



Center Handbook

Thank you for your interest in our childcare 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 have structured our program to be responsive to the needs of each child. We therefore offer opportunities 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.

In this handbook you will find a list of rules and different information about Wee Folk Childcare and the Services we provide here. Hopefully this will answer many of your questions upon enrollment, if not do not hesitate to ask anything not answered in this handbook.

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

CHILD SCHEDULES

SCHEDULES

Hours are not to exceed 9 1/2 hours a day (unless otherwise agreed upon)

Your child's Teacher will pass out a monthly calendar that will be required to be filled out and returned with the hours that your child will be attending daycare for that month.

If you have a schedule that changes, please make sure to fill out the change in schedule.

We ask that notification of at least 24 hours must be given.

If you have a schedule that changes constantly (i.e. weekly) this must be submitted by the end of the day on Friday, by 6pm for approval for the following week.

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.

10:00 AM DROP OFF DEADLINE

Wee Folk Child Care center has a 10:00 AM drop off deadline for all students, unless prior approval / appointments are scheduled. Parents must communicate with their child(ren) teachers of late arrivals or if their child(ren) will not be attending a certain day.

DAILY REPORTS

All parents will be sent a ProCare Application link to their email, this application gives parents the ability to keep up with all the activities their child will be doing throughout the day, such as how much they eat at meals, when they use the bathroom, how much they drink of their bottles, and what activities they do at learning times, etc..

Daily Reports will be filled out on paper if ProCare is down, an outage is in the area or upon parents' request.

Center Policy's

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. Wee Folk Childcare will ask the parents to consult with the child's health care provider. We will ask the parents to give us the results right away when they receive them from the health care provider. We 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.

Symptoms include but are not limited to:

1. Fever of 100.4 or more
2. Severe diarrhea (more than 3 bouts)
3. Unexplained rash (children 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. 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 is only allowed back when nit 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:

Illness prevents the child from participating comfortably in activities as determined by the site director at Wee Folk. The illness results in greater need for care, the Center can provide without compromising staff ability to care for the other children. If your child is ill and needs to miss a day, please call or message in the ProCare app before your anticipated arrival. If a child becomes ill while at daycare, parents will be notified, and he/she must be picked up no longer than 1 hour after notified. The sick child will (if possible) be isolated from the other children to minimize exposure, although, not in a bad way to make them feel even worse. If a child is absent for an extended period of more than one week (5 days) due to illness, a doctor's slip is required upon return to care. If we have a medical emergency, We will notify the childcare client immediately. The child must remain out of care until fever free for 24 hours without taking fever reducing medication. Wee Folk will have a sheet upon pick up for parents to sign stating the symptoms Wee Folk has seen while their child has been in their care and explaining the 24-hour rule. This will be signed and dated by parents at pick up in the event of a child going home sick. If a child returns to Wee Folk after being home sick but is still showing signs and symptoms of an illness, Wee Folk Childcare will ask for pick up and not to return for 48 hours at this point, to ensure that the child and others are free of symptoms and illnesses.

Siblings: if one sibling becomes sick the other children must remain home to prevent exposure to the other children in our care, even if the other sibling shows no symptoms.

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 are required before child(ren) participate in any aquatic activity.

AQUATICS POLICY

As part of our program all participants must fill out an aquatic permission form before they will be allowed to participate in any water activities. This 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 our participants.

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 later, 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 later, 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 to help families find new childcare. If payment is not made and your account remains delinquent, legal action will be taken. All collection charges, late charges, and legal fees will be added to your account and owed to childcare.

Childcare 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 provider 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. **

ANTI-BULLYING POLICY

In our efforts 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:

- a. 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 to test boundaries and learn socially acceptable behavior.

II. Consequences:

- a. 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 an appropriate investigation has determined that such an offense has occurred.
- b. Loss of privilege
- c. Verbal reprimand
- d. Parental notification
- e. Parent/Student/Director and/or Teacher Conference
- f. Education about the effects of bullying, harassment, or intimidation
- g. Suspension or Expulsion

PAYMENTS

PAYMENTS

All parents will be sent a ProCare Application link to their email, then can set up a reoccurring payment that auto drafts from their account or opt to just receive invoice to pay online by the 10th of the month. If you choose not to set up the account the other approved methods will be Cash, Check or Money order. Keep in mind checks will be accepted unless the occurrence of a returned check then Cash or money order will be required.

AUTO PAYMENT

All families are required to pay their monthly tuition via auto payment, unless other arrangements have been approved.

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

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

- a. Charge daily Late Fees till the amount it paid in full
- b. Terminate childcare services immediately, while understanding your bill will still be outstanding

- If not paid by 30 days, Bill will be sent to collection services for further disruptions.

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

FIRST AUTO DRAFT

Your first autopay will occur in the month your child begins care on the date you designate. Please note your first autopay 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 be drafted on the child's first scheduled day of care.

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 previously in this handbook. If the remainder payment is not received by the 10th of the month, Wee Folk Childcare reserves the right to terminate childcare services.

YEAR END STATEMENTS

All year end statements will be found in the ProCare app.

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

Center Fees

REGISTRATION FEE

A Registration fee of \$150.00 is due upon registration. The registration fee is **non-refundable** and due prior to your child(ren) start date.

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

SUPPLY FEE

If you have received notices of items your child is running low on but have not supplied them in a timely manner, a staff member may end up having to use Wee Folk supplies for your child. If this happens you will be charged the following amounts per item/item used.

- a. \$2 per usage for diapers/pull ups
- b. \$3 per day for wipes
- c. \$2 per usage for any medication
- d. \$2 per clothing item
 - a. Shirt, Pants, Socks, Shoes, Underwear

If the clothing items that belong to Wee Folk are returned to the front desk in a timely manner, the fees will be refunded.

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

RETURNED PAYMENT FEE

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

Full payment must be received by the 10th of the month 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 to retain services.

LATE PICK-UP FEES

Late fee: \$5 per minute after 6:30 pm or \$2 per minute after your scheduled pick-up time

*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

If the position you are seeking is currently available in the program and you wish to start later, we will charge you the full weekly rate to ensure the position for you. Again, you are not only paying for our services, but you are also paying for your child's position in our program. This is **NON-REFUNDABLE**.

If we hold a position for you that is available in the future, a \$50.00 a week fee will be charged. Either amount will be due paid in full by the first of each month. This is **NON-REFUNDABLE** and guarantees your space, unless we are unable to take your child for any reason.

Guidelines

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 sending a message on ProCare, 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.

- a. Wee Folk Child Care center has a 10:00 AM drop off deadline for all students, unless prior approval / appointments are scheduled. Parents must communicate with their child(ren) teachers of late arrivals or if their child will not be attending a certain day.

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 they need help.

4. At Drop off, give any special instructions and a brief update on how their night and morning was to their teacher. When picking up your child this is our chance to do the same to you and try to give highlights of their day!

5. Children must be walked to their classroom by a parent / guardian.

6. The smooth flow of our program depends largely on the parents properly signing the children in and out each day.

- a. If you do not sign your child in continuously, a charge of \$1.00 will be added each sign in or out that is managed by Wee Folk Childcare.

7. If special arrangements have been made for the pickup of your child, please inform us by either ProCare or by giving us a call. Otherwise, children will be released only to those people age 18 and over whose names appear in ProCare.

8. Anyone unfamiliar with 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.

9. 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.

10. 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"

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.

- 3 complete sets (or more if you would like). This includes shirts, pants, underwear, and socks. Please replenish if the items are returned to you. Please be sure these are season appropriate.
- 3-4 bottles daily with your child's breast milk with an adequate amount of milk for the child's feeding
 - Wee Folk Childcare asks that if parents use glass bottles at home, they are to bring plastic bottle for daycare use. This is a liability and safety concern to the children in the classrooms in the event of one dropping, breaking or getting too hot.
- 3-4 clean empty bottles daily for your child if using formula
- 2 pacifiers if using
- Diapers or pull-ups and wipes, if 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 like stuffed animals, and a pacifier for nap time may be used, if needed. (This must be indicated at enrollment and will be kept in their bin until rest time)
- Sun block, insect repellent and butt paste
- Parents are encouraged to bring extra seasonal outdoor clothing such as hats, mittens, coats, etc...

You will be given a supply list for your child(ren)'s class that a basic needs list of anything your child will need on a day-to-day basis.

Wee Folk Childcare does have a set list of recommended brands for each item listed, if you would like this list please ask a staff member or management.

CLOTHING

We ask that children wear comfortable, washable clothing that will enable them to participate freely in the many activities provided. Please dress your child in clothing that is suitable for the weather. 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 clothing. Please dress your child in play-clothes.

Please leave at least 3 complete sets of extra clothing in your child's bin in case of spills, toilet accidents, and wet clothes due. Please make sure the extra change of clothes is appropriate for the season and that is size appropriate.

We ask that parents mark all clothing with their child's first and last name and occasionally check the lost and found for any misplaced items.

PERSONAL ITEMS FROM HOME

Please do NOT send any toys from home with your child. 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.

Medical

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 have 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. Childcare 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, we will inform you immediately upon picking up of any such situations. Should we 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 receive 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 Wee Folk Childcare.

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

PRESCRIPTION MEDICATIONS

Wee Folk Childcare will not administer prescription medications, to children of any age without a doctor's note. Though The Site Director may ask the parents to come in and give medication if it is needed during the day, depending on the medication. If your child needs to be given any prescription medication while under our care, the medication must be brought in the original container with the original pharmacy label. A prescription medication form will be given to you to be filled out and signed. This form will also be signed, and time stamped every time a staff member was to give your child the medication, which will be signed at pick up again by the parents.

NON-PRESCRIPTION MEDICATIONS

Wee Folk Childcare may administer non-prescription medication to children, only with the correct forms filled out, and verification. 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 will be given to you to be filled out and signed. This form will also be signed, and time stamped every time a staff member was to give your child the medication, which will be signed at pick up again by the parents.

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 daily, what to do in an emergency and how to help the child participate as fully as possible in the childcare 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 childcare facility maintain an up-to-date immunization record in their childcare 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 childcare immunization requirements or have claimed an exemption within 30 days of enrollment or be excluded from childcare.

While we want your children to attend our facility. We ask that any live immunization is given on a Friday or that you keep them home for 24 hours. This is to ensure that a reaction does not occur.

CHILD MEDICAL VISITS

If a child is being seen for an illness, we ask that a doctor's note of release back into daycare states what the child was seen for. This might include an after-visit summary due to not all Dr notes stating such. If a child is due to immunization updates, we 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 to stay in daycare or allowed to stay. Do not forget to request an updated immunization record for Wee Folk Childcare

Mealtimes

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.

* If your child arrives after 8:45am, please make sure that they have eaten a balanced breakfast prior to entering their classroom.

OUTSIDE FOOD

Food from home is not permitted for mealtimes that are included in your tuition. Inquire about 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 protein, grain, vegetables, 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. Sun butter is 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 soymilk varieties.
9. Milk and non-dairy beverages must be unflavored and supplied by parents.

MEALS AND SNACKS

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. Nutritionally balanced meals and snacks will be served. The children are offered food and encouraged but not forced to eat. 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 mealtimes 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 their teachers know a day ahead of time, it helps with snack preparation

INFANT MEALTIMES

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 it here. This is due to allergic reactions to certain foods that could occur. If your children(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.

Curriculum

INFANT ROOMS

Ratio for Infants is 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.

For any Car Seat that is needing to be left for the day, we will hand parents a *car seat pass* that will be needed to attach to your child's car seat after dropping off.

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

**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 sleeping in a crib unless a child has a signed note from a physician or parent specifying otherwise.

**What Wee Folk Childcare provides*

Gerber Brand pureed fruits and vegetables (up to 12 months)

- Iron Fortified Infant Cereal, Rice & Oatmeal (up to 12 months)
- Solid foods prepared from our kitchen staff (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 asks that if parents use glass bottles at home, they are to bring plastic bottle for daycare use. This is a liability and safety concern to the children in the classrooms in the event of one dropping, breaking or getting too hot.

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

1-2-YEAR-OLD ROOMS

Ratio for 18-24 months is 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 mealtimes. 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 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.

2-3-YEAR-OLD ROOMS

Ratio for 2-year-olds is 1:5 (1 staff to 5 children) - Ratio for 3-year-olds is 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 daily. We will expand on our gross motor skills such as jumping, skipping, hopping and many more.

3-4-YEAR-OLD PRESCHOOL ROOMS

Ratio for 3-year-olds is 1:7 (1 staff to 7 children) - Ratio for 4-year-olds is 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)

4-5-YEAR-OLD KINDERGARTEN READINESS ROOMS

Ratio for 4-year-olds is 1:10 (1 staff to 10 children) - Ratio for 5-year-olds is 1:10 (1 staff to 10 children)

At some point in these rooms there might be a time where rooms are at a mixed ratio, which means that the ratio will be based off of the children's ages and a point system. To know more please reach out to the center's director.

**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)

POTTY TRAINING

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

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 provided by the parents.

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.

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

FIRE/EVACUATION

1. Evacuation of the building may occur from fire or gas leak.
2. After the problem is identified, the fire alarm will sound and the Fire Dept will be summoned automatically.
3. Evacuate participants outside via the nearest exit
4. If all clear is determined, staff will allow participants to re-enter the building.
5. If unable to re-enter the 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 the director as to location.
3. Notify parents or designated emergency contacts.
4. Meet emergency personnel at the designated entrance.
5. Management staff follow through with emergencies 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 all clear has been established, participants may return to their activities.

LOST OR STOLEN CHILD **CODE ADAM**

1. Staff responding announcement: 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 the incident has ended, notify the Director and all staff posted at exits.

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.

WINTER WEATHER

In the event there is no travel advised in the city and/or an emergency vehicle is unable to make it here we will not be able to be open. Wee Folk Childcare will notify parents via the ProCare app if this happens. This is for the safety of all children because in the event of an emergency we need to be able to get them assistance.

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 the 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 a 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.

General

HOLIDAYS

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

Good Friday, Easter Monday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, December 26th & New Year's Day

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

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 children's teachers and the site director is the key to each child getting the best care possible.

ADDRESSING CONCERNS

As a childcare 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 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 childcare services possible. To meet our goal, we need your input, suggestions, questions, and concerns.

If you are concerned, 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 with the teacher in a straightforward manner so he/she can improve their performance and correct any mistakes.
4. Consider using the once is an ok rule. With minor issues, allow staff to make a mistake once or twice. But when it becomes a pattern, it is 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 those 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.
9. To report suspected licensing violations or suspected child abuse contact 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

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.

EMPLOYEES/SUBSTITUTE CAREGIVERS

All employees will have a complete background check 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 always 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.

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 to get ahold of the early childhood licenser, please call the hotline number which is Phone: (701) 328-2115 or 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 February of 2025

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