

Little Falls Community Schools
Little Flyers Child Care
Parent Handbook



Serving Infants, Toddlers & Preschoolers

Parent Policy Handbook

Updated 8/2025

Little Falls Community Schools

Little Flyers Child Care

300 6th St SW

Little Falls, MN 56345

*Please use Door 14

320-616-6300

Childcare Coordinator's WELCOME

Dear Families,

Welcome to **Little Flyers Child Care!** We are thrilled to have you join our nurturing and supportive community within the Little Falls Community Schools. Little Flyers Child Care is licensed by MN DHS. We follow Minnesota State Statutes, best practices, and the Minnesota Department of Education's Indicators of Progress. Choosing a childcare provider is a big decision, and we are truly honored that you have entrusted us with the care and early education of your child.

At Little Flyers, we believe every child is unique and capable of remarkable growth. Our dedicated team of educators is committed to creating a safe, inclusive, and stimulating environment where children can explore, learn, and thrive at their own pace. We are passionate about sparking a love of learning and supporting the development of essential social, emotional, and cognitive skills that will build a strong foundation for their future.

This handbook provides important information about our program, policies, and procedures. We encourage you to review it carefully and become familiar with its contents, as it will help ensure a smooth and positive experience for both your family and our staff.

We believe that strong partnerships between families and educators are essential to a child's success. Your insights, questions, and feedback are always welcome, and we encourage open communication at all times.

We are excited to begin this journey with you and your child, and we look forward to days with growth, laughter, and lasting memories.

Warmly,

Christine E. Golden	&	Kayla Gruber
Child Care Coordinator		Community Services Director
Little Flyers Child Care		Little Falls ISD #482

Our Philosophy

At *Little Flyers Child Care*, we are dedicated to nurturing the growth and development of young minds in a safe, supportive, and engaging environment. We believe that every child deserves the opportunity to thrive—physically, emotionally, intellectually, and socially.

Our thoughtfully designed daily schedules are tailored to meet the needs of each age group, offering a wide range of sensory, motor, language, and social development activities. These experiences help children grow with confidence, curiosity, and joy at their own unique pace.

But our mission goes beyond early learning. At *Little Flyers*, we are committed to building strong foundations not only for children, but for families and our community as a whole. Through family support, parent education, and enriched childcare services, we strive to create a space where children can flourish and families can grow together.

We are proud to be a place where learning begins, relationships are built, and futures are shaped—with care, intention, and heart.

FLYER PRIDE

The goal of Flyer Pride is to build a positive learning environment by providing a clear and consistent system of expected behaviors for the entire district. The four core tenets of Flyer Pride are Respect, Responsibility, Positive Attitude, and Safety. Flyer Pride is embedded in everything we do; in fact, it is who we are!

This common language is consistent for our students throughout the district and all students are taught how to exhibit Flyer Pride throughout school: in classrooms, hallways, school grounds, commons, during activities and assemblies, and with technology and social media. You can see examples of Flyer Pride exhibited in every building and program in the district. Ask any student and they can tell you the four core tenets of Flyer Pride.

Staff are expected to model Flyer Pride with students and each building has different ways to encourage and reward positive examples of Flyer Pride.

Hours of Operation

Little Flyers is open Monday through Friday 6:00 AM-5:30 PM

*Hours may change depending on the demand for childcare from our enrolled families.

Ages and Numbers of Children Licensed to Serve

Infant Rooms: 6 weeks to 16 months - Classroom Capacity 12 (6 per group) - Ratio: 1 staff to 4 students

Toddler Room 16 months to 33 months - Classroom Capacity 28 (14 per group)-Ratio: 1 staff to 7 students

Preschool Room: 33 months to Kindergarten -Classroom Capacity 20 - Ratio: 1 staff to 20 students

Staff qualifications

Our child care center must have the appropriate number of staff qualified as teachers, assistant teachers and aides based on the number of children in each age group.

Lead Teacher: A child care center teacher must be at least 18 years old and meet one of nine possible combined credential, educational, and experience requirements; for example, a high school diploma with 4,160 hours experience as an assistant teacher and 24 credit hours in a child care related area of study.

Assistant teacher: An assistant teacher must work under the supervision of a lead teacher, must be at least 18 years old, and meet one of nine possible combined credential, educational and experience requirements; for example, a high school diploma with 2080 hours of experience as an aide or intern and 12 quarter credits in a child care related area of study.

Aide: An aide carries out the child care program activities under the supervision of a lead teacher or assistant teacher. An aide must be at least 16; if under 18, the aide must be directly supervised by a teacher or assistant teacher at all times except when assisting with sleeping children or with toileting and diapering.

Volunteers: If included in the adult/child ratio, volunteers must meet the requirements for the assigned staff positions. The director, teacher, or assistant teacher must supervise volunteers who have direct contact or access to children.

Changes to Policies

Changes may be made to all the policies as needed with two-week notice. The handbook, policies, contracts, consents and forms will be updated at the end of August every year.

Parent Aware

Little Flyers Child Care is currently in the process of becoming *Parent Aware* rated! We're working toward our First Star Rating, and will continue to move on and up, as we complete each session. Each session gets a little more technical and in depth with our teaching, classroom schedules, available classroom supplies, etc. Which means our classrooms and teachers are going above and beyond basic licensing standards—using best practices that support children's learning and development at the highest level.

Unlike a hotel rating system, Parent Aware ratings reflect the steps we are taking above and beyond the necessary licensing requirements in terms of implementing an early childhood education.

Fees

Registration Fee:

The Little Flyers program requires a non-refundable registration fee of \$25 per child, payable upon contract approval.

Tuition Payments:

Arux provides multiple convenient options for paying your tuition. You can make payments online from anywhere, a helpful feature for today's busy lifestyles. Arux also allows you to set up weekly ACH transactions directly from your checking account. Invoices are sent on Fridays for the upcoming week, with payments due by Monday at 11:59pm.. Any additional fees or credits will be reflected on the next invoice.

**Please note that if you have a special circumstance, please contact the office to discuss payment options.*

Child Care Contract Options

- Weekly: Monday thru Friday, 6am-530pm
- Part Time M/W/F available hours 6am-5:30pm
- Part Time T/Th - available hours 6am-5:30pm

Tuition Fees

Rates are as follows	Full Time Weekly	Part Time M/W/F	Part Time T/Th
Infants	\$200	\$150	\$100
Toddler	\$180	\$120	\$90
Preschool	\$160	\$110	\$80

Child care rates will be reviewed yearly and Little Flyers reserves the right to adjust rates as needed. Parents will be notified of the change by a written notice at least two weeks prior to the rates being changed.

Change of Contract

Changing your child's hours or days, requires a 2 week notice. This notice needs to be given two weeks before the effective date.

Trial Period

Little Flyers offers a two-week (full time) or four week (part time) trial period of child care for your family. During this time, if it is determined that the arrangement is not a safe or successful fit for your child, child care services will be discontinued.

Little Flyers reserves the right to terminate for the following reasons (but not limited to):

- Lack of Compliance with handbook policies
- Failure to pay or pay on time
- Failure to complete required forms
- Lack of parental cooperation
- Disrespect
- False information given by parents either verbally or in writing
- Consistent late pickups/early drop offs
- Failure of child to adjust to childcare after a reasonable amount of time
- Physical or verbal abuse of any person, property or animals.
- Our inability to meet child's needs
- Serious illness of child

Little Flyers reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the wellbeing of staff or other children in attendance.

Drop off & Pick up Expectations

Families are expected to drop off and pick up their child at their scheduled times. We understand that emergencies or unexpected changes may happen. If a change is needed, staff must be notified as soon as possible prior to your originally scheduled time so we can ensure appropriate staffing.

Holidays & Closed Dates

Little Flyers will be closed on all federal holidays. (Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, Memorial Day, Juneteenth)

Little Flyers also requires 3 professional development days for staff to keep up to date with their training by the Department of Children, Youth and Families. The dates for the 2025-2026 school year are: November 26th, February 16th, 2026

Weather Related Closings

Little Flyers will remain open during weather-related school district closures. However, in cases of extreme weather, if we need to close early, open late, or close for the entire day, you will be notified immediately.

Daily Schedules & Activities

The classroom teachers work cooperatively to create a daily schedule and plan activities that meet each child's developmental ability and needs. The daily schedule and activities create a balance between active and quiet play times.; large and small group, and individual activities; as well as times for self-selection and teacher-directed activities.

Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Children thrive on consistency! Routines will be maintained whenever possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines like diapering/toileting and hand washing; and transitions.

Daily Reports

At Little Flyers, we use Brightwheel to keep families connected throughout the day. Daily reports are shared with parents and include details about meals, naps, and toileting for all age groups. Staff also have the option to send photos and communicate directly through messaging, helping you stay informed and engaged in your child's day.

Daily Program Plans & Schedules:

Each classroom has their own schedule, routine and program plan based on their age group. You can request a schedule at any time, however they are listed here in the handbook for you to reference as well as being posted in each classroom.

Infant Program Plan

Little Flyers Child Care Center emphasizes the importance of infancy in a child's development, focusing on building healthy and secure attachments with caregivers. The center tailors its staff interactions to promote attachment and support developmental growth in motor skills, language, cognition, and social/emotional abilities. The daily schedules are flexible, adapting to each infant's specific needs, and include activities that foster overall development.

Activities for infant age include but are not limited to:

- Fine Motor Activities: small blocks, rattles, shape sorters, and eating utensils
- Gross Motor Activities: playing with balls, tunnels, riding toys, tumbling on mats, large foam blocks, rocking boat, baskets/boxes
- Cognitive Activities: puzzles, pop-up toys, stacking rings/cups, shaker bottles
- Intellectual Activities: looking at hard cover and cloth books for children to explore, both on their own and with staff reading to them, puppet play, nursery rhymes, and keeping up a "running dialogue" with infants during the day and on walks
- Quiet and Active Activities: reading books, cuddling, sensory items.

Infants are changed on a two-hour schedule or sooner if needed. Infants who are not yet mobile receive a chance for "tummy time" every day.

The infant schedule is not intended to commit to a time, but more of a routine of what we normally do throughout the day in the infant room.

For the most part in the infant room we follow the needs of the children in our care and do naps and bottles on demand. Unless a parent has a particular schedule they request, which we will work on following that to the best of our abilities as long as we are able to meet all the needs of the children safely and timely.

Toddler Program Plan

At *Little Flyers Child Care Center*, the toddler program is designed to support young children as they begin to explore their independence and develop a deeper sense of self and the world around them. Our caregivers provide a nurturing and responsive environment that encourages curiosity, creativity, and connection.

Daily activities are thoughtfully planned to support development in language, motor skills, cognitive growth, and emotional regulation. Routines are structured yet flexible, allowing children to feel secure while also supporting emerging autonomy. The program emphasizes hands-on learning, social interaction, and opportunities for self-expression, all while fostering strong, trusting relationships with caregivers.

Activities for toddlers include but are not limited to:

- Fine Motor Activities: blocks, musical instruments, peg boards, trucks and eating utensils, lacing, stickers.
- Gross Motor Activities: playing with balls, tunnels, riding toys and tumbling on mats.
- Cognitive Activities: puzzles, symbolic play and open-ended toys, puppet play.
- Social-Emotional Activities: self-awareness of feelings, rules and limits, self-care materials, and promoting positive relationships.
- Intellectual Activities: looking at hard cover books for children to explore, both on their own and with staff reading to them, puppet play, nursery rhymes, counting, and keeping up a “running dialogue” with toddlers during the day and on walks.
- Quiet and Active Activities: reading books, puzzles and sensory table.

Preschool Program Plan

The preschool program at *Little Flyers Child Care Center* prepares children for the next stage of their learning journey through a balance of structured activities and open-ended exploration. We focus on nurturing each child’s growing independence, problem-solving abilities, and social-emotional development.

Our educators create a dynamic and inclusive environment where children engage in experiences that promote early literacy, math readiness, science discovery, creative arts, and cooperative play. The daily schedule supports school readiness while honoring the importance of play in early learning. Through intentional teaching and meaningful relationships, we help children develop the confidence and skills they need to thrive both now and in the future.

Preschool activities include but are not limited to:

- Fine Motor Activities: blocks, musical instruments, play dough, connecting toys, painting and eating utensils, legos, magnetiles.
- Gross Motor Activities: running, jumping, playing with balls, tunnels, riding toys and tumbling on mats.
- Cognitive Activities: puzzles, verbal games, board/card games, symbolic play and open-ended toys.
- Social-Emotional Activities: working in groups, rules and limits, self- awareness of behavior, and promoting positive relationships.
- Intellectual Activities: looking at hard cover books for children to explore, both on their own and with staff reading to them, puppet play, nursery rhymes, letter structure, letter sound, letter formations, identifying shapes, learning/identifying numbers, and counting.
- Quiet and Active Activities: reading books, manipulatives, glitter bottles, puzzles, chenille stem activities and sensory table.

Daily Classroom Schedules

Schedules by age group, schedules may vary slightly depending on the specific classroom the child is in

Infant Daily Schedule

6-8 Arrival, free play, diapers
8-845 Breakfast
845-9:15 Large motor room, walk, outside time
9:15-11:30 Quiet time, nap time, diapers
11:30-12 Lunch
12-1215 Story time
12:15-1 Craft time, free play
1-2:30 Quiet time, nap time, diapers
2:30-3 Large motor room, walk, outside time
3-3:30 Snack
3:30-4:30 Sensory Play, diapers
4:40-5:30 Departure

Toddler Schedule:

6-8:30 Arrival/Free Play
8:30-9 Breakfast
9-915 Bathroom
9:30 - 10 Circle Time
10:00- 10:30 Centers (Art, Science, Math, Language)
10:30- 1045 Bathroom
10:45-11:30 Outside/Gym
11:30-12 Lunch
12-12:30 Bathroom/Puzzles
12:30-1 Storytime
1-2 Rest Time
2:30 - 3 Snack
3-315 Bathroom
3:30-5:30 Outside/Teacher's Choice/Departure

Preschool Schedule:

6-8:30 Arrival/Free Play
8:30-9 Breakfast
9-915 Bathroom
9:30 - 10 Circle Time
10:00- 10:30 Centers (Art, Science, Math, Language)
10:30- 1045 Bathroom
10:45-11:30 Outside/Gym
11:30-12 Lunch
12-12:30 Bathroom/Puzzles
12:30-1 Storytime
1-2 Rest Time
2:30 - 3 Snack
3-315 Bathroom
3:30-5:30 Outside/Teacher's Choice/Departure

Curriculum

The Creative Curriculum believes that children learn best by doing, exploring, and discovering at their own pace. This means that instead of rote memorization or worksheets, children engage in hands-on activities, projects, and purposeful play that sparks their natural curiosity and creativity. This approach helps children develop a love for learning, setting them up for future academic success.

The Creative Curriculum focuses on four key areas of development:

- Social-Emotional: Promoting independence, self-confidence, and self-control, teaching children how to make friends, participate in group activities, and follow rules.
- Physical: Developing gross and fine motor skills through movement and physical play.
- Cognitive: Fostering critical thinking, problem-solving, and asking questions.
- Language: Encouraging communication skills, listening, participating in conversations, recognizing various forms of print, and building early literacy skills through activities like storytelling, music, and dramatic play.

Outdoor play is important to a child's physical development and will be included in both the morning and afternoon schedule. It is important for parents to send their children in appropriate clothing and outerwear for the weather conditions (see weather clothing above). Please clearly label all articles of clothing with your child's name. Please ask your child's teacher if you have any questions about weather-appropriate clothing.

Conferences

Little Flyers offers conferences twice during the year. This is a time where parents and teachers can discuss how their child is doing emotionally, physically, intellectually and socially. A written assessment on the child's physical, emotional, intellectual and social development will be given to the parents/guardians at this time. A copy of the parent-teacher conference form and child development summary must be placed in the child's permanent file after conferences.

Updating enrollment records

Every year Little Flyers will be conducting an audit of enrollment records. At the conclusion of this audit, families will be notified if anything needs to be updated. Some forms must be updated every year, including contracts and consent forms.

Other records must be updated throughout the year, such as physicals and immunization records. When visiting your child's physician yearly "well child" appointment, please request a copy of your child's physical and most recent immunizations.

In addition, any time a family's information changes such as address, place of employment or health insurance provider, a new form must be completed.

The legal name of your child will be used to label their belongings and additional areas they use throughout the center. Areas will be cubbies, cots, clothes and more.

Room Transitions

Your child will transition to a new classroom when he/she has reached the age and developmental milestones for a classroom. The current teacher will offer you a transition meeting prior to moving to the next classroom. This meeting will allow you to meet the future teacher and ask any questions or share any information you feel the new teacher would need to know. A form will be sent out to families two weeks prior to moving up to the next classroom.

*There are also developmental benchmarks which children meet prior to moving up to the next classroom.

*Children of different age groups may be combined with another age group, if needed. Ratios would end up being the youngest of the group. Example: toddler move to infant = ratio is 1 to 4.

Immunization and Health Care Records

At the time of enrollment your child must have a current immunization record. He/She must also have a Health Care summary returned before they begin our program. Not having these forms turned in on time could result in termination of contract.

Health Consultation

A designated Health Consultant reviews the center's health policies on a monthly basis or when there are proposed changes or potential outbreaks of contagious reportable illnesses. The

review is to ensure safe practices and to certify that they are adequate to protect the health of children in our care.

Illness Policy

At *Little Flyers Child Care Center*, our top priority is keeping all children safe and healthy. If your child shows signs of illness while in our care, we will contact you immediately. Your child will be made as comfortable as possible while waiting to be picked up—**please plan to pick up within 1 hour** of being notified.

Below are the guidelines for when children may **not** attend or must be sent home from child care:

Fever – Not Permitted

A child with a **temperature of 100.0°F or higher** must be sent home.

- **Must be fever-free (under 99°F) for 24 hours without the use of fever-reducing medication** (e.g., Tylenol or Ibuprofen) before returning.

Communicable Diseases – Not Permitted

Children with communicable illnesses such as pink eye, impetigo, ringworm, infectious diarrhea, chickenpox, scarlet fever, lice, hand-foot-mouth disease (HFMD), or strep throat must stay home.

- **Return only when no longer contagious.**
- Children who are placed on antibiotics for a communicable illness must be on the antibiotic for at least 24 hours before returning.
- HFMD blisters must be dry or scabbed over.
- **Symptoms must be improved, and the child must be able to participate in all daily activities before returning.**
- Notify the Childcare Coordinator within 24 hours if your child is diagnosed with a communicable disease so we can inform other families and the health department.

Diarrhea & Vomiting – Not Permitted

- Children may return **24 hours after the last episode** or **24 hours after starting antibiotics** (if applicable).
 - Two or more episodes of diarrhea, any uncontained diarrhea, or vomiting (not related to common causes like food aversion or infant spit-up) will result in a call for pick-up.
 - Children must be eating and drinking normally before returning.
-

Runny Nose

- Clear nasal discharge and mild symptoms (typical cold) are okay.
 - **Colored discharge (yellow/green)** is not acceptable and may indicate infection.
 - Allergy-related symptoms require a **doctor's note**.
-

Rash – Not Permitted (unless cleared by a doctor)

- Any unexplained rash (other than diaper rash) requires a doctor's note stating it is not contagious.
 - If a rash develops while in care, the child must be picked up.
-

Runny, Crusty, or Red Eyes – Not Permitted

- Children with red, watery, or matted eyes must stay home.
-

Lice – Not Permitted

- Children must be lice- and nit-free and have completed **two treatments** before returning.
 - Classrooms will be checked regularly for 28 days to prevent reinfestation.
-

Other Symptoms That Require Pick-Up

- Unusual tiredness or inability to participate in daily activities

- Inconsolable or abnormal behavior interfering with participation in daily activities
 - Severe un-controllable cough or respiratory distress
 - Any illness that requires more care than staff can safely provide
-

24-Hour Rule – No Exceptions

Children must be **completely symptom-free for a full 24 hours without the use of symptom-suppressing medications** (such as Tylenol, Ibuprofen, Pepto, etc.) before returning to care.

- For example, if your child is sent home at 9 AM, they cannot return at 9 AM the next day. They must be out for the full following day.
 - If you give your child Tylenol or other symptom-suppression medication the night before to reduce a fever or manage illness symptoms, they must remain home the following day.
-

When Illness Occurs Outside of Care

If your child becomes sick at home, please allow them to recover fully before returning. Do not expose other children or staff to illness. If you cannot stay home, please arrange alternate care.

If your child is exposed to a communicable disease while at Little Flyers, a notice will be posted at the classroom door. If your child or anyone in your household is diagnosed, please notify the director immediately.

Final Illness Note

We know it's not always easy to keep a child home, but following these guidelines helps keep everyone healthy. A doctor's note is appreciated, but *Little Flyers reserves the right to make the final decision* about when a child may return.

Thank you for helping us maintain a healthy environment for all!

Teething Policy

While teething can be uncomfortable for babies, it is **not considered a cause of illness**. According to state licensing guidelines, only the following symptoms are recognized as normal signs of teething:

- Drooling
- Swollen or bulging gums
- Increased irritability
- Trouble sleeping
- Biting, chewing, or sucking on objects
- Rubbing face or ears
- Rejecting food

If your child shows **additional symptoms** such as **fever, diarrhea, or a runny nose**, these **should not be attributed to teething**—especially if they last longer than 24 hours. In these cases, illness protocols will apply, and your child may need to stay home until they meet the **24-hour symptom-free rule** without the use of symptom-suppressing medication.

We appreciate your help in following this policy to keep all children in our care healthy and safe.

Medical Emergency

Although supervision is constant at all times, in all rooms, the teachers cannot be by every child's side at all times to prevent falls, tripping, bumps, biting or hits from other children, etc. If the child has a non-life threatening injury, they will be given first aid on the spot by the trained teacher. If the injury is more serious, the parent/guardian will be notified so the child can be transported to the hospital or doctor. If the parent/guardian cannot be reached, the emergency contacts will be called. If critical or no one can be reached, 911 will be called and your child will be sent to the emergency room. Any cost that is incurred from injury expenses will be the families' responsibility, unless Little Flyers is found to be negligent.

Every staff member at Little Flyers is trained in Pediatric CPR, Pediatric First Aid, SUIDS and Abusive Head Trauma. All staff are trained in Pediatric CPR and Pediatric First Aid before having direct unsupervised contact with the children. All staff continue ongoing training to ensure every child's safety.

Staff members will document accidents and incidents that occur using an accident/incident report. All reports must be placed in the child's permanent file.

Sources of Medical Care

911
Little Falls Police
Family Medical Center
St. Gabriel's Hospital

Medication Administration

At *Little Flyers Child Care Center*, our goal is to maintain a safe and healthy environment for all children. For that reason, medication administration is limited and follows strict guidelines:

Over-the-Counter Medications – Not Permitted to be administered by Staff

Staff will **not administer any over-the-counter medication** (including allergy medicine, creams, eye drops, miralax, etc.) for any reason.

- **Exception:** Parents may come in and administer over-the-counter medication themselves only when absolutely necessary and may not be a symptom suppressing medication.
 - The medication must have been previously given to the child at home without any adverse reactions.
 - Parents must give the **full dose** while on-site—staff may not assist.
-

Prescription Medications – Permitted Only When Necessary

Prescription medications will be administered by staff **only when absolutely necessary** and with proper documentation.

To administer prescription medication at the center, the following are required:

- Medication must be in the **original container**
- Must include the **child's full name**
- Must list the **name of the medication**
- Must display the **prescribing doctor's name**
- Must include the **pharmacy name**
- Must show the **date prescribed**
- Must include **clear instructions for administration**
- Must be accompanied by the **original measuring device** (syringe or cup)
- A **signed medication authorization form** from the parent

- A **note from the prescribing doctor** confirming the need for the medication

No medication will be given without both the **signed form and doctor's note**. Please allow extra time at drop-off to complete the required paperwork.

Medication Storage

- All medication must be handed **directly to a staff member**—never left in a child's bag.
 - Unused or expired medications **will not be stored on-site** and must be taken home immediately.
-

Thank you for helping us keep your child—and all children in our care—safe and healthy. Let us know if you have any questions about this policy.

Other Topical Products:

Items such as diaper cream, sunscreen, and bug spray may be applied as needed, but only with written parent/guardian permission on file. Items will be supplied by the families and be labeled with the child's first and last name.

Documentation of Special Health Care Needs

An emergency care plan will be on file for any child with special health care needs (seizures, etc). All staff working in the classroom must familiarize themselves with this plan, should an emergency arise. If necessary, staff will receive training regarding a child's specific health care needs.

Meals and Snacks

Little Flyers participates in the CACFP federally funded food program. Well balanced nutritional meals are measured out to ensure your child is getting proper nutrition through the Little Falls Public Schools. A variety of foods will be served. Menus will be posted monthly. Families are encouraged to fill out a free and reduced application upon enrollment. Staff will sit down with the children at the table and partake in healthy conversations. Healthy eating, handwashing and table manners will all be promoted. Listed below are the approximate times we eat. If your child misses the time to eat, please be sure they are fed before coming to child care.

Breakfast: 8:30-9:00a

Lunch 11:30-12:00pm

Snack 3:00-3:30

Food Allergy Action Plan

We work to have an alternative food option provided for children, taking several methods to protect any children with food allergies. Please complete a special dietary statement and an allergy action plan form, available in the office. This form will be posted in your child's room, as well as, in food preparation areas. If medication for an allergic reaction is provided, please have your physician sign the allergy action plan as well.

Infant and Toddler Information

The following is information for our infant and toddler kids. We offer iron fortified formulas. We offer whole milk to children 12-24 months and reduced fat milk to children over 24 months.

- If you are breastfeeding, please discuss with your child's teacher when your child should be fed breast milk, and/or when you should supply milk.
- Breast milk needs to be labeled with the child's first and last name no matter what container it is placed in.
- We do not supply solid foods to infants younger than 6 months old.
- We do not supply fruit juices to infants younger than 1 year old
- Toddlers do not carry cups, bottles etc while walking or crawling around. They are served at the table only.

Naps and Rest Time

Infants

Each infant is provided with their own crib, which is checked monthly for safety and annually for recalls.

- Infants are always placed on their backs to sleep, following safe sleep guidelines.
- Once an infant is at least 6 months old and consistently rolls over on their own, the child will be allowed to remain in their preferred sleep position.
- If the child is under 6 months of age the parent(s) and the Coordinator may complete a signed agreement allowing the infant to remain in their preferred sleep position. This will then be placed in the crib room where the infant sleeps.
- Cribs are sanitized daily or as needed, and sheets are washed weekly or more often if soiled.
- For safety, nothing is allowed in the crib except for a pacifier—this includes pacifier clips, clothes with hoods, blankets, or any other items.
- Swaddling is not permitted

If an infant falls asleep before being placed in the crib, they will be moved as soon as it is practical and safe to do so. If an infant falls asleep while being held, staff will assess the supervision needs of the group before transferring the infant to a crib. At all times, infants must be in a safe sleep position with their airways clear.

Toddlers and Preschoolers

Rest time is a valuable part of each day to support healthy development. Every child has their own cot, and soothing music or white noise may be used to help create a calm environment. While children are not required to sleep, they will be encouraged to rest quietly. After a short rest period, children who do not fall asleep may participate in quiet activities such as looking at books or doing puzzles.

The center provides sheets and blankets for all children over the age of one. If your child has a special blanket or comfort item, it may be brought from home. Cots are sanitized weekly or when soiled, and bedding is washed weekly or more often if needed.

Behavior Guidance

Child misbehavior is impossible to prevent completely. Children, usually curious and endlessly creative, are likely to do things parents and other caregivers have not expected. However, there are many positive steps caregivers can take to help prevent misbehavior.

- Set clear, consistent rules. (walking feet, gentle touches).
- Make certain the environment is safe and worry free.
- Show interest in the child's activities. (participating in activities with the children so they stay interested in longer periods).
- Encourage self-control and independence by providing meaningful choices. ("You may pick up the blocks or art center.")
- Say "Yes" whenever possible.
- Encourage children often and generously.
- Focus on the desired behavior, rather than the one to be avoided. ("Ashley, please use gentle touches with your friends.")
- Build children's images of themselves as trustworthy, responsible and cooperative.
- Give clear directions, one at a time.
- Notice and pay attention to children when they do things right. ("Joey is playing so nicely. I like it when you keep the block on the table.")
- Set a good example. (using a quiet voice when children should be quiet)
- Help children see how their actions affect others.

Biting Policy

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age appropriate behavior, it is important to remember it is also unacceptable behavior in a childcare environment. Children bite for a variety of reasons- teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on children, their parents or their teachers. There are a variety of strategies we implement to prevent and stop biting. This is the process followed when a child bites: The biting child is stopped and told, "Stop biting. Biting hurts." in a firm voice. Teachers should remain calm, being careful not to show anger or frustration towards the child. All information is confidential and the names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an incident/accident report which is completed and signed by a teacher and parent. A copy is kept in the child's permanent file. See more in Behavior Guidance attached.

Toilet Training

Little Flyers staff will assist your child in toilet training with the understanding that it will be successful only if we work together. Around age two, the child will sit on the toilet during diaper changes allowing them to get comfortable with it. This also helps them get interested in using the toilet. Please start on the weekend or a longer break before trying in our setting. Our children are busy and more accidents are common at child care because they are distracted and/or do not want someone to take what they are playing with. Please send your child in easy on/easy off pants/shorts until they are able to completely undress themselves. At least 2 outfits are required at the center if your child is potty training, including thick training underwear, socks, shirts and pants/shorts. We do not launder soiled clothes, they will be sent home with you daily. Please replenish their clothes at the next drop off. It is essential that the parent and teacher communicate and work together to make this developmental milestone positive and successful.

Clothing and Items from home

We expect all children to be dressed appropriately for both indoor and outdoor activities. Bring all items needed for outside play including jackets, boots, snow pants, sweatshirt, etc. In case of spills or accidents, please bring a spare set of clothing including underwear and socks to be kept at the center and replenished as needed/size changes. Please be sure to clearly label all items of clothing.

We ask that NO toys, stuffed animals, coins or other items from home be brought. It is difficult for children to share these special treasures. These items may become lost, broken or not meet licensing safety requirements. Please leave your items at home or in the vehicle.

Arrival & Departure Policy

Arrival

Parents must accompany their child into the building and walk them directly to their classroom each day. Upon arrival:

- **Check in with the classroom teacher** before leaving.
- **Sign your child in using the “Arux” app on the classroom iPad.** Locate **your name** on the screen and complete the sign-in process.

Separation anxiety is common and developmentally normal. To help ease the transition:

- **Establish a consistent drop-off routine** (e.g., place belongings in the cubby, then hug and say goodbye). Predictability helps children feel safe.
- **Say goodbye once.** Returning after leaving increases stress and makes future separations more difficult.

Departure

Little Flyers closes at **5:30 PM**, Monday through Friday.

- Please plan to arrive with enough time to gather belongings and speak briefly with your child’s teacher if needed.
- You should be not walking in for pick-up at 5:30, you should be leaving the building at or prior to 5:30 PM
- If you will be late, notify the center as soon as possible. A **late fee** will apply for pickups after 5:30 PM.
- **Sign your child out on the “Arux” app** using the classroom iPad by locating **your name** and completing the sign-out process.
- Make contact with the teacher before leaving with your child.
- For safety, **do not allow children to run ahead** of you inside or outside the building.

Authorized Pick-Up

Children may only be released to individuals listed on your child's **authorized pick-up list**.

- If someone else needs to pick up your child, **you must call or message ahead to inform us**, giving us their first and last name. The individual **must show a valid photo ID** before we will release your child if we have never met them before.

Field Trips

Children at Little Flyers may participate in short, unannounced walking field trips to nearby parks, playgrounds, or local businesses. These outings are designed to give children enriching experiences within our community and are always within walking distance—**we do not currently provide transportation for field trips**.

During all outings, children are directly supervised by staff and are assigned to a specific adult to maintain proper ratios and ensure safety.

If a classroom teacher plans a scheduled field trip beyond regular outdoor walks, families will be notified in advance. A **written permission form will be required** and must be signed and returned in order for your child to participate.

Confidentiality

Personal information about your child and our staff is strictly confidential. Please do not ask for information about staff or children other than your own. There is a form for parents to sign if any information is to be released.

Public Relations

We occasionally take photographs and videos of our program for use in newsletters, social media, our website, and other promotional materials. Children's names will not be used in any public-facing materials. You will receive a permission form at enrollment to sign to determine if you do or do not give permission for your child's picture to be used. Again, no names are used when publishing photos online or in promotional materials.

Open Door Policy

We have an **Open Door Policy**, which means that parents and guardians are welcome to visit their child during operating hours.

To ensure visits are smooth and supportive for both the children and the classroom environment:

- **Visits must be scheduled in advance with the classroom teacher** so that we can prepare your child and minimize disruption to the group.
- **Visits are limited to 1 hour** and may take place during calm, structured times of day such as **story time, meal times, outside time, or center time.**
- Visits saved for special occasions such as a birthday to bring in a special snack are encouraged
- Visits are **not permitted at arrival or during nap time**, as these moments can be more emotionally sensitive for children.
- If we find a student struggles with families visiting and it causes distress to the child or other students in the classroom we may ask that the visit ends and visits are not conducted in the future

We encourage family involvement and love having you be part of your child's day—just in a way that works best for your child, other students, and their classroom routine.

Pets

We are a pet free facility. Occasionally our preschool classrooms may do a special unit on pets or insects. Parents will be notified of any animal visiting beforehand. Any animal visits will be carefully considered for their temperament, health risks and appropriateness for children.

Tobacco Use

Cigarettes, vaping and smokeless tobacco products are prohibited on premises, including parking lots and outdoor play areas.

Emergency Procedures

It is important that parents complete and update, as needed, an admission/emergency form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. You can pick up a form in the office to update as needed.

Fire, Tornado, Bomb or Other Emergency Situations

Fire regulations and tornado warning procedures are posted near the exits in each classroom. Fire and tornado drills are conducted each month; all classrooms are required to participate. In the event of a fire, bomb threat, or other evacuation emergencies, the children and teachers will immediately leave the building and go to the meeting spot. In case of a tornado, each classroom has a designated area to seek shelter until the emergency is over. Parents will be called as soon as safely possible following an emergency situation. For the safety of children, parents, and staff, we ask that parents do not attempt to pick up their child during an emergency situation.

Weather-Related Closures

Little Flyers Child Care will remain open even if Little Falls Community Schools closes due to weather, unless families are directly notified by the Child Care Coordinator or Community Services Director.

In the event of incoming severe weather that may pose a risk to the safety of staff and families, the center may close early. If this occurs, parents will be contacted with a specific pick-up time.

The Child Care Coordinator and Community Services Director will closely monitor weather conditions and consult with the Little Falls Community Schools Superintendent to determine whether early closure or cancellation of care for the following day is necessary.

Classroom activities will continue as usual until all children have been picked up.

Missing Child

In the event of a missing child, the Teacher will search for the child in the immediate area, while another staff member calls the Coordinator to help with the search. If the child cannot be located in a reasonable amount of time, the Coordinator will notify the policy department and the child's parents.

Power Failure

Staff members and children should remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes. If power cannot be restored within one hour, the center will need to close and parents will be contacted to pick up their child.

Weapons

Little Flyers does not permit or tolerate the possession, display, or use of weapons by any person on school premises or in vehicles.

Mandated reporting

Mandated reporting Minnesota Mandated Reporting Law requires all school employees to report suspected child abuse and neglect. If any parent is concerned about abuse or neglect, please talk to a teacher, school social worker, or coordinator who will assist you in finding help.

For reports of suspected child abuse or neglect of children occurring within a family or in the community, a contact phone number for the local child protection agency and local law enforcement; and a primary and secondary person must be designated on the policy to ensure that internal reviews are completed when the facility has a reason to know that an internal or external report of alleged or suspected maltreatment has been made. Parents will be given a paper copy of the full MOMA policy upon enrollment.

Grievance Policy

When there is a grievance or complaint the parent wishes to address, there are three steps to take action.

- 1) First, let the teacher of the child in Little Flyers be aware of that grievance.
- 2) Then tell the Childcare Coordinator of that grievance, if it is not resolved.
- 3) Lastly, inform the Director of Community Services of that grievance.
- 4) If you feel concerns have not been successfully resolved, you may call the Dept of Human Services, Division of Licensing 651-431-6015.

Please do not hesitate to contact the Childcare Coordinator with any questions or concerns so that together we can provide a safe, nurturing, and respectful environment.

Additional Resources

Remembering our goal and purpose, we believe that parents and caregivers are their child's first teacher. We value the perspective that you bring about your child. We also believe that with early interventions and support, children can make gains in their development. Help Me Grow MN connects families to resources that help young children grow, develop, and learn. For more information visit: <https://helpmegrowmn.org/HMG/index.htm>