

# Wee Folk Child Care LLC.

910 S 18th St.  
Bismarck ND 58504

Thank you for your interest in our child care program. We believe that all children are special and unique. It is our goal to provide children with a safe environment that nurtures self-esteem and security. We provide an informal education program to promote learning through hands on play and discovery. We believe that children learn through active exploration and play and that self-esteem is built on mutual respect between us all - adults and children. We structure our program to be responsive to the needs of each child. We therefore offer opportunity for group activities and privacy to play and work individually. We encourage parents to discuss expectations they have and/or want for their child and Wee Folk Childcare. We are always open to any feedback. It is important that parents and providers communicate together and establish a good relationship, which is in everyone's best interest....especially the child.

Enclosed you will find a list of rules and information. Hopefully this will answer many of your questions. Feel free to ask anything not answered for you.

Preschool: We offer a play based CHILDCARE/PRESCHOOL which includes, but not limited to singing, dancing, creative play, building blocks, reading books, puzzles, games, dress up, free play, baking, coloring, crafting and playing outside. Preschoolers learn best doing hands on activities not flashcard, drilling or worksheets. We love to read stories, sing songs about the alphabet, numbers, etc. and talk about our letters, numbers, colors, shapes, while playing. Here at Wee Folk childcare we also teach children the importance of respect and manners. We offer a safe fun developmentally appropriate program. Learning is FUN at Wee Folk Child Care.

Hours of Operation: **5am-7pm Monday-Friday**

Per our agreement my hours will be \_\_\_\_\_ to \_\_\_\_\_. (Commuting hours should be included). Hours of care are contracted from child to child and should not exceed 9 1/2 hours per day.

Wee Folk Childcare is open to all children regardless of race, nationality or creed. You are invited and welcome to visit the daycare anytime your child(ren) are present. You are asked to avoid visiting during nap/quiet time as much as possible.

#### Holidays:

Wee Folk Child Care will be closed on weekends and on the following holidays:

- \* Good Friday
- \* Easter Monday
- \* Memorial Day
- \* Independence Day
- \* Labor Day
- \* Thanksgiving Day
- \* Day after Thanksgiving
- \* Christmas Eve & Christmas Day
- \* December 26th
- \* New Year's Day

If a holiday lands on a Saturday the Friday before Wee Folk Childcare will be closed and if the holiday lands on a Sunday the Monday after Wee Folk Childcare will be closed.

#### Behavior/Discipline:

The rules will be explained to the child(ren) to the best of their understanding. They will be reminded of the rules when necessary. We will try to be consistent. All children will be treated equally. If your child is having a temper tantrum and will not calm down we may ask the director to step in and remove the child for so quiet time so that they can collect themselves. Infants and young toddlers that do not understand the consequences of their behavior will be reminded of the rules and removed from the situation, redirecting them to another activity. If a child's

behavior becomes a problem, We will address it with you and we will try and resolve it together. At no time will a child be subjected to physical punishment or shaming, frightening or humiliating methods, or any type of verbal abuse, threats, derogatory remarks, or will be deprived of any meals. No child will ever be punished for bathroom/toilet accidents.

### Biting Policy

When your child is bitten in a daycare setting, it is a frustrating and upsetting situation for all involved. Biting can happen at an early age when children don't have the verbal skills yet to express themselves properly. Sometimes children bite on purpose. Luckily, most bites from young children don't break the skin, which could lead to infection. Taking care of the bite after it happens, both physically and mentally, can help the bitten child prevent and/or better deal with future bites.

The parent should contact a doctor if the skin was broken to discuss further treatment. There is risk of hepatitis B and C being passed from child to child if the skin was broken from the bite. There is also potential risk of infection. Follow your doctor's recommendations for vaccinations if felt necessary. Continue to keep the bite clean by washing with a mild soap and administering antiseptic. If the bite area becomes red and swollen, contact a doctor.

Talk with your child about what happened before the bite. Where the children playing a game? Was the child that bit acting aggressively? Talk with your child about using her words to express to other children and adults when she is feeling scared to alert them of a potential biting situation. Provide love, comfort and encouragement to ease your child's concerns about attending day care in the future. Being bitten can be traumatic for young children and can affect their desire to attend daycare and play with others.

**Parents should understand that biting is a normal developmental behavior, is rarely dangerous to your child, and that almost any toddler can turn into a biter!**

Biting policy no exceptions:

Wee Folk Childcare will check the bite wound carefully. The bite will be properly cleaned with mild soap and water and covered with an antiseptic and bandage.

I will discuss the incident with you when the bitten child is picked up. You will be provided with a detailed explanation for what took place and how the situation was dealt with. The teacher will fill out an incident report that you and I will both sign (one copy for you to take home & one for the childcare to keep on file).

The first occurrence of a child biting will be a written notice sent home to the parents with an action plan on the steps we will take to help this from reoccurring.

After a child has a second biting incident the child will be removed from the daycare for one week. After the third biting incident, the child will be removed for two weeks. If a child bites the fourth time he/she will be removed indefinitely.

Parents should know that long term biting that goes unaddressed will not be tolerated.

#### Infants and toddler:

Infants and toddlers will not necessarily follow the same schedule as the preschoolers. They are not always capable of sitting still for circle time, may need morning naps, etc. Infants are always fed on demand and toddlers usually eat meals and snacks with the older children. This is one reason the daily schedule is not "set in stone". Of course children develop differently, and whenever these "wee ones" wish to join in they will be allowed to do so. All children will have a resting/nap time period. No child is forced to sleep. However older children, and those who wake early, will be allowed to read a book or other quiet activity until rest time is over. All children will be given clean separate bedding in accordance with the North Dakota Daycare Licensing Rules. You will be required to provide blankets, pillows and stuffed animals (if necessary), they will be taken home on Fridays to be washed and returned the next week.

#### Meals and snacks:

Nutritionally balanced meals and snacks will be served. The children are offered the food and encouraged but not forced to eat. Wee Folk Childcare serves breakfast, am snack, lunch and afternoon snack each day as part of our program. If your child has a food allergy, please let us know upon enrollment. If a child has allergies that they cannot eat from the menu, Wee Folk Childcare will require the parents to provide their meals and snacks. Here at Wee Folk Childcare we do encourage each child to try one or two bites of everything. Children are encouraged to use meal time to share their experiences with each other. Manners will be taught and encouraged at this time as well. If a child chooses to disrupt everyone else's lunch, they will be excused from the table and asked to go sit until everyone else is done with lunch and then they may come back and finish their meal. If you wish to provide snacks for your child's birthday or any other time, that's great. If you could let me know a day ahead of time, it helps with snack preparation

**While transitioning infants to baby food, cereal, or whole milk they must have received the food or drink at home for three consecutive days prior to receiving the food at daycare. This is due to allergic reactions to certain foods that could occur. If your child(ren) do have allergies you will be asked to provide all meals and snacks. Also if you choose to serve anything outside of what is provided to your child you will be asked to provide this as well. This includes extra meals and snacks.**

### Transportation:

Wee Folk Childcare transports to and from Solheim Elementary School

### Clothing:

Children should wear clothing for the comfort and convenience. Comfortable sneakers and sandals should be worn, and water shoes for summer play. Please dress your child in clothing that is suitable for the weather. This means hats, mittens, and jackets/coats when necessary. An extra set of clothing can be left at the childcare that is appropriate for the season, in case of accidents with paints, mud etc.....This is a hands-on childcare, children learn by doing. We use washable art supplies, but caution never hurts! Children should not be worried about getting dirty or having spills on their on their clothing. Please dress your child in play-clothes.

### Outside play/Water Play:

Wee Folk Childcare has water tables and other fun outside toys. A swimsuit, towel, sun block, and bug spray may be requested for these days. As per licensing requirements, written parental permission and a written description of a child's swimming ability is required before child(ren) participate in any aquatic activity. However we do not have a swimming/wading pool and all children are monitored while water is in used.

### Illness/Sick Child Policy:

It is everyone's best interest that a sick child stays home. If a child has any of the symptoms listed below they will not be permitted to attend daycare until 24 hours after the last incidence of fever, vomiting, severe diarrhea, or until 24 FULL hours after medical treatment has begun as prescribed by a physician. The parent, legal guardian, or other person the parent authorizes will be notified immediately when a child has any sign of symptom that requires exclusion from the daycare setting. The Wee Folk Childcare will ask the parents to consult with the child's health care provider. The childcare will ask the parents to inform them of advice received from the health care provider. The Childcare shall make the decision about whether a child meets or does not meet the exclusion criteria for participation and child's need for care relative to the ability to provide care.

**Siblings: if one sibling becomes sick the other children must remain home to prevent exposer to the childcare even if the sibling shows no symptoms.**

Symptoms include but are not limited to:

1. Fever of 100.4 or more
2. Severe diarrhea (more than 3 bouts)
3. Unexplained rash (child will not be allowed in daycare until a medical exam has indicated it is not communicable disease)
4. Vomiting
5. Pinkeye or eye drainage \*Conjunctivitis\* with white or yellow discharge. May return to care 24 hours after treatment has started and no discharge is present (Wee Folk Childcare requirement)
6. Chickenpox- until all blisters have dried and formed scabs. About 6 days after the onset of the rash.
7. Sore throat or loss of voice.
8. Hacking or continuous coughing.
9. Yellow or green runny nose.
10. Head lice only allowed back when nits and eggs are no longer present.  
- Until nit-free (must provide a doctor's note stating child is clear of nits)
11. Hand Foot and Mouth only allowed back when all the blisters are dried and healing and the child no longer contagious. (About 10 days)
12. Covid - following all CDC guidelines
13. RSV/Croup- 3-5 days as well as no fever reduction medication and fever free for 24 hours.

Conditions requiring temporary exclusions: the illness prevents the child from participating comfortably in activities as determined by the site director at the childcare. The illness results in greater need for care the Center can provide without compromising staff ability to care for the other children. In the event that your child is ill and needs to miss a day, please call before your anticipated arrival. If a child becomes ill while at daycare, parents will be notified and he/she must be picked up no later than 30 minutes. The sick child will, if possible, be isolated from the other children to minimize exposure, although, not in a bad way as to make them feel even worse. If a child is absent for an extended period of more than one week (5days) due to illness, a doctor's slip is required upon return to care. \*\*\*\*\*If we have a medical emergency. We will notify the child care client immediately.

**The child must remain out of care until fever free for 24 hours without taking fever reducing medication.**

### Child medical visits:

If a child is being seen for an illness please make sure the doctors note of release back into daycare states what the child was seen for. If a child is due for immunization updates I ask that the child remains out for the remainder of the day if a live shot is administered to ensure there is not a reaction to the shot received. Please avoid quite/naptime pick up and drop offs. If your child is not able to participate in the normal day to day schedule of daycare due to any illness or the shots causing discomfort they will not be allowed into daycare or allowed to stay. Do not forget to request an updated immunization record for Wee Folk Childcare

### Fire/Evacuation:

1. Evacuation of building may occur from fire or gas leak.
2. After problem is identified, fire alarm will sound and the Fire Dept will be summoned automatically.
3. Evacuate participants outside via nearest exit
4. If all clear is determined, staff will allow participants to re-enter the building.
5. If unable to re-enter building, staff will proceed with off-site evacuation protocol.

### Power Outage

1. Staff will keep children in rooms.
2. Wee Folk Childcare Director will determine when/if parents need to be called to pick up children.

### Medical Emergency: Code Blue

1. Staff responding announce: CODE BLUE IN \_\_\_\_\_(area).
2. If in the playground the staff or attending staff notify director as to location.
3. Notify parents or designated emergency contacts.
4. Meet emergency personnel at the designated entrance.
5. Management staff follows through with emergency until over.

### Weather Emergency: Code Black

1. In the case of inclement weather: Tornado Warning has been issued for our area and the weather sirens are sounding: Staff move all participants into designated safe spots.
2. Staff monitor weather reports via two way radios.
3. After the all clear has been established, participants may return to their activities.

## Lock Down

1. In the case of a fight or physical altercation a Lock Down Alert will be issued through the phone system.
2. Classroom staff will proceed with Lock Down Procedures as practiced during the monthly Lock Down drills.
3. Contact the Police if necessary to mitigate a dangerous situation.
4. Try to resolve the situation in peaceful means, but if force is necessary, be safe and have multiple staff present to assist.
5. Staff are to remain locked-down until Management or Police clear each room.

## Lost or Stolen Child: Code Adam

1. Staff responding announce: CODE ADAM \_\_\_\_\_ (area).
2. Alert staff as to description of child/adult over 2 way radios and also 'Page Staff' over phones.
3. Building is locked down via management– nobody in/nobody out.
4. Management staff are assigned to exits and don't allow anyone to leave or enter; If the child or child/adult is spotted then notify staff or police.
5. Management confirm situation, and notify authorities and parents.
6. After all clear, responding Management Staff fill out incident form.
7. After incident has ended, notify Director and all staff posted at exits.

## Injuries:

1. In the event of any injury (other than minor scrapes, bumps, scratches, etc.) the parents will be notified immediately!
2. If the child is injured in a non-life-threatening way, we will assess the child and provide home first-aid.
3. In the event of a serious injury, the parents will be notified immediately and necessary steps will be taken to obtain medical aid.
4. If we are unable to reach you, or your emergency contacts, we will transport your child to his/her doctor or to the hospital, if necessary.
5. If immediate intervention is required, we will take the appropriate action, including call 911 and having your child transported by ambulance to the hospital.
6. You and your family insurance is/are responsible for the cost of medical help or treatment due to accidents or illness while in the child care. The child care is not responsible for any incidents that may happen to your child or for any medical or legal charges.
7. Children hurting one another, this is going to happen, I will inform you immediately upon pickup of any such situations. Should I have any information for you, the parent; it will be given at that point of pickup for the child either verbally or in written form.



8. If your child is picked up by numerous people we will contact you via phone, text or e-mail to ensure that you received the information.

It is the responsibility of every individual or their parent or guardian to provide their own accident and health coverage while participating in Wee Folk Childcare activities and programs. Neither accident nor health coverage is provided for participants by tWee Folk Childcare.

For emergency purposes, PARENTS MUST KEEP ALL CONTACT NUMBERS CURRENT AT ALL TIMES.

#### PRESCRIPTION MEDICATIONS:

Wee Folk Childcare will not administer prescription medications to children throughout the day. Please visit with Site Directors if you feel there is a special circumstance. The Site Director may ask the parent to come in and give medication if it is needed during the day. As always any prescription medications that are brought into a site must be in the original container with the original pharmacy label.

#### NON-PRESCRIPTION MEDICATIONS:

Wee Folk Childcare will not administer non-prescription medications, over the counter (OTC) medications, to children of any age without a doctor's note. This includes ALL non prescription medications. Please remember all OTC medications should be kept in the original manufacturer's container. The medication should be labeled with the child's name by the parent. A non-prescription medication form must be filled out, you may bring us a doctor's note or take the non-prescription medication form to your doctor and they can sign the form.

All medications must be given to your child's teacher; medications may NOT be left in diaper bags or children's backpacks.

#### Health care plan:

A written health care plan is required by licensing for those children with a diagnosed special need. These plans give care providers the vital information they need to manage the child's condition on a daily basis, what to do in an emergency and how to help the child participate as fully as possible in the child care program. Please see your Site/Program Director if a health care plan needs to be completed.

#### Immunization requirements:

The North Dakota Department of Human Services requires that all children attending a child care facility maintain an up to date immunization record in their

child care file. As your child receives new immunizations, please leave an extra copy at the Reception Desk.

All children need to be up-to-date according to the child care immunization requirements or have claimed an exemption within 30 days of enrollment or be excluded from child care.

## FOOD PROGRAM

child & adult care food program

A good balanced diet can have a marked effect on children's social and emotional behavior as well as their ability to use the full range of their intellectual capabilities. Together we can work to reinforce positive eating habits and educate our children in sound principles of food and nutrition. The children have taught us that their tastes are simple and their stomachs are small, so we try to reflect that in the menus we plan for breakfast, lunch and snacks. All meals meet ND State Food Program nutritional requirements.

Please see your child's room for their classroom's specific meal times.

\* If your child will be arriving after 8:45am, please see that they have eaten a balanced breakfast prior to entering their classroom.

\* If your child will be arriving after their classroom's scheduled lunch time, please see that they have eaten a balanced lunch prior to entering their classroom.

Outside Food

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

\* Inquire with your child's site/program for included meals.

1. If your child has special dietary needs that you feel require food from home, please contact the Site Director.
2. If the Site Director approves food to be brought from home, it is expected that a well-rounded meal will be provided.
3. Unless dietary restrictions do not allow, a well rounded meal would include a protein, grain, vegetable, fruit and milk.
4. Please do not send treats such as cookies, candy and potato chips. This also includes yogurt with candy toppings.
5. Please do not send juice, soda or caffeinated beverages.
6. Peanut products are not permitted. Sunbutter is an acceptable substitute for peanut butter.
7. Participants who cannot consume cow's milk for a medical reason or lifestyle choice may consume a non-dairy beverage that is nutritionally equivalent to milk.
8. A medical statement must be on file for non-dairy beverages that are not nutritionally equivalent to cow's milk. Examples would be almond milk, coconut milk, rice milk and some soy milk varieties.
9. Milk and non-dairy beverages must be unflavored.

### Winter:

In the event there is no travel advised in the city and/or an emergency vehicle is unable to make it here Wee Folk Childcare will not be open. This is for the safety of all the kids because in the event of an emergency the childcare needs to be able to get them assistance.

### Arrival and Departure Guidelines:

1. As part of the contract that parents/guardians have signed, it is important that your child(ren) are dropped off and picked up at the scheduled drop off and pick up times. Please call Wee Folk Childcare if your child will not be attending. If a child is not at the childcare at his/her start time we will try and contact both parents via a phone call or text message, if no response is given then we will then try to contact someone on the emergency contact list. This also applied to pick up times. It is important that your child(ren) are dropped off at their scheduled time as to not disrupt the childcare and the schedule that we follow.

2. Please do not allow your child to play near the vehicles at any time. The fence is not for climbing on

3. Bring your child in and help them with their coat and shoes if necessary.

4. Give any special instructions at this time. When picking up your child we will try to give highlights of their day at this time.

5. The smooth flow of our program depends largely on the parents properly signing the children in and out each day. Children must be walked to their classroom by a parent / guardian. Upon arrival, children will be required to wash their hands.

6. If special arrangements have been made for the pickup of your child, please inform us by either e-mail or by giving us a call. Otherwise, children will be released only to those people age 13 and over whose names appear on the enrollment form.

7. Anyone unfamiliar to the staff will be required to show proof of identification. Please make the alternate pick-up person aware of these requirements. If the person picking up the child appears to be under the influence of alcohol or drugs, another authorized person will be called to pick-up both the child and the adult.

8. Court orders, if there is a court order keeping one parent or guardian away from the child, the site must have the notarized copy of that court order in the child's files to that effect. Otherwise, We cannot prevent the non-custodial parent from picking up the child.

**9. Infant car seats cannot be left at the center during the day. Unless otherwise approved**

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"

### Clothing:

We ask that children wear comfortable, washable clothing that will enable them to participate freely in the many activities provided. On occasion we do messy activities, so please take this into consideration when dressing your child for their busy day. Please mark all outer clothing with your child's first and last name and occasionally check the lost and found for misplaced sweaters, jackets, etc. Please leave a complete set of extra clothing in your child's cubby in case of spills, toilet accidents, and wet clothes due to sledding or puddles. Summer kids may also choose to do this during the summer months. Swim suits and towels are needed for all children in the summer months. Socks and tennis shoes are recommended to help prevent injury. Sandals can be hazardous for active play.

### Aquatics policy:

As part of our program the all participants must fill out an aquatic permission form before they will be allowed to participate in any water activities. This form allows you as parents to decide if and what aquatic activities you would like your child to take part in and it allows our staff to provide safe and appropriate aquatic activities for all of our participants.

### Pictures:

Snapshot pictures may be taken throughout the year. Some of these pictures may be used in promotional materials for Wee Folk Childcare. You will be asked at enrollment to sign a picture/video consent form for each child enrolled in our program. It is strictly prohibited for parents to take pictures of the children with their camera or phone.

### Supplies:

Each child will have a designated space for their personal items. Please mark names on your children's things. Please bring the following things for your child to have available.

\*A complete change of extra clothing for 2 and above. Two complete sets (or more if you would like) for infants. This includes shirt, pants, underwear, and socks. Please replenish if the items are returned to you. Please be sure these are season appropriate. Please bring 2 changes of clothing while potty training.

\* 3 bottles daily with your child's breast milk with adequate amount of milk for the child's feeding

- \* 2 pacifiers if using
- \*Diapers or pull-ups and wipes, if needed (please replenish as needed) we ask that the wipes be unscented.
- \*Blanket for naptime. This will be taken home on Fridays for laundering. Please bring it back on Mondays. Some children do need comfort items a stuffed animal, and pacifier for nap time maybe used, if needed. (This must be indicated at enrollment)
- \*Sun block, insect repellent, etc....(can be used if form is signed)
- \*Parents are encouraged to bring extra seasonal outdoor clothing such as hats, mittens, coats, etc...
- \*If you prefer you may supply these items to be left here. The option of leaving these items here is for your convenience and is not required.

### Daily Reports:

Daily Reports will be filled out upon request. Wee Folk uses Procure. All information is inputted in the software.

## CURRICULUM

### **Infant rooms**

Age Ratio for Infants

Birth-18 months 1:4 (1 staff to 4 children)

About the Infant Rooms

We will meet and exceed their daily needs. We will expose them to fine motor skills (grasping objects, exploring with their fingers) and gross motor skills (rolling over, crawling). We will also expose your children to new and different textures.

Infant car seats cannot be left at the center during the day.

Back to sleep policy for infants

All infants under 12 months of age shall be placed on their backs on a firm tight fitting mattress for sleep in a crib unless a child has a signed note from a physician or parent specifying otherwise.

What your child will need

- \* Diapers & Wipes
- \* Bottles/Sippy Cups
- \* Extra clothes
- \* Blanket
- \* Bug spray/Sunscreen (summer months)
- \* Pacifier (if needed)

What Wee Folk Childcare provides

- \* Jarred pureed fruits and vegetables (up to 12 months)
- \* Iron Fortified Infant Cereal, Rice & Oatmeal (up to 12 months)
- \* Solid foods from the Food Program (after 1st birthday)
- \* Whole milk after 12 months of age

Breast Milk Storage and Handling Procedures

Breast milk can be brought in for daily use only. All breast milk must come in a bottle, not storage bags. It is always a good idea to bring more than what you think your infant will use in a day, just in case of an emergency. Your breast fed infant bottles must be labeled with first name and last initial.

**Wee Folk Childcare staff will not empty or sanitize bottles used for breast milk. All breast milk bottles need to be taken home at the end of every day and be emptied and sanitized at home.**

To help us get to know your child, you will be asked to complete a "Getting to Know your Infant Questionnaire" prior to your child's first day of care.

CURRICULUM

**1-2 year old rooms**

Ratio for 12-18 months Ratio for 18-24 months

1:4 (1 staff to 4 children) 1:5 (1 staff to 5 children)

About the 1-2 Year Old Rooms

We will be working on using plates, silverware and cups for meal times. We will also start with gross motor skills (jumping and running) and fine motor skills (coloring and painting). We will work on introducing colors, shapes, animals and many different things that we are exposed to in our daily lives.

Pacifiers - We understand the use of pacifiers is necessary at times, however when your child reaches twelve to eighteen months of age we will work with you to try to wean your child off of the pacifier. This is only possible with your help.

When your child reaches two years of age the use of a pacifier will not be used unless absolutely insisted by the parent.

## Nap Time

Children nap 1:00-3:00.

What your child will need

- \* Diapers
- \* Wipes
- \* Diaper Rash Ointment (if necessary)
- \* Sippy Cup (with removable stopper)
- \* Extra clothes
- \* Blanket
- \* Water bottle
- \* Bug spray (summer months)
- \* Sunscreen (summer months)
- \* Pain reliever (when needed for teething, fevers, etc.)

What Wee Folk Childcare provides

- \* Whole milk
- \* Solid foods from the Food Program

To help us get to know your child, you will be asked to complete an "All About Me Enrollment Questionnaire" prior to your child's first day of care.

## CURRICULUM

### **2-3 year old rooms**

Ratio for the 2's Ratio for the 3's

1:5 (1 staff to 5 children) 1:7 (1 staff to 7 children)

About the Toddler Rooms

The toddlers will be working on cooperative play in the room. We also work on interpersonal skills with the children. We will incorporate fine motor skills within our classroom curriculum. We have gym time offered to us on a daily basis. We will expand on our gross motor skills such as jumping, skipping, hopping and many more.

### Potty Training

Toilet Training needs to be a cooperative effort between home and child care.

When a child shows interest or readiness, the teacher or caregiver will work with the parents to establish a routine. At the childcare, children are taken to the bathroom before/after scheduled events; meals, gym or outside, nap and any other time the child indicates the need to use the toilet. Proper health procedures are encouraged such as wipe, flush and wash. Parents are informed of the day's attempts on each child's daily reports. Teachers and caregivers welcome your comments and questions, and may ask many themselves as they work with you to help your child transition out of diapers.

## Nap Time

Children nap from 1:00-3:00

What your child will need

- \* Pull-Ups/Diapers
- \* Wipes
- \* Diaper Rash Ointment (if necessary)
- \* Extra clothes (Don't forget the big kid undies!)
- \* Blanket and small pillow
- \* Water bottle
- \* Bug spray (summer months)
- \* Sunscreen (summer months)

To help us get to know your child, you will be asked to complete an "All About Me Enrollment Questionnaire" prior to your child's first day of care.

## CURRICULUM

### **3-4 year old preschool rooms**

Ratio for the 3's Ratio for the 4's

1:7 (1 staff to 7 children) 1:10 (1 staff to 10 children)

About the Preschool Rooms

The Preschool program utilizes developmentally appropriate curricula to help children develop socially, emotionally, physically and intellectually. The program incorporates High Scope Curriculum, physical education classes, center play and free choice play. Children will begin to practice pre-writing and reading skills, such as alphabet recognition, name recognition and practice writing their names.

Other Skills Children will Begin to Practice

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

## Nap Time

Children nap from 1:00-3:00

What your child will need

- \* Extra clothes
- \* Blanket and small pillow
- \* Water bottle
- \* Bug spray (summer months)
- \* Sunscreen (summer months)
- \* Swimming suit/trunks and towel

To help us get to know your child, you will be asked to complete an "All About Me Enrollment Questionnaire" prior to your child's first day of care.



## CURRICULUM

### **4-5 year old kindergarten readiness rooms**

Ratio for the 4's Ratio for the 5's

1:10 (1 staff to 10 children) 1:12 (1 staff to 12 children)

About the Kindergarten Readiness Rooms

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)

Naps / Rest Time

Nap time for the younger children is offered from approximately 1:00-3:00. A short rest time for the older children is offered after lunch.

What your child will need

- \* Extra clothes
- \* Blanket and small pillow
- \* Water bottle
- \* Bug spray (summer months)
- \* Sunscreen (summer months)
- \* Swimming suit/trunks and towel

To help us get to know your child, you will be asked to complete an "All About Me Enrollment Questionnaire" prior to your child's first day of care.

## HEALTH:

bug spray / sunscreen

Wee Folk Childcare does not provide sunscreen, so please make sure your child has a labeled bottle of sunscreen and bug spray in their room. A consent form must be on file for all children. All children will participate in outdoor activities.

Exclusion from these activities is only allowed for medical reasons, in which case a note from a doctor is required.

## FINANCIAL POLICIES

Please contact the center for rates.

### Auto Payment:

All families are required to pay their monthly tuition via auto pay.

It is the parent/guardian's responsibility to check their Bank / Credit Card account to ensure the payment was processed and if not, to make alternate arrangements.

If full payment is not received by the end of the business day 10th of the month, Wee Folk Childcare reserves the right to terminate child care services.

Tuition is charged on a monthly basis and therefore no credits are made on a daily basis for days Wee Folk Childcare is closed due to holidays, weather, or other unforeseen circumstances.

First Auto Draft: Your first auto draft will occur in the month your child begins care on the date(s) you designate on your auto pay form. Please note your first auto draft(s) may occur prior to your child's first day of care. If a family's Automatic Payment Authorization Form is received after the designated draft date(s), the tuition for the first month will draft on the child's first scheduled day of care.

### Registration Fee:

A Registration fee of \$150.00 is due upon registration. The REGISTRATION FEE is **NONREFUNDABLE**.

### Annual Fee:

An annual fee of \$100.00 will be charged for ages 0-29 months on September 1st of each year

An annual fee of \$115.00 will be charged for ages 3 yrs and up on September 1st of each year

### Returned payment fee:

A \$25 return fee will be assessed to accounts for any returned payment.

Full payment must be received by the 10th of the month in order to retain services. For payments returned after the 10th of the month, the full amount must be remitted by the deadline set by Wee Folk Childcare Management in order to retain services.

### Early Drop off/Later pick up:

If an earlier drop off or a later pick up is needed **it will need to be approved**. If the day changes weekly notice must be given Fridays by 6pm. Fee will be assessed based on the time needed.

Fee is \$5.00 per every five minutes.

### Withdrawal policy

A 30 day written notice is required to withdraw from Wee Folk Childcare programming. Upon receipt of the written notice, billing will be discontinued after 30 days. Full payment for the 30 day period is required and is the financial responsibility of the family.

If you would like to return to the program at a later date, your child will be accepted on a space available basis; no spot will be held for your child. If you would like to maintain your spot and return at a later date, full monthly tuition is required. If the site director feels that the requirements of the contract are not being met, if there is a conflict in caring for a child the site director may choose to assist in any way I can to help families find new child care. If payment is not made and your account remains delinquent, legal actions will be taken. All collection charges, late charges, and legal fees will be added to your account and owed to the child care. The child care reserves the right to terminate the service if:

- \* Immunizations are not kept current (by ND state regulations)
- \* If the parent is not supportive of the policies and procedures
- \* The provide is treated in an abusive or derogatory manner
- \* Child fails to adjust in the childcare
- \* If the child's behavior is disruptive, unmanageable, and/or harmful to the other children or to the provider.
- \*Wee Folk Childcare may terminate at will.

If immediate termination/dismissal is required (for any reason including non-payment) 30 day payment is required with no further care provided.

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

### Late pick up fees

Wee Folk Childcare closes at 7:00 pm.

Late fee: \$1/minute after 7:00

\*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.

**Your tuition is due and payable regardless of the child's attendance**, as you are not only paying for our services, but also your child's position in the Child Care program. There will be NO refunds or adjustments made to your child's tuition for any missed time. The position is being reserved for your child that cannot be filled on a short term basis.

These rates are subject to a 3% increase.

#### Schedules:

If you have a schedule that changes please make sure to fill out the change is schedule. (Available upon request) If you have a schedule that is changing constantly (i.e. weekly) this must be submitted by end of day Friday by 6pm for approval for the following week. Please keep in mind the childcare does plan ahead so to make sure I have enough staff. (A notification of at least 24 hours must be given)

#### Holding Fee:

If the position you are seeking is currently available in the program and you wish to start at a later date, you will be charged the full weekly rate to ensure the position for you. Again you are not only paying for services you are paying for your child's position in the program. This is NON REFUNDABLE.

#### Personal items from home:

All toys, books, games, etc., brought from home must be shared. If there are any problems, the item will be kept by teacher and returned to the child or parent at departure. We recommend all personal belongings be labeled and keep valuable items at home. All electronic games/devices should be kept at home!

While attending the personal cell phones are not allowed to be used by the children. Your child will be asked to keep their cell phone in their backpack. If the cell phone continues to be a problem, the staff will keep the phone until a parent arrives. If parents need to be contacted during program hours, a staff member will use the childcare phone to make the call. If your child needs a special toy or item for sleeping, it will be allowed, but it will remain put away until Rest Time.

**Wee Folk Childcare** assumes NO responsibility for lost, stolen, or broken toys from home. Should the child deliberately destroy toys or other property through misuse or willfulness, the parent will be required to replace it.

#### Lost and Found

There will be one central location where all lost and found items will be kept. It is a parent's / children's responsibility to check lost and found for their missing items. Unclaimed items will periodically be donated to a local thrift store. Wee Folk Childcare does not accept responsibility for lost and stolen items.

## Birthdays

Children consider their birthday to be the most important day of the year. To avoid hurt feelings, please do not distribute birthday invitations within your child's room, unless you are inviting the entire classroom. You may leave the invitations at the reception desk and we will distribute them to the parents.

To encourage children to make healthy choices, Wee Folk Childcare has implemented healthy birthday celebrations. Instead of bringing cupcakes and other sweet treats to share with the class, we are asking the children to choose a birthday celebration choice from the Birthday Celebration pamphlet. Please see your child's teacher for more information.

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

## Rest Period

All children are REQUIRED to have a rest period. No child is forced to sleep; however they must remain quiet. Older children, and those who wake early, will participate in a quiet activity until Rest Time is over. Please try not to schedule pick-ups or visits during this time to lessen disturbance to the resting children. All children will rest on their cot with individual linens.

## Year End Statements:

A year end statement of all child care fees paid will be provided, to the address on file, within the first 4 weeks of the New Year. Any reprint if lost will be 5.00.

**\*All bills must be paid in full to acquire your tax statement. There cannot be a balance.**

## Addressing concerns:

As a child care center, we are a community of children, parents, and staff, all interacting and sharing our lives together. In a community, people work closely together and hopefully interactions are positive, helpful, kind, and understanding. Yet it is to be expected that from time to time people will experience some conflict, some concerns, and some difficulties.

We recognize that parenting is one of the most difficult and intense activities any adult can undertake. We want you, as parents, to share your thoughts, hopes, and dreams for your children. We know that you want what is best for your child and that your job is to advocate for and protect your child.

We, as a staff, will make mistakes, create misunderstandings and occasionally communicate poorly. When these mistakes occur, we want you to tell us. As a staff, it is our hope to offer your family the best child care services possible. In

order to meet our goal, we need your input, suggestions, questions, and concerns.

When you have a concern, please remember...

1. Teachers really want to please parents. They really want to make you happy and have you be very satisfied with the care your child is receiving.
2. Talk to teachers directly whenever possible. If you feel comfortable, ask your child's teacher first about any concern. Teachers prefer that you talk with them directly, but they do understand if you would prefer to talk with the director.
3. Realize that if you have a concern about a teacher, the director will need to investigate and talk to the teacher directly about your concern. The director will deal in a straightforward manner with the teacher so he/she can improve their performance and correct any mistakes.
4. Consider using the once is ok rule. With minor issues, allow staff to make a mistake once or twice. But when it becomes a pattern, it is definitely time to bring it to their attention.
5. On the other hand, don't allow concerns to build up. As concerns occur, share them with the staff. It is always disturbing to the director to find out later that parents had a number of concerns and never expressed them.
6. Expect follow-up from the director or teacher to make sure your concern has been addressed.
7. Sometimes we cannot make a change you request due to other restrictions, but we ALWAYS want to hear your suggestions. We promise to consider them seriously and respond to you in a timely manner.
8. To report suspected licensing violations or suspected child abuse contact Early Childhood licensing hotline.

#### Child Abuse/Neglect:

As a childcare center we are required by law to report any suspected signs of child abuse and/or neglect. This includes any form of physical punishment by the parents in the center. Any request to us physical punishments will be noted in the child's file along with a written refusal from the center, signed by the director CPS hotline number to suspect child abuse and neglect 1-833-958-3500.

#### Early Childhood:

As a childcare center if you need you get ahold of the early childhood licensor please call the hotline number which is Phone : [\(701\) 328-2115](tel:7013282115) or Toll-Free: [\(800\) 997-8516](tel:8009978516)

#### ANTI-BULLYING POLICY:

Wee Folk Childcare anti-bullying policy and consequences  
In our effort to promote a safe and healthy learning environment and to provide nurturing relationships and positive interactions here at our center we have come

to recognize that bullying is a toxic form of abuse among peers. Staff and students alike who are bullied and those who bully others are at significant risk of experiencing a range of health, safety, and educational risks. Bullying can be physical (hitting, pushing, shoving), verbal (being teased, threatened, coerced, made fun of, called derogatory names) or relational (spreading rumors, being left out or ostracized).

#### I. Prohibition of Bullying:

1. It is the policy of Wee Folk Childcare to prohibit bullying, harassment, or intimidation of any person on the childcare property or at any childcare sponsored functions.

\*Age appropriate conflict is conflict that only affects the aggressor and the victim for a short period of time. Toddlers and pre-school age children will naturally exhibit socially imperfect behavior including hitting, biting and other physical contact in order to test boundaries and learn socially acceptable behavior.

#### II. Consequences:

1. Consequences and remedial actions for persons committing acts of bullying, harassment, or intimidation and for persons engaged in reprisal or retaliation and for persons found to have made false accusations will be consistently and fairly applied after appropriate investigation has determined that such an offense has occurred.

- a. Loss of a privilege
- b. Verbal reprimand
- c. Parental notification
- d. Parent/Student/Director and/or Teacher Conference
- e. Education about the effects of bullying, harassment, or intimidation
- f. Suspension or Expulsion

Wee Folk Childcare will participate in a fund raising campaign. These fund-raising campaign provides scholarship support for Wee Folk Childcare programs, including Child Care. Your support in this fundraising effort is greatly appreciated. We rely on your active support for our fund raising activities during the course of the year to enhance our program. All contributions, either as cash donations or in the way of materials and equipment, are tax-deductible.

#### Child Care Assistance:

All families are required to pay their full monthly tuition as per our tuition payment policy. For families that receive Child Care Assistance through the ND Department of Human Services, we will bill out childcare assistance directly via the website for all enrolled and receiving services.

\* parents are required to pay the remainder of the payment due via auto pay as outlined in the "Tuition" section of this hand- book.

\* If the remainder payment is not received by the 10th of the month, Wee Folk Childcare reserves the right to terminate child care services.

Employees/Substitute Caregivers:

All employees will have a background check completed and will also adhere to the rules and policies that are stated in this policy handbook as well as their company handbook.

Confidentiality:

The information that you supply to Wee Folk Childcare will be kept confidential. We will at all times respect your privacy. Before any of the information is released to outside persons, the parents will sign a release form. (This does not apply to law enforcement)

\*Social Media- If at any time Wee Folk Childcare is brought aware of a comment or post that has been in a negative manor about the center it will be grounds for immediate termination. Wee Folk Childcare will take legal action against them for false defamation and slander as this is something that could affect the business. If you have an issue or concern this needs to be discussed with the site director personally.

Communication

The purpose of these policies is to keep misunderstandings from happening. We at Wee Folk Childcare hopes it provides you with a clear picture of the expectations we have for you and that they may have for Wee Folk Childcare. If at any time a parent has a question concerning any part of this contract, We urge them to talk to the site director about it immediately. Communication between parents and their child's teachers and the site director is the key to each child getting the best care possible.



By signing I, \_\_\_\_\_, agree to the policies and will adhere to them.

\_\_\_\_\_ Parent/Guardian

\_\_\_\_\_ Parent/Guardian

\_\_\_\_\_ Date

\*\*\*\*\*These policies are subject to change and will be updated. A notice will be given when a policy is changed, added, or revised.