible to minimize exposure, while remaining comfortable and supported
- Parents will be asked to sign an illness report at pickup documenting observed symptoms and acknowledging the 24-hour rule

Children must remain out of care until they are **fever-free for 24 hours without medication**.

If a child is absent for **more than one week (5 consecutive days)** due to illness, a doctor's note is required for return.

If a child returns to care and continues to show symptoms, Wee Folk Childcare will require pickup and the child may not return for **48 hours** to ensure recovery and reduce spread.

Siblings

If one sibling becomes ill, **all siblings must remain home**, even if others are not showing symptoms, to prevent exposure within the center.

Outdoor Play & Water Activities

Wee Folk Childcare offers water tables and outdoor water play. On water play days, families may be asked to provide:

- Swimsuit
- Towel
- Sunscreen
- Bug spray

Per licensing requirements, **written parental permission** and a **written description of the child's swimming ability** are required prior to participation in any aquatic activity.

Aquatics Policy

All families must complete an **Aquatic Permission Form** before children may participate in water activities. This ensures activities are safe, appropriate, and aligned with family preferences.

Withdrawal Policy

- The **30-day notice must be given by Friday morning prior to the next scheduled payment**. Parents/guardians are responsible for payment for the full notice period **regardless of whether the child continues to attend during that time**.
- If Wee Folk Childcare determines that the requirements of the contract are not being met, or that there is an ongoing conflict affecting care, we may assist families in locating alternate childcare arrangements when possible.
- If payment is not made and an account becomes delinquent, **legal action may be taken**. All collection costs, late fees, and legal fees will be added to the outstanding balance.
- Billing will continue for the full 30-day period
- Full payment for this period is the responsibility of the family

If a family wishes to return at a later time, enrollment will be based on availability. No space will be held without continued tuition payment. To maintain a space during an absence, **full monthly tuition is required**.

Termination of Services

Wee Folk Childcare reserves the right to terminate services if:

- Immunizations are not kept current (per ND regulations)
- Policies and procedures are not supported
- Staff are treated in an abusive or disrespectful manner
- A child is unable to adjust to care
- A child's behavior is disruptive, unmanageable, or harmful
- Accounts remain delinquent
- Wee Folk Childcare chooses to terminate at will

If immediate termination occurs (including non-payment), **30 days of tuition is still required**, and care will not continue during that period.

All collection costs, late fees, and legal fees will be added to the account balance.

If any of your child's personal items or daycare items are left at Wee Folk after Termination date, families will have 30 days to come pick the items up. If items are left for more than 30 days, Wee Folk Childcare will donate them to the community.

**Care at Wee Folk Childcare is "at will" and either party may select to end care at any time. **

Bullying Prevention Policy

At Wee Folk Childcare, we are committed to providing a safe, healthy learning environment that supports nurturing relationships and positive interactions. Bullying is recognized as a harmful and unacceptable behavior among peers. Both children who are bullied and those who engage in bullying behaviors may be at risk for emotional, social, and educational challenges.

Bullying may take several forms, including:

- **Physical:** hitting, pushing, shoving
- **Verbal:** teasing, threatening, coercing, name-calling, or making hurtful remarks
- **Relational:** spreading rumors, excluding others, or intentional isolation

Prohibition of Bullying

It is the policy of **Wee Folk Childcare** to prohibit bullying, harassment, or intimidation of any individual on childcare property or during childcare-sponsored activities.

We recognize that **age-appropriate conflict** is a normal part of development, particularly among toddlers and preschool-aged children. Young children may display socially imperfect behaviors such as hitting, biting, or pushing as they learn boundaries and develop social skills. These behaviors are addressed through guidance, teaching, and redirection rather than punishment.

Response & Consequences

When behaviors rise beyond age-appropriate conflict and meet the definition of bullying, appropriate action will be taken.

Consequences and remedial actions will be **consistent, fair, and developmentally appropriate**, and will be determined after an investigation confirms that bullying, harassment, intimidation, retaliation, or false accusations have occurred.

Possible actions may include:

- Loss of privileges
- Verbal redirection or reprimand
- Parental notification
- Parent/Child/Teacher and/or Director conference
- Education and guidance on the effects of bullying behavior
- Suspension or expulsion, when necessary

Wee Folk Childcare is committed to working collaboratively with families to promote kindness, respect, and positive social development for all children.

Payments & Tuition Policy

Tuition Payments

All families will receive a **ProCare application link** via email. Through ProCare, parents may:

- Set up **recurring automatic payments**, or
- Receive monthly invoices to pay online **by the 10th of each month**

If ProCare is not used, the only approved alternative payment methods are **cash, check, or money order**. Checks will be accepted unless a payment is returned; after a returned check, **cash or money order only** will be permitted.

Automatic Payments (Auto Pay)

All families are required to pay monthly tuition via **automatic payment**, unless prior arrangements have been approved by management.

It is the parent/guardian's responsibility to ensure sufficient funds are available and to verify that payments have processed successfully. If an auto payment fails, alternate payment arrangements must be made immediately.

If full payment is not received by the **10th of the month**, Wee Folk Childcare reserves the right to:

- Assess **daily late fees** until the balance is paid in full
- **Terminate childcare services immediately**, with the outstanding balance still due

If an account remains unpaid for **30 days**, it will be sent to **collections**, and all associated fees will be added to the account.

Tuition is charged **monthly**. No daily credits or refunds are given for holidays, weather closures, or other unforeseen closures.

First Auto Draft

The first automatic payment will occur in the month your child begins care, on the draft date you select. Please note:

- The first draft may occur **prior to your child's first day of attendance**

- If the Automatic Payment Authorization Form is submitted after the scheduled draft date, the first tuition payment will be drafted on the child's **first scheduled day of care**

Child Care Assistance

All families are responsible for paying their **full monthly tuition**.

For families receiving **Child Care Assistance through the ND Department of Human Services**, Wee Folk Child Care will submit billing directly through the appropriate system.

Parents are responsible for paying any remaining balance via auto pay as outlined in this handbook. Failure to pay the remaining balance by the **10th of the month** may result in **termination of services**.

Year-End Statements

Year-end tax statements are available through the **ProCare app**.

 **All accounts must be paid in full** to receive a tax statement. Statements will not be released if a balance remains.

Center Fees

Registration Fee

A **\$150 non-refundable registration fee** is due at the time of enrollment and must be paid **prior to the child's start date**.

Annual Fee

- **\$125 annually** for children ages **0–35 months**
- **\$150 annually** for children ages **3 years and older**

Annual fees are charged on **September 1st** each year.

Supply Fees

Parents are responsible for providing required supplies. If Wee Folk supplies must be used due to items not being provided in a timely manner, the following fees will apply:

- **\$2 per use** – diapers or pull-ups
- **\$3 per day** – wipes
- **\$2 per use** – medication
- **\$2 per clothing item** (shirt, pants, socks, shoes, underwear)
- **\$2 per day** – summer items

If Wee Folk clothing is returned to the front desk promptly, applicable fees will be refunded.

If a child tote is not provided within the **first week of care**, one will be issued and a **\$10 fee** will be applied.

Returned Payment Fee

A **\$25 returned payment fee** will be assessed for any returned or declined payment.

Full payment must be received by the **10th of the month** to continue services. If a payment is returned after the 10th, the full balance must be paid by the deadline set by Wee Folk Childcare management to retain care.

Late Pick-Up Fees

Late pick-up fees are assessed as follows:

- **\$5 per minute** after **6:30 PM**
- **\$2 per minute** after the child's scheduled pick-up time
- **\$10 per hour** after **47 hours per week**

*Keep in mind that all schedules are contracted, and this fee will be applied if your child is not picked up at the scheduled time.

If you would like to or must change your child's schedule for any reason, please contact Wee Folk Childcare Site Director to discuss options.

Holding Fee Policy

If a position is currently available and you choose to delay your child's start date, the full weekly tuition rate will be charged to hold the space. Tuition secures not only services, but your child's

guaranteed position in our program.
Holding fees are non-refundable.

All holding fees must be paid in full by the 1st of each month. Holding fees are non-refundable and guarantee your child's space unless Wee Folk Childcare is unable to provide care for reasons beyond our control.

Arrival & Departure Guidelines

As part of the enrollment contract, it is important that children are dropped off and picked up at their scheduled times.

If your child will not be attending on a scheduled day, please notify Wee Folk Childcare. If a child does not arrive at their scheduled start time, staff will attempt to contact parents via ProCare. If no response is received, emergency contacts may be called. These procedures also apply to missed pick-up times.

Timely arrivals help maintain classroom routines and minimize disruptions.

Arrival Policies

- Wee Folk Childcare has a 10:00 AM drop-off deadline for all students unless prior approval or a scheduled appointment has been arranged.
- Parents must notify their child's teacher of late arrivals or absences.
- Children must be walked into the building and escorted to their classroom by a parent or guardian.
- Parents should assist their child with coats and shoes as needed.
- Please provide brief updates at drop-off regarding your child's night or morning, and expect a brief daily update at pick-up.

Safety Guidelines

- Children are not permitted to play near vehicles at any time.
- Fencing is for safety and not for climbing.
- Infant car seats may not be left at the center during the day unless prior approval has been granted.

Sign-In & Sign-Out Procedures

- Parents/guardians must sign their child in and out daily.

- If Wee Folk staff must sign a child in or out due to parent omission, a \$1.00 fee per occurrence will be charged.

Pick-Up Authorization

- If special pick-up arrangements are needed, families must notify the center via ProCare or phone.
- Children will only be released to individuals 18 years or older who are authorized in ProCare.
- Individuals unfamiliar to staff will be required to show photo identification.
- If a person appears under the influence of alcohol or drugs, the child will not be released, and an alternate authorized individual will be contacted.

Court Orders

If a court order restricts a parent or guardian from picking up a child, a notarized copy must be on file. Without legal documentation, Wee Folk Child Care cannot deny release to a listed parent or guardian.

Wee Folk Childcare emphasizes the importance of good manners. Every young child is capable of learning some of the most important phrases.

"Thank you; No Thank you; May I / Please" and "You are Welcome"

Pictures & Media Use

Snapshot photos may be taken throughout the year. Some of these photos may be used for **promotional or educational purposes** for Wee Folk Childcare.

At enrollment, parents are required to sign a **photo/video consent form** for each child enrolled.

For the privacy and safety of all children, **parents are strictly prohibited from taking photos or videos of children** (other than their own) while on the premises using cameras or mobile devices.

Supplies

Each child will have a **designated space** for personal belongings. Please ensure all items are clearly labeled with your child's name.

Families are asked to provide the following items for their child:

- **3 complete sets of clothing** (or more if desired), including shirts, pants, underwear, and socks
 - Please replenish items as they are sent home

- Clothing must be **seasonally appropriate**
- **3–4 bottles daily** with breast milk containing sufficient milk for the day
 - If glass bottles are used at home, **plastic bottles must be provided for daycare use** due to safety concerns
- **3–4 clean, empty bottles daily** if using formula
- **2 pacifiers**, if applicable
- **Diapers or pull-ups and wipes** (unscented wipes preferred)
- **Nap blanket**
 - Blankets will be sent home on Fridays for laundering and should be returned on Mondays
 - Comfort items (such as a stuffed animal or pacifier) may be used for nap time if noted at enrollment and will be stored until rest time
- **Sunscreen, insect repellent, and diaper ointment/butt paste**
- Extra **seasonal outdoor items** such as hats, mittens, coats, etc.

Each classroom will provide a **class-specific supply list** outlining daily needs.

Wee Folk Childcare maintains a list of **recommended brands** for certain items. Please ask a staff member or management if you would like this list.

Clothing

Children should be dressed in **comfortable, washable clothing** suitable for active play and weather conditions.

We are a **hands-on learning environment**. Children learn by doing, which may include art, sensory play, and outdoor activities. While washable materials are used, children should not be concerned about getting dirty. Please dress your child in **play-appropriate clothing**.

Families must keep at least **three complete changes of clothing** in their child's bin at all times to accommodate spills, toileting accidents, or wet clothing. Clothing must be **seasonally appropriate and correctly sized**.

All clothing must be labeled with your child's **first and last name**. Parents are encouraged to check the **lost and found** regularly.

Personal Items From Home

Please **do not send toys from home** with your child.

If a child requires a special comfort item for rest time, it may be brought with approval; however, it will be stored and used **only during nap time**.

Wee Folk Child Care is **not responsible** for lost, stolen, or damaged personal items. If a child intentionally damages property, parents may be required to replace the item.

Medical & Injuries

Injuries & Accidents: Incident Policy

1. Minor Injuries

For minor injuries such as small scrapes, bumps, or scratches, **basic first aid** will be administered by trained staff.

2. Non-Life-Threatening Injuries

For non-life-threatening injuries, staff will:

- Assess the child
- Provide appropriate first aid
- Notify parents/guardians of the injury

3. Serious Injuries / Emergencies

In the event of a **serious injury or medical emergency**:

- **911 will be called immediately**
- Parents/guardians will be contacted right away
- The child may be transported by **ambulance** if necessary

4. Burns

For burns, staff will take appropriate action, which may include:

- Cooling the burn
- Providing pain relief as appropriate
- Protecting the wound from further damage

5. Poison Exposure or Ingestion

In cases of suspected poisoning or ingestion:

- **Poison Control will be contacted immediately**
- Parents/guardians will be notified right away
- Emergency services will be contacted if needed

6. Unable to Reach Parents

If parents/guardians or emergency contacts cannot be reached, Wee Folk Childcare may arrange transportation to the child's **designated physician or a hospital**, as necessary.

7. Incident Reports

- An **Incident Report Form** will be completed for any injury beyond minor first aid.
- Reports will be completed **within 24 hours** of the incident.
- Parents/guardians are required to **review and sign** the report and will receive a copy.

8. Child-to-Child Incidents

Incidents involving children hurting one another may occur as part of normal child development.

- Parents/guardians will be informed at **pickup**
- Information will be shared **verbally and/or in writing**, as appropriate

9. **Multiple Authorized Pickups**

If a child is picked up by multiple authorized individuals, Wee Folk Childcare will attempt to notify parents/guardians via **phone, text, or email** to ensure injury information is received.

10. **Medical Expenses & Insurance**

- Parents/guardians and their insurance providers are responsible for **all medical expenses** related to injury or illness occurring while the child is in care.
- Wee Folk Childcare does **not provide accident or health insurance** and is not responsible for medical or legal charges.

For emergency purposes, parents must always keep all contact numbers current.

MEDICATION, HEALTH, & IMMUNIZATION POLICIES

Prescription Medications

Wee Folk Childcare will **not administer prescription medications** to children of any age without a **doctor's written authorization**.

Depending on the medication, the Site/Program Director may require a parent/guardian to come to the center to administer the medication during the day.

If your child requires prescription medication while in our care:

- Medication must be provided in the **original pharmacy container** with the **original prescription label**.
- A **Prescription Medication Authorization Form** must be completed and signed by the parent/guardian.
- Each dose administered will be **time-stamped and signed** by the staff member administering it.
- Parents/guardians must **sign the medication log at pickup** acknowledging the dose given.

Non-Prescription (OTC) Medications

Wee Folk Childcare may administer non-prescription (over-the-counter) medications **only with proper authorization**.

Requirements include:

- A completed and signed **Non-Prescription Medication Authorization Form**
- Medication in the **original manufacturer's container**

- The container must be **clearly labeled with the child's full name** by the parent/guardian

Each administration will be **time-stamped and documented**, and parents/guardians must **sign the log at pickup**.

 **Important:**

All medications must be **handed directly to your child's teacher or the director**. Medications **may NOT be left in diaper bags, backpacks, cubbies, or classrooms**.

Health Care Plans

Licensing requires a **written Health Care Plan** for any child with a **diagnosed medical condition or special health need**.

Health Care Plans provide staff with:

- Daily management instructions
- Emergency procedures
- Information to help the child fully participate in the childcare program

Please contact your **Site/Program Director** if a Health Care Plan is required.

Immunization Requirements

The **North Dakota Department of Human Services** requires all children enrolled in childcare to maintain **up-to-date immunization records**.

- A current immunization record must be kept in your child's file.
- Parents must provide an **updated copy** after each new immunization.
- Children must be up to date or have a **claimed exemption** within **30 days of enrollment** or they may be excluded from care.

Live Immunizations:

To help prevent reactions while in care, we ask that live vaccines be:

- Administered on a **Friday, or**
- The child remain **home for 24 hours** following the immunization

If a live vaccine is given during the day, the child must remain **out for the remainder of that day**.

Medical Visits & Return to Care

If your child is seen by a medical provider for an illness, a **doctor's release note** is required and must state:

- What the child was seen for
(An after-visit summary may be accepted if the doctor's note does not include this information.)

Wee Folk Childcare **reserves the right to void a doctor's note** if staff believe the child is not well enough to safely attend or participate in daily activities.

If your child:

- Is uncomfortable due to illness or immunizations, or
- Is unable to participate in the normal daily routine

They will **not be permitted to remain in care**.

 Please avoid **quiet time or nap-time drop-offs and pickups** whenever possible.

MEALTIMES & NUTRITION

Food Program

A healthy, balanced diet supports children's physical, social, emotional, and cognitive development. Wee Folk Childcare provides nutritious meals and snacks designed to meet children's developmental needs and portion sizes.

- All meals meet **North Dakota State Food Program** nutritional requirements.
- Menus are planned with children's simple tastes and smaller stomachs in mind.
- Meals provided may include **breakfast, lunch, and snacks**, depending on your child's program.

Breakfast Policy:

Children arriving **after 8:45 a.m.** must have already eaten a **balanced breakfast** before entering the classroom.

Outside Food

Food from home is **not permitted** during mealtimes that are included in your tuition.

Please check with your **Site/Program Director** regarding which meals are included in your child's specific program.

Special Dietary & Outside Food Guidelines

1. If your child has special dietary needs that require food to be brought from home, parents/guardians must first receive approval from the **Site Director**.
2. When outside food is approved, parents are expected to provide a **well-rounded, nutritionally balanced meal**.
3. Unless restricted by medical or dietary needs, a well-rounded meal should include:
 - Protein
 - Grain
 - Vegetable
 - Fruit
 - Milk or an approved milk alternative
4. Please **do not send treats**, including but not limited to:
 - Cookies
 - Candy
 - Potato chips
 - Yogurt containing candy or sugary toppings
5. **Juice, soda, energy drinks, or caffeinated beverages** are not permitted.
6. **Peanut products are not allowed** at Wee Folk Childcare.
 - **SunButter** or other approved peanut-free alternatives may be used.
7. Children who cannot consume cow's milk due to a **medical reason or lifestyle choice** may be provided a **non-dairy beverage that is nutritionally equivalent to cow's milk**.
8. A **medical statement must be on file** for any non-dairy beverage that is **not nutritionally equivalent** to cow's milk. Examples include:
 - Almond milk
 - Coconut milk
 - Rice milk
 - Some soy milk varieties
9. All milk and approved non-dairy beverages must be:
 - **Unflavored**
 - **Provided by parents/guardians**

Meals and Snacks

Wee Folk Childcare provides **breakfast, morning snack, lunch, and afternoon snack** each day as part of our program.

- Nutritionally balanced meals and snacks are served in accordance with state guidelines.
- Children are **offered food and encouraged, but never forced, to eat**.
- Parents must inform the center of any **food allergies at the time of enrollment**.

If a child has food allergies or dietary restrictions that prevent them from eating items on the menu, **parents will be required to provide all meals and snacks** for their child.

Mealtimes are also an opportunity for social development. Children are encouraged to:

- Try **one or two bites** of each food
- Practice **appropriate table manners**
- Engage in **positive conversation** with peers

If a child consistently disrupts the meal, they may be **temporarily excused from the table** and asked to sit until the group has finished. The child may then return to finish their meal.

Birthday & Special Occasion Snacks

Families are welcome to provide snacks for birthdays or special occasions. Please notify your child's teacher **at least one day in advance** to assist with snack planning.

Infant Mealtimes

When introducing infants to **baby food, cereal, or whole milk**, the item must have been successfully given at home for **three consecutive days** before it may be served at the center. This helps reduce the risk of allergic reactions.

If an infant has known food allergies:

- Parents will be required to **provide all meals and snacks**.

If parents choose to offer foods or beverages **outside of what Wee Folk provides**, they will be responsible for supplying those items. This includes:

- Additional meals
- Extra snacks
- Specialized foods or drinks

Children with Special Needs

Wee Folk Child Care is committed to providing a safe, supportive, and inclusive environment for all children. We recognize that some children may have special needs that require additional consideration, accommodations, or support.

Special needs may include, but are not limited to:

- Developmental delays
- Speech or language needs
- Behavioral or emotional support needs
- Sensory sensitivities

- Physical or medical conditions
- Learning differences
- Temporary or ongoing therapy services (such as OT, PT, or speech)

Individualized Care

We work in partnership with families and, when appropriate, outside providers to support each child's individual needs. Care plans may be developed to outline strategies, accommodations, and goals to help the child be successful in the classroom.

Program Considerations

While we strive to accommodate all children, our ability to do so depends on:

- Group size and classroom ratios
- Staffing levels and training
- Safety of the child and others
- Licensing regulations and facility capabilities

If a child's needs exceed what we can safely or appropriately provide, we will work with families to explore alternative options or additional supports.

Communication & Collaboration

Open communication is essential. Families are expected to inform the center of any diagnoses, therapies, or recommended accommodations so we can best support the child and classroom environment.

Ongoing Review

Children's needs may change over time. Wee Folk Child Care reserves the right to review and adjust care plans as needed to ensure continued success for the child, classroom, and staff.

Curriculum

Curriculum – Infant Rooms

Infant Ratios

The staff-to-child ratio in the Infant Rooms is **1:4** (one staff member to four infants), in accordance with state licensing requirements.

About the Infant Rooms

At Wee Folk Childcare, we are committed to meeting and exceeding each infant's daily needs in a safe, nurturing environment.

Our infant curriculum focuses on early development through:

- **Fine motor skills**, including grasping objects and exploring with fingers
- **Gross motor skills**, such as rolling over, sitting, crawling, and early movement
- Exposure to **new textures, sounds, and sensory experiences**

All activities are developmentally appropriate and tailored to each child's individual pace and needs.

Car Seat Policy

Infant car seats **may not be left at the center during the day**.

If a car seat must remain at the center for any reason:

- Parents will be issued a **Car Seat Pass** at drop-off
- The pass must be **attached to the child's car seat** for identification

 **Please note:** Wee Folk Childcare is **not responsible for car seats** in the event of an emergency.

Safe Sleep – Back to Sleep Policy

All infants **under 12 months of age** will be placed **on their backs** to sleep on a **firm, tight-fitting mattress in a crib**, in accordance with safe sleep guidelines.

A different sleep position may only be used if a **signed written statement** is provided by:

- A licensed physician **or**
- A parent/guardian, as allowed by licensing regulations

What Wee Folk Childcare Provides

Wee Folk Childcare supplies the following for infants:

- **Gerber® brand pureed fruits and vegetables** (up to 12 months)
- **Iron-fortified infant cereal** (rice and oatmeal, up to 12 months)
- **Solid foods prepared by our kitchen staff** (after the child's 1st birthday)
- **Whole milk** beginning at **12 months of age**

Breast Milk Storage & Handling

Breast milk may be brought in for **daily use only**.

Requirements:

- Breast milk must be provided in **bottles only** (no storage bags)
- Bottles must be **clearly labeled** with the child's **first name and last initial**
- Parents are encouraged to bring **extra milk** in case of emergencies or increased feeding needs

 **Glass Bottles:**

For safety and liability reasons, Wee Folk Childcare requires families who use glass bottles at home to provide **plastic bottles for daycare use**. Glass bottles pose a safety risk if dropped, broken, or overheated.

Wee Folk Childcare staff will not empty or sanitize bottles used bottles

1-2-Year-Old Rooms (18-24 Months)

Staff-to-Child Ratios

- **18-24 months:**
 - 1:4 (one staff member to four children) **or**
 - 1:5 (one staff member to five children), depending on classroom composition and licensing allowances

About the 1-2-Year-Old Rooms

Our young toddler program focuses on increasing independence, exploration, and early skill development.

Children will begin working on:

- Using **plates, cups, and silverware** during mealtimes
- **Gross motor skills**, including running and early jumping
- **Fine motor skills**, such as coloring, painting, and simple manipulation
- Early learning concepts, including **colors, shapes, animals**, and familiar items from daily life

Pacifier Policy

We understand that pacifiers may still be necessary for some children. Beginning between **12 and 18 months**, staff will work collaboratively with families to gradually reduce pacifier use.

- This process requires **parent partnership** for consistency.

- Once a child reaches **two years of age**, pacifier use will be **discontinued**, unless specifically requested by the parent due to a special circumstance.

2-3-Year-Old Rooms

Staff-to-Child Ratios

- 2-year-olds:** 1:5 (one staff member to five children)
- 3-year-olds:** 1:7 (one staff member to seven children)

About the Toddler Rooms

The toddler program supports growing independence and social development through structured routines and play-based learning.

Children will work on:

- Cooperative play** and peer interaction
- Interpersonal and social-emotional skills**
- Continued development of **fine motor skills** through classroom activities
- Daily **gross motor activities**, including jumping, skipping, hopping, and climbing

Daily **gym time** is provided to support physical development and healthy movement.

3-4-Year-Old Preschool Rooms

Staff-to-Child Ratios

- 3-year-olds:** 1:7 (one staff member to seven children)
- 4-year-olds:** 1:10 (one staff member to ten children)

About the Preschool Rooms

Our Preschool program uses **developmentally appropriate curriculum** to support children's social, emotional, physical, and intellectual growth.

The program incorporates:

- Haggerty Curriculum**
- Physical education activities
- Center-based play**
- Free-choice play**

Children will begin developing **pre-reading and pre-writing skills**, including:

- Alphabet recognition
- Name recognition
- Writing their names

Additional Skills Children Will Practice

- Science and math exploration
- Cutting and gluing
- Numbers and counting
- Circle time, including:
 - Calendar
 - Weather
 - Stories
 - Songs

4-5-Year-Old Kindergarten Readiness Rooms

Staff-to-Child Ratios

- **4-year-olds:** 1:10 (one staff member to ten children)
- **5-year-olds:** 1:10 (one staff member to ten children)

At times, classrooms may operate as **mixed-age groups**. In these cases:

- Ratios are determined based on the **ages of the children present**
- A **licensing-approved point system** is used to ensure compliance

For additional information regarding mixed-age ratios, please contact the **Site/Program Director**.

About the Kindergarten Readiness Rooms

The Kindergarten Readiness program prepares children for a successful transition into kindergarten by strengthening academic readiness, independence, and social responsibility.

Children will focus on:

- Early literacy and math readiness
- Following multi-step directions
- Problem-solving skills
- Self-help and independence skills
- Continued social-emotional development

The Kindergarten Readiness program utilizes developmentally appropriate curricula to help children develop socially, emotionally, physically and intellectually. The program includes High Scope Curriculum, physical education classes and swimming skills classes. Through the Handwriting Without Tears curriculum, children will develop pre-writing and reading skills, such as alphabet recognition, name recognition and practice writing their names.

Other Skills

- Science and Math Exploration
- Cutting & Gluing
- Numbers and Counting
- Circle time (including calendar, weather, stories and songs)

Potty Training

Toilet training is most successful when it is a **cooperative effort between home and childcare**. When a child shows signs of readiness or interest, teachers will partner with parents/guardians to establish a consistent routine.

At the center, children are routinely taken to the bathroom:

- Before and after meals
- Before and after gym or outdoor play
- Before rest time
- Anytime the child indicates the need to use the toilet

Children are encouraged to practice proper hygiene, including **wiping, flushing, and handwashing**.

Parents will receive daily updates regarding toilet-training progress through the child's **daily report**. Teachers and caregivers welcome questions, feedback, and collaboration as we work together to help each child successfully transition out of diapers.

Rest Period

All children are **required** to participate in a daily rest period.

- Children are **not required to sleep**, but must remain **quiet and restful**.
- Older children and those who wake early will be offered **quiet activities** until rest time concludes.
- To minimize disruptions, families are asked to **avoid pick-ups or visits during rest time** whenever possible.

Each child will rest on an individual **cot**, and families are responsible for providing **individual linens**.

Birthdays

Birthdays are special occasions for children, and we strive to make them positive and inclusive experiences.

To prevent hurt feelings:

- Birthday invitations may **not be distributed in the classroom unless every child in the room is invited.**
- Families may leave invitations at the **reception desk**, and staff will distribute them to parents/guardians.

Families are welcome to celebrate birthdays at the center in accordance with classroom and food policies.

Due to allergies and other dietary considerations, homemade food is not allowed. All food must be stored with nutrition label (except fruits/veggies).

Emergency Planning & Safety Procedures

Fire / Evacuation Procedures

Evacuation of the building may occur due to **fire, gas leak, or other hazardous conditions.**

1. Once a hazard is identified, the **fire alarm will sound**, and the **Fire Department will be automatically notified.**
2. Staff will **evacuate all children and participants immediately** using the **nearest safe exit**.
3. Attendance will be taken once outside the building.
4. If the building is deemed safe, staff will allow participants to **re-enter the facility**.
5. If re-entry is not permitted, staff will follow the **off-site evacuation protocol**.

Power Outage

1. Staff will keep children **inside their classrooms** and maintain supervision.
2. The **Wee Folk Childcare Director** will determine if and when parents/guardians need to be contacted for early pick-up.

Medical Emergency – Code Blue

1. Staff will announce: **“CODE BLUE IN _____”** (location).
2. If the emergency occurs on the playground, attending staff will notify the **Director** of the exact location.
3. Emergency medical services will be contacted as needed.
4. Parents/guardians or designated emergency contacts will be notified.

5. Staff will meet emergency personnel at the **designated entrance**.
6. Management staff will oversee and follow through until the emergency has been resolved.

Weather Emergency – Code Black

1. In the event of severe weather (including a **Tornado Warning** with sirens sounding), staff will move all children to **designated safe areas**.
2. Staff will monitor weather updates using **two-way radios and approved weather alerts**.
3. Once the **all-clear** is given, children may return to normal activities.

Lost or Abducted Child – Code Adam

1. Staff will announce: “**CODE ADAM _____**” (location).
2. A description of the child (and any associated adult, if applicable) will be communicated via **two-way radios** and the **phone paging system**.
3. Management will initiate a **facility lockdown** (no one in or out).
4. Management staff will be stationed at exits and will prevent entry or exit.
5. If the child or suspicious individual is located, staff will **immediately notify management or law enforcement**.
6. Management will confirm the situation and notify **authorities and parents/guardians**.
7. Once resolved, management will complete an **incident report**.
8. The Director and all staff stationed at exits will be notified when the **all-clear** is issued.

Lockdown Procedures

1. In the event of a fight, physical altercation, or unsafe situation, a **Lockdown Alert** will be issued through the phone system.
2. Classroom staff will follow **Lockdown Procedures** as practiced during **monthly drills**.
3. Law enforcement will be contacted if necessary to ensure safety.
4. Staff will attempt to resolve the situation peacefully whenever possible. If intervention is required, staff will prioritize safety and ensure **multiple staff members are present**.
5. Classrooms will remain locked down until **cleared by Management or Police**.

Winter Weather Closures

If a **No Travel Advisory** is issued or emergency vehicles are unable to reach the center, Wee Folk Childcare may be **closed** for the safety of children and staff.

- Families will be notified through the **ProCare app**.
- Closures ensure emergency assistance is accessible if needed.

Lost and Found

- A **central lost and found area** is maintained for misplaced items.
- Parents and children are responsible for checking the lost and found.
- Unclaimed items will be **donated periodically** to a local thrift store.
- Wee Folk Childcare is **not responsible for lost or stolen items.**

General Policies

Holidays

Wee Folk Childcare is closed on **weekends** and the following holidays:

- Good Friday
- Easter Monday
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- December 26th
- New Year's Day

Holiday Observance:

If a holiday falls on a **Saturday**, Wee Folk Childcare will be closed on the **Friday prior**.

If a holiday falls on a **Sunday**, Wee Folk Childcare will be closed on the **following Monday**. If a **holiday lands on a Thursday we will be closed that following Friday as well**.

Communication

The purpose of these policies is to prevent misunderstandings and clearly outline expectations for both families and Wee Folk Childcare.

Open and respectful communication between **parents, teachers, and the Site Director** is essential to providing the best possible care for each child. If you have questions or concerns regarding any part of this handbook or your childcare agreement, please speak with the **Site Director** as soon as possible.

Addressing Concerns

Wee Folk Childcare is a community of children, families, and staff who interact daily. While we strive for positive, kind, and respectful interactions, we understand that concerns and misunderstandings may arise.

We recognize that parenting is one of the most important and challenging roles an adult can undertake. You are your child's strongest advocate, and we value your thoughts, expectations, and feedback.

We also acknowledge that staff members are human and may occasionally make mistakes or communicate poorly. When this occurs, we want to hear from you so concerns can be addressed promptly and appropriately.

If You Have a Concern, Please Remember:

1. Our teachers genuinely want families to feel confident and satisfied with the care their child receives.
2. Whenever possible, speak directly with your child's teacher regarding concerns. Teachers appreciate open communication and understand if you prefer to speak with the Director.
3. If a concern involves a staff member, the Director will investigate and address the matter directly and professionally.
4. For minor issues, consider allowing room for a one-time mistake. If the issue becomes a pattern, it should be addressed.
5. Please do not allow concerns to build over time. Sharing concerns early helps prevent misunderstandings.
6. You can expect follow-up communication from the teacher or Director to ensure your concern has been addressed.
7. While not all requests can be accommodated due to licensing or operational requirements, **all suggestions are welcomed**, carefully considered, and responded to in a timely manner.

Reporting Concerns

To report suspected **licensing violations** or **suspected child abuse**, please contact the **Early Childhood Licensing Hotline**.

TRANSPORTATION

Wee Folk Childcare transport to and from Jeannette Myhre Elementary School & Dorothy Moses Elementary School

Wee Folk Must have at a minimum of 3 kids enrolled for transportation either to or from either School's for us to accept all enrollments permanently for the entire school year

Behavior & Discipline

Wee Folk Childcare uses **positive guidance and redirection** to support children's social and emotional development. Rules and expectations are explained to children in ways they can understand and are reinforced consistently.

- Children are reminded of rules as needed and treated **fairly and respectfully**.
- If a child experiences a temper tantrum and is unable to calm themselves, a staff member or the Director may assist by providing a **brief quiet time** away from the group to help the child regain control.
- Infants and young toddlers who do not yet understand behavioral expectations will be **redirected or removed from the situation** and guided to another activity.
- If a child's behavior becomes a concern, staff will **communicate with parents** to work together on a consistent plan.

Prohibited Discipline Practices

At no time will a child be subjected to:

- Physical punishment
- Shaming, frightening, or humiliating methods
- Verbal abuse, threats, or derogatory remarks
- Withholding of food or meals

Children will **never be punished for toileting or bathroom accidents**.

Employees & Substitute Caregivers

All employees and substitute caregivers:

- Complete **required background checks**
- Meet all **state licensing requirements**
- Are required to follow the policies outlined in this handbook and the **employee handbook**

Confidentiality

All information provided to Wee Folk Childcare is kept **confidential** and handled with care.

- Personal or child-related information will not be released without **written parent authorization**.
- This does not apply when disclosure is required by **law enforcement, licensing, or child protective services**.

Social Media & Public Concerns

Wee Folk Childcare values respectful communication and partnership with families.

- Concerns, questions, or issues should be addressed **directly with the Site Director**.
- Posting false or defamatory statements about the center, staff, or families on social media or public forums may result in **termination of childcare services**.

We encourage families to communicate openly so concerns can be addressed promptly and professionally.

Child Abuse & Neglect

Wee Folk Childcare staff are **mandated reporters** and are legally required to report any **suspected child abuse or neglect**.

- This includes any observed physical punishment occurring on-site.
- Any request for staff to use physical punishment will be **documented**, formally refused, and placed in the child's file with a written statement signed by the Director.

CPS Hotline to Report Suspected Abuse or Neglect:

 **1-833-958-3500**

Early Childhood Licensing Contact

If you need to contact **Early Childhood Licensing**, please use the following numbers:

 **Phone:** (701) 328-2115
 **Toll-Free:** (800) 997-8516

These policies are subject to change and will be updated.

A notice will be given when a policy is changed, added, or revised.

This handbook was last updated in January 2026

I have read, I understand, and I agree to the policies, and I will adhere them while enrolled at Wee Folk Childcare.

(Parent/Guardian Name(s) Printed)

(Parent/Guardian Name(s) Signed)

Today's Date

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