

Little Stangs



Learning Center

Little Stangs Learning Center

Parent Handbook

205 Main St. North Buffalo
Lake, MN 55314
(320)-833-3999

7:00am - 5:30pm
Monday - Friday

Director -

director@blh.k12.mn.us

Site Supervisor –Ms.Emily

eaalfs@blh.k12.mn.us

Updated: 4/20/26

General Program Information:

Little Stangs Learning Center

205 North Main St

Buffalo Lake, MN 55314

Ages Served, Hours of Operation:

Little Stangs Learning Center provides care for children ages 6 weeks -
Preschool.

Care is available Monday through Friday, 7:00am-5:30pm.

Center Contact Information:

Address: 205 Main St. North, Buffalo Lake, MN 55314

Phone Number: 320-833-3999

Fax Number: 320-245-1012

Website: www.blhsd.org

Email: director@blh.k12.mn.us

Center Licensed Capacity:

Little Stangs Learning Center is licensed by the Minnesota Department of Children,
Youth, and Families with a maximum enrollment of 42 with per age group limit as follows:

Infants, Toddlers and Preschoolers with no more than 8 infants, no more than 14

Toddlers, no more than 20 Preschool.

Adult to Child Ratios (*Minnesota Department of Children, Youth, and Families*

Rule 3)

- Infants 1:4
- Toddlers 1:7
- Preschoolers 1:10

Philosophy and Educational Methods:

Our philosophy of education is demonstrated through hands-on learning experiences including, exploration outside, process art, academic, and sensory experiences.

Our facility and curriculum components are unique and key elements to our philosophy of education. The opportunities for outdoor learning experiences are provided on-site.

Our indoor classroom space, fine and large motor activities can easily be accomplished regardless of weather. The curriculum components are based on the standards set forth by the Minnesota Department of Children, Youth, and Families for children ages birth - 3 years, as well as the Minnesota Department of Education for children ages 3-5 years.

Little Stangs Learning Center developed and implements a curriculum based on the standards for early childhood development set forth by the Minnesota Department of Children, Youth, and Families and Minnesota Department of Education. This curriculum includes Creative Art and Crafts, Construction, Dramatic or Practical Life, Science and Problem Solving, Literacy, Music, Fine Motor Activities, Large Muscle Activities, Sensory Stimulation, and Math.

These activities are carried out daily through a variety of means. At any time a parent may request to view the center's program plan. The program meets or exceeds standards set by the Minnesota Department of Children, Youth, and Families.

Little Stangs Learning Center Team Members:

All team members meet or exceed Minnesota Department of Children, Youth, and Families (DOCYF) guidelines, and are hired not only for their experience and training, but because they exhibit the following characteristics:

- A positive and professional image.
- An ability to communicate effectively with children.
- An ability to create an environment which reflects care and safety for children.
- An active interest in, and respect for, each child.
- An awareness of children's needs and an ability to meet them.
- A commitment to communication with, and support of, every family in the program.
- Little Stangs Learning Center team members must complete a background check

before they can begin working in our program. In addition, all team members must attend a new employee orientation session within 30 days of hire. All team members are certified in CPR, First Aid, and Abusive Head Trauma, SUIDS and receive training as allowed for by the Minnesota Administrative Rules.

Little Stangs Learning Center Child Care Nurse:

A Public Health Nurse (PHN) helps insure the health and safety of children in the center. He/she ensures that all health requirements and enrollment records are accurate.

Commitment:

Little Stangs Learning Center is committed to the policy that all persons shall have equal access to its programs and facilities, without regard to race, sex, religion, **or** social status.

In order for us to provide a positive experience, please contact us if your child has any special needs requiring any accommodations. This information enables us to better meet the needs of your child, within available resources, and to the extent it is reasonable.

Children with Special Needs:

Consideration is given to the individual needs of every child and the ability of the program to meet those needs. Please inform us during the enrollment process if you or your child has a disability requiring an accommodation. This information enables us to better meet your needs or those of your child, within available resources, and to the extent it is reasonable.

When a child needs additional services in areas of social, emotional, cognitive, language, and/or motor development growth, a referral to a professional resource in the school district and/or the community will be made.

Data Privacy and Confidentiality:

The only persons permitted to see your child's record (*name*, address, phone, *health* information, *emergency information*, etc.) will be you, the parent or guardian, employees of Little Stangs Learning Center, Renville County Public Health, BLHS School District

and/or School District your child lives in and the Minnesota Department of Children, Youth, and Families (*for licensing purposes*). Information will not be given to any others without written parental consent. Additionally, we will not verify your child's enrollment to anyone without your consent.

It is the policy of this early childhood program not to disclose the names of children who may have caused injuries to other children while at the center. This is a safeguard for each family's data privacy.

Attendance Policy:

Little Stangs Learning Center requests notice via telephone or email should your child be absent. If you are requesting your child to be taken off the schedule **so** tuition will not be charged, Little Stangs Learning Center requests a 2 week written notice from the first day absent.

Holiday and Professional Development Center Closing:

Little Stangs Learning Center recognizes these holidays and is closed on those days. The recognized holidays are as follows: New Year's Eve, New Year's Day, Presidents Day, Good Friday, Memorial Day, Juneteenth, 4th of July, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day. Should the holiday fall on a Saturday the holiday will be recognized the previous Friday. Should the holiday fall on a Sunday the holiday will be recognized the following Monday. Variances may be made based on where the holiday falls within the week. As these pertain directly to providing experienced and professional staff benefits, tuition is billed.

Additionally, the Minnesota Department of Children, Youth, and Families requires an additional number of hours training annually. In order to continue to provide a high standard of care, Little Stangs Learning Center may close for a total of no more than 24 hours for professional development in the form of whole days or early closures. As these trainings pertain directly to our learning environment, tuition is billed.

Termination Policy:

Should you choose to discontinue care, a two-week written notice to the Director is required. If you do not notify the center of your plans to leave, the 2 weeks will be

counted from the last day that your child attended the center; You are still responsible for payment during these two weeks.

IMPORTANT:

These 2 weeks will count against the absences allowed by MFIP or BSF and may make it difficult for you to find another child care.

Termination of Care by the Center

Your child care may be terminated if any of the following occur:

- More than 10 days of absence without parent notification. *(The county will also stop authorization of child care funding for poor attendance or any time the child misses 10 days in a row.)*
- Lack of cooperation from parents with the center's efforts to resolve differences and/or meet the child's needs through parent/staff conferences or meetings.
- Violation of the Behavior Plan, or not approving of Behavior Plan.
- Parents disciplining children other than their own while at the center.
- Child exhibiting special needs that are not possible to meet at the center.

Before termination occurs, the center staff will make every effort to involve the parents and, possibly, other resource persons *(as appropriate)*, in order to decide together on the best course of action for the child.

Tuition Rates:

Little Stangs Learning Center requires room tuition rate for the enrollment fee per child/family at the time of enrollment.

Little Stangs Learning Center enrolls on a full-time basis and will offer part-time care only if an immediate opening is available. Families enrolled part-time do so with the understanding that should a family interested in full-time care express desire to enroll, they will have 2 weeks to switch to full-time care, or their slot will be given to the other family.

Tuition rates are based on costs associated with a quality early learning school, including but not limited to the following: Salaries for staff, insurance rates, and food

and program costs.

Payment is due weekly on Friday for the current week being billed.

TUITION IS PROCESSED ON FRIDAYS FOR THE FOLLOWING WEEK

Standard Weekly Tuition is defined as Monday-Friday:

- Infant Tuition: \$230 per week
- Toddler Tuition: \$220 per week
- Preschool Tuition: \$200 per week
 - If the per-schooler is not potty-trained, they will be charged the toddler pay, which is \$220/week until they are potty-trained.

Schedules:

We understand that some schedules change week to week. If you have your child on a schedule that changes week to week, we ask that you have the schedule to use by **Tuesday** for the following week, and notify us of a changing schedule during the enrollment process. We staff our team members around the schedules of the children, and need to send out a schedule to our in a timely manner as well. If you do not have the schedules by the end of the day **Tuesday** for the following week, we cannot permit the schedule change for the following week. A family gets 10 vacation days per calendar year. Please notify us if you plan to use these days to ensure the rate change for that week.

Late Fees:

Should payment be returned due to insufficient funds a fee of \$25 will be applied and re-submitted for Automatic Payment. Should payment be returned due to insufficient funds a second time, care will be suspended for a period of no longer than 3 business days. Should payment fail to be made in full by this time care will be terminated.

Payment Method:

Brightwheel on auto pay

Child Care Assistance Payment (CCAP) and Parent Aware Grants:

For Families utilizing CCAP and/or Parent Aware Grants, tuition will be billed to the agency(s).

TUITION IS PROCESSED ON FRIDAY'S FOR THE CURRENT WEEK

Late Pickup Charge:

A \$5.00 per minute late change per child will be applied to any families who arrive after 5:31pm. Time of arrival will be determined by the time logged on the security system of your entrance.

Child Care Assistance:

Little Stangs Learning Center accepts CCAP Funds. It is the responsibility of eligible parents/guardians to apply and become eligible to receive county care funds. The child's parent/guardian is expected to pay the center any co-payment assigned to them by the county as well as any cost over the maximum county payout guidelines.

Insurance:

Little Stangs Learning carries comprehensive general liability insurance. This is not health, or accident/injury insurance for medical care of children. You must maintain health insurance to cover the medical costs of a child's injury.

Visiting Policy:

Individuals who do not have children enrolled in the center are not allowed to visit the center unless accompanied by the Director for a pre-enrollment consultation.

Parents who wish to authorize other visitors (*such* as grandparents, etc.) to come to the center, should first discuss the need and appropriateness of the visit with the Director who will then talk with center staff.

Pets:

Pets are permitted in the center. Little Stangs Learning Center will notify the parents of pets at the time of enrollment or should a new pet be purchased. All pets are contained and used for viewing and observing by enrolled children.

Parent/Staff Communications:

Children grow and change quickly; so, do their schedules and their needs. Daily contact between parents and staff is an important way to share information about your child's activities and wellbeing so that we can work together to meet your child's needs. Staff will provide Infant, Toddler and Preschool families with daily electronic updates via Brightwheel describing special happenings or activities during your child's day and tell

you about the food that was served to your child, diaper changes/toileting, sleeping pattern, and general behavior. We encourage you to also leave short notes for us and talk to one of the teachers each day when you leave or pick up your child.

Staff Emails:

If you need to reach out to your teacher, please use the following emails.

Infant-

Infant- Jennifer: jcook@blh.k12.mn.us

Toddler- Emily: eaalfs@blh.k12.mn.us

Preschool- Ashley: awiggins@blh.k12.mn.us

Director - director@blh.k12.mn.us

Parent Conferences:

A parent may request a conference with the Director at a mutually convenient time to discuss their child's overall development. Staff may also request a meeting with a parent. We hold parent/teacher conferences twice annually; typically, in April/May and November/December. A written assessment of your child's physical, emotional, intellectual, and social development will be made available to the parent/guardian at this time utilizing a tool based on the Early Childhood Indicators of Progress.

Suggestions and Grievances:

Our staff welcomes comments and suggestions to improve the quality of care to your child. When areas of concern arise, the problem should be brought to the attention of the teacher immediately, who will hear your suggestion and/or grievance and attempt to work through the problem. If additional communication is necessary, the parent should discuss the concern with the Director. If there is still a concern you can discuss with the school superintendent.

What to Do If You Have Concerns about your Child's Care:

1. Talk to the teacher who is caring for your child.
2. If your problem doesn't change or if you feel uncomfortable talking to your child's teacher, you can also talk to:

Director - 320-833-3999, director@blh.k12.mn.us (Emily Aalfs)

If you still have a concern or issue contact: Logan Swann

School Superintendent lswann@blh.k12.mn.us, 320-848-2233

Concerns about Child Care License Rules, Possible Child

Neglect, or Mistreatment:

It is important for you to know that you can make reports to state and county offices.

1. If you suspect possible abuse or neglect of children in the center: **Call** Minnesota Department of Children, Youth, and Families, Licensing Division Maltreatment Intake Line, at 651-297-4123.
2. If you have reason to believe that the center is not following state rules **for** child care: Call Minnesota Department of Human Services, Licensing Division, at 651-296-3971.
3. If you have reason to believe that a child is being mistreated in his/her home or community by parents, family, or others: Call Renville County Child Protection: 800-363-2533

If you see a child in immediate danger:

1. Call **911**.
2. Minnesota Department of Children, Youth, and Families, Division of Licensing, 651-296-3971.

Required Reports:

Maltreatment of Minors Mandated Reporting for Licensed Child Care Programs

Little Stangs Learning Center acts in accordance with Minnesota state law, which requires that physicians, teachers, health care professionals, law enforcement officers, and people who work professionally with children report suspected child abuse or neglect cases immediately.

Who Should Report Child Abuse and Neglect?

- Any person may voluntarily report abuse or neglect.
- Staff who work with children in a licensed facility are legally required or mandated to

report and cannot shift the responsibility of reporting to the supervisor or to anyone else at the licensed facility. If staff know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years they must immediately (within 24 hours) make a report to an outside agency.

What to Report:

Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act.

- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (*if known*), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Failure to Report:

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with person receiving services from programs licensed by the Minnesota Department of Children, Youth, and Families and by the Minnesota Department of Health (MDH), and unlicensed Personal Care Provider Organizations.

Retaliation Prohibited:

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Internal Review:

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review and take corrective action, if necessary, to protect the health and safety of children in care.

The internal review must include an evaluation of whether:

1. Related policies and procedures were followed;
2. The policies and procedures were adequate;
3. There is a need for additional staff training;
4. The reported event is similar to past events with the children or the services involved; and
5. There is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary and Secondary Person or Position to Ensure Internal Reviews are Completed:

The internal review will be completed by the Little Stangs Learning Center Director. If this individual is involved in the alleged or suspected maltreatment an individual from the HR Department of the Public School will be responsible for completing the internal review.

Documentation of the Internal Review:

The center must document completion of the internal review and provide documentation of the review to the commissioner upon the commissioner's request.

Corrective Action Plan:

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals of the license holder, if any.

Staff Training:

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the reporting of Maltreatment of Minors Act.

The license holder must document the provision of this training in individual

personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff.

Other Required Reports:

Various Minnesota state rules or laws require us to report several occurrences. Among these are: Child's injury at the center requiring physician attention, fires, emergency medical service to a child, animal bites, and reportable communicable diseases.

Behavior Plan & Guidance:

The Little Stangs Learning Center team members establish clear and consistent limits and enforce clear expectations for appropriate behavior. The team members will never use physical or mentally abusive forms of punishment. Team members deal with inappropriate behavior through various techniques including modeling, distraction and redirection, adjusting the environment, and cooperative problem solving.

To accomplish this, we will:

- Model appropriate behaviors with children, as well as model appropriate expressions of their feelings.
- Tailor behavior expectations to the child's development level.
- Anticipate problem situations and intervene by distracting the child and redirecting him/her to a positive alternative.
- Engage children in cooperative problem solving (*examine alternatives, identify consequences, and choose appropriate action*).
- Protect the safety of the children and staff by establishing clear expectations and creating a safe environment through teacher proximity in the classroom/playground setting.

Children using violence as a method of reconciling differences or settling disputes will be considered for immediate suspension, possibly expulsion at the discretion of the child care director.

Unacceptable behavior is defined as:

Disruption of the classroom setting on a daily basis:

- Biting
- Punching, Hitting, Pushing, or any physical behavior resulting in a child or a staff member being hurt
- Breaking skin or choking are ground for being sent home immediately.

In the case of continued unacceptable behavior reoccurring, we will:

- Observe and record the behavior of the child and team member and response to the behavior for one week.

The log will include the child's name, team member name, time, date, behavior guidance technique used, and how the child's behavior continued to threaten the well-being of the child or other children

- If the behavior is continuous for a week the child will be placed on a behavior plan. The behavior plan will need to be approved by the parents before implementing. If parents don't approve of a behavior plan, the parents will need to find alternative care for their child.
- After the behavior plan is in place, if the behavior is still happening 3 times a day, the child will be sent home. Parents will receive a warning email or phone call to let them know the behavior has happened 2 times, and the next time the child will need to be picked up.
- If the child is sent home 3 times in one week due to behaviors, childcare will be suspended for 1-3 days. (This will be a discretion of the Superintendent, depending on behavior and case) If a child's care is suspended more than 5 times in one month, termination of care will be necessary.

Behavior Plan Information:

When a behavior plan is written it will model around the child behavior, age and needs. A plan will be put in place on what Teachers should try and do such as: positive role model behavior, redirection, separation, etc.

Incident Reports:

When a child exhibits a behavior that is unacceptable an incident report will be written

on the behavior and need to be signed at pick up by a parent or authorized pick up person.

If a child receives 3 Incident reports in one day while attending Little Stangs Learning Center, the child will be sent home to protect the health and safety of other children and staff. A behavior plan is not required to send home a child if they receive 3 incident reports in one day.

Non-Violence Policy:

Our program is a zero-tolerance, non-violence program. This means that hitting, fighting, verbal threats, or violent statements will not be tolerated. Weapons of any kind are not allowed in the Little Stangs Learning Center. If a child is found to have a weapon, they will be removed from the program immediately. Our policy also means that toy guns, squirt guns, knives, and/or weapons of any kind are not allowed and will be confiscated. Any violation may result in suspension.

Prohibited Actions:

The following actions will be prohibited at the center:

- Subjection of a child to corporal punishment. Corporal punishment includes but is not limited to, rough handling, shoving, hair pulling, slapping, ear pulling, shaking, kicking, biting, pinching, hitting, and spanking.
- Subjection of a child to emotional abuse. Emotional abuse includes, but is not limited to, name calling, ostracism, shaming, making derogatory remarks about the child or the child's family, and using language that threatens, humiliates, or frightens the child.
- Separation of a child from the group except to an unenclosed part of the classroom where the child can be seen and heard by a staff person.
- Punishment for lapses in toilet habits or thumb sucking.
- The use of physical restraint other than to hold a child when containment is necessary to protect a child or others from harm or the use of mechanical restraints, such as tying.
- Withholding food, light, warmth, clothing, or medical care as punishment for

unacceptable behavior. Behavior or health issues, which may affect the safety, health, and general wellbeing of other children and team members at the center, may result in limited exclusion or termination of enrollment.

Health Care Summary:

State child care regulations require that each child has a record of a recent health examination (*physical*) on file in the child care. A Health Care Summary form must be completed by the child's Health Care Provider (HCP) and returned before admission into the program or within 30 days after admission. Every item on the Health Care Summary must be completed.

* Children need a new health examination record every 365 days. This form must be signed by a Health Care Professional; Little Stangs Learning Center sends out new Health Care Summaries every January to be completed and updated.

Health History Record:

Please include any illnesses or conditions of which you feel our team members should be aware (*allergies, asthma, ear tubes, etc.*) in this health history. This, along with your physician's statement, will help alert our team members to any potential emergencies and allow us to better care for your child.

Individual Care Plan:

If a child is admitted with special needs, procedures stipulated by Minnesota Department of Children, Youth, and Families Rule 3 will be followed. An individualized care plan will be developed by the center's health consultant to meet the child's needs, restrictions, preventive factors, symptoms, etc. This plan will be coordinated either with the service plan, educational plan, and/or with the physician, psychiatrist, or psychologist. The director must be handed a printed copy of the Individual Care Plan before the first day at Little Stangs Learning Center and a meeting with the family must happen before the first day of care to review the education plan and ensure it's implemented correctly.

Individualized Education Plan:

If a child is admitted to having an individualized education plan, procedures stipulated

by Minnesota Department of Children, Youth, and Families Rule 3 will be followed. The director must be handed a printed copy of the Individualized Education Plan before the first day at Little Stangs Learning Center.

Emergency Information:

The Emergency Information form provides home and office phone numbers of the parent(s) and at least two other people authorized to act on your behalf if unable to reach you. The parent is responsible for updating the information on the form. This form also grants permission for the child care center to provide first aide and/or to seek medical attention (*call 911*).

Immunization Record:

Your child must have all of the immunizations required by state law as appropriate for your child's age. A child's immunization record will be obtained by Little Stangs Learning Center through the Minnesota Immunization Information Connection. The child must continue to receive Diphtheria, Tetanus, and Pertussis (DTap/Tdap/Td), Polio (IPV), Haemophilus Influenza B (Hib), Hepatitis (HBV), Varicella (MMRV, Var), and Measles, Mumps, Rubella (MMR) immunizations on schedule to remain enrolled. Exceptions to this are allowed **only** when there is a written medical exemption **or** notarized conscientious objection. Discuss this with your child care nurse if you have questions.

Permission:

Children in our centers may participate in field trips. Individual, written parental permission will be obtained from the parent of each child before any scheduled field trip. Individual written parental permission will also be obtained from the parent of each child before the conducting of any research, experimental procedures, or public relations activity.

Monthly signatures will be obtained from parents, allowing us to go on community walks, and play in the community center.

Please note: If your child's age group is participating in a field trip and you do not desire your child to attend you must find alternate care as staffing does not allow **for** children to remain onsite. A refund for tuition will not be provided.

Health and Safety:

Your child will be playing, eating, and learning with other children. The shared environment enriches your child's life, but also presents some possible hazards.

Risk for Infection and Illness of Your Child:

When first exposed to a large group of children, your child will also be exposed to a greater number of bacteria and viruses. This naturally will result in more illnesses during the first three to six months that your child attends the child care center. In time, your child will build up more resistance to these infections and have fewer illnesses. Some of these infections can be spread to you, the parent.

Preventing Illness:

Careful attention to good hygiene can help keep you and your child healthy. This means careful hand washing before eating and after toileting, diapering, or wiping runny noses, or touching your child's hand that has been in the mouth.

In order to aid in the prevention of illness, LSLC policy encourages each child to wash their hands upon entering the center, prior to engaging in play or other activities.

We require that you do not bring your child to the center when the child is ill or has a contagious disease. This is in consideration of other children attending the center and will help prevent the spread of communicable diseases within the center. Please have a back-up child care plan to use when your child is too ill to come to the center. Planning ahead will help you avoid the stress of last-minute arrangements.

If your child is diagnosed as having a communicable disease or Lice, Scabies, Impetigo, Ringworm, or Chickenpox (Varicella), by your Healthcare Provider, you must notify the child care center within 24 hours. We will inform you of any treatments or restrictions required for each illness. If another child in the center is diagnosed as having a contagious disease or Lice, Scabies, Impetigo, Ringworm, or Chickenpox (Varicella), you will be notified of exposure to these illnesses in writing (*or posting*) the same day as the center is informed.

The Renville County Department of Public Health will be informed of any reportable disease within 24 hours of receiving notice of the diagnosis confirmed by your

Clinic/Health Care Provider/Nurse.

Exclusion of Sick Children:

Little Stangs Learning Center is not licensed to provide care to sick children. We understand that can be an inconvenience for parents and we encourage you to have a backup source of care for your child in case of illness.

We follow a combination of MN DHS Licensing, Renville County and Doctors Recommendation when making decisions on sick exclusion from the center.

The ultimate decision of sickness exclusion is left up to the decision of the Learning Center Director.

For the health of the other children in our care we exclude children with the following conditions:

A reportable communicable illness or other contagious disease which has not had sufficient treatment (*as determined by a primary Health Care Provider*) to reduce the health risk to other children.

- Chicken Pox (Varicella).
- Vomiting
- Diarrhea (*three* or more abnormally loose *stools* since *arrival* at the center *and/or* stool that *cannot* be *contained* by the *diaper*).
- Contagious Conjunctivitis (Pink Eye) or pus draining from the eye
- Bacterial infection such as "Strep Throat" or Impetigo
- Unexplained lethargy (*unusually* inactive or *listless*).
- Untreated and contagious Lice, Scabies, or Ringworm
- Temperature of 100° or higher of undiagnosed origin prior to fever reducing medication being administered
- Persistent cough
- Yellow or green discharge from the nasal cavity
- An undiagnosed rash or rash which is caused by a communicable disease
- Significant breathing problems
- Inability to participate in the program activities with reasonable comfort

- Requires more care than the program staff can provide without risking the health and safety of the other children

If your child is seen by a Health Care Provider for any of the following exclusions, a doctor's note must be provided before your child can return to the center. Doctor's notes can be emailed to the Director, or brought into the center.

In some cases, the center director will need to speak to your child's Health Care Provider to better understand your child's illness and how that affects his/her ability to be in the center (*length of illness, cause of illness, incubation period, etc.*) They may ask you to sign a written permission to do this.

Anytime your child will be absent because of illness, you must call the center to notify the staff. The staff and the center Director can help you decide if your child needs to see a Health Care Provider and when you should plan to return to the center.

If Your Child Becomes Ill at the Center:

If your child should become ill while at the center, you will be notified immediately and expected to arrange to transport your child home. It is important that we know where to contact you at all times. It is also important that your child's Emergency Information is up to date so we can contact persons you have listed if we are unable to reach you.

Little Stangs Learning Center 24 Hour Waiting Period Policy:

To prevent spread of illness, it is the policy of the Little Stangs Learning Center that a child not return to the center for a period of 24 hours following exclusion from care for fever related illnesses. A child must be fever free for 24 hours following the last time your child was tempted at 100-degree Fahrenheit auxiliary or higher temperature before fever-reducing medication is given, or persistent vomiting or diarrhea prior to returning to school.

Medications:

Prescription Medication - Little Stangs can only administer Prescription Medication, with a written note from a Physician or Dentist. This note must state what the medication is for, the dosage and frequency, and how long the medication should be given for. Along

with your Physician's note, you will need to fill out a medication form at Little Stangs before medication can be given to your child. Any medication container having a detached or excessively soiled or damaged label shall be returned to the parent for a new label from the issuing pharmacy. Medication will be stored in a lock box.

Prescription Medication Requirements:

The following is necessary for the center to administer prescription medications.

1. Parent permission in writing (Medication Authorization Form).
2. Health Care Provider's permission and directions in writing.
3. The medication is in a labeled pharmacy bottle and states the following:
 - a. Prescription number
 - b. Name of the medication
 - c. Strength and quantity
 - d. Expiration date of a time-dated medicine
 - e. Directions for use
 - f. Child's name
 - g. Physician's name
 - h. Date of issue
 - i. Name and address of licensed pharmacy issuing medication, or if a prescribed over-the-counter product is required, it must be in the original labeled container (accompanied *by* a physician *statement*).
 - j. The medication must be current and not outdated.

Over the counter Medication- If your child should need an over the counter medication, you will need to fill out a medication form from Little Stangs Learning Center. The medication needs to come in the original packaging, and be the appropriate medication or dosage for your child. On the medication form, you need to choose a time frame of how long the teacher will be administrating the prescription. Time frames cannot be longer than 2 weeks at a time. Over the counter medication will only be administered to

your child if your child has been fever free for over 24 hours.

Unused portions will be returned to the parent after a few days. Medications will not be stored on-site. Medicines with expiration dates will not be used after the date of expiration. Medicines will be stored in a secure area, out of the reach of children in a lock box. These requirements are for all medications.

Over the Counter (OTC) Medications:

1. Parent permission in writing
2. Diaper creams, lotions and sunscreens are the only non-prescription products covered by parent permission only. All other non-prescription medications require Health Care Provider authorization (*see Medications above*).
3. All products must be in their original container (Ex. Box), labeled with the child's name, and used according to directions and expiration dates.

Accident Prevention Procedures:

Every effort is made to prevent accidents. Staff are alerted to potential hazards and take preventive actions as needed. Equipment is purchased with durability and safety in mind. Equipment in need of repair is removed from the children's play area. Cleaning materials, sharp objects, medicines, plastic bags, and potentially hazardous chemicals are stored out of sight and reach of children.

Furniture and equipment are arranged and stored in a safe manner. Only non-toxic materials (*paint, glue, etc.*) are used by the children. Floors are kept free of slippery debris and materials. The areas used by the children will be free of debris, litter, and flaking or peeling plaster, paint, or wallpaper. The carpet area will be securely fastened and without frays, rips, or wrinkles.

Depending on the age of the group, children receive instruction and guidelines to help promote safety, i.e. not standing on chairs, not running in the classrooms.

Emergency Medical Care:

First aid will be administered only by Little Stangs Learning Center staff who have completed first aid training as identified in the licensing rule. If your child receives first aid, you will receive a notice called an Accident Report that will explain everything that

happened to your child and what was done. The teacher will give the Accident Report to the parent at pick to sign and explain more of what happened. In the event that emergency medical care is necessary, the director, or the child's teacher will take whatever steps necessary to obtain the care needed. These steps may include, but are not limited to, the following:

1. Attempt to contact a parent. (We prefer whenever possible, *that the parent accepts responsibility for seeking medical care.*)
2. If we cannot contact the parent, we will do the following as deemed necessary:
 - a. Call paramedics.
 - b. Transport the child by ambulance.

The nature of the injury or illness will determine the order in which the steps are taken.

Our primary objective will be to obtain medical treatment for your child. We will continue attempts to notify the parent of the emergency situation.

Students with Known Health Conditions that Could Result in an Emergency:

A list of all children who have a known health condition, which could result in an emergency, will be kept in the center office and current classroom of the child.

Arrival and Departure:

All parents are expected to follow the arrival and departure times. If there is a change in your schedule that requires a change in your child's arrival and departure times, it is your responsibility to notify the staff and seek approval. This will allow us to provide adequate staffing coverage.

Arrival:

For your child's safety, we require that you or another authorized adult brings your child into the center each morning and gets the child settled.

- Be sure that the teacher is aware of your child's arrival before you leave.
- Be sure to clock your child in on the Brightwheel app.
- If your child will be late or absent, notify the center.

Departure

For your child's Protection:

- Be sure the teachers know that your child is leaving the center.

You must sign your child out of the center by using your phone with the Brightwheel app. You just scan the QR code at your child's door.

Persons Authorized to Pick Up Your Child:

Children are expected to be picked up by the parent/guardian or authorized pick up person listed on Enrollment Form.

At the time of enrollment, parents must provide the child care center with the names of persons authorized to pick up the child and the names of persons not authorized. It is the parent's responsibility to inform the center of any changes in the names and phone numbers of persons authorized or not authorized to pick up your child.

We release children to authorized persons only, If necessary, photo identification or other official identification may be required by the center prior to releasing the child. If you ever need someone other than persons listed on the Emergency Information to pick up your child, you must notify the center in writing.

In the event that the Childcare Staff suspects alcohol or incoherence on any authorized person, Staff will offer to call another authorized pick-up person. While we cannot legally prevent you from picking up your child, if you disagree and attempt to pick-up your child, law enforcement will be notified.

If you have a restraining order against your child's other parent (*non-custodial parent*), you must provide the center with a copy of the restraining order before we can refuse to release your child to that parent.

Closing Time:

Little Stangs Learning Center closes at 5:30 PM.

- The center closes at 5:30pm. This means you need to be at the center at an appropriate time to have your kids ready to and be leaving the center at 5:30pm.
- If an emergency delays you and you are going to be late in picking up your child, you must call the child care center or message on the Brightwheel app before closing time.
- In the event that your child is still at the center after closing and we have not heard from

you, we will take the following steps, in this order:

1. Attempt to reach you, using the numbers on the Emergency Information Card.
2. Call the other emergency contacts listed on the Emergency Information Card.
3. Call Child Protection or the police will be called.
4. Late fee will be charged

What Your Child Should Wear:

Little Stangs Learning Center's philosophy of learning is through hands-on experiential learning and play. We get messy! We daily participate in activities such as painting and pasting, gardening and playing outside. Please dress your child in clothes that are weather appropriate, comfortable, and easy to launder.

Little Stangs Learning Center does not provide laundry services. If your child becomes dirty or soiled, your child will be changed into clean clothes and dirty clothes will be sent home. In the event of a BM in underwear, staff will shake underwear out into the toilet to remove as much BM as possible, clothes will then be bagged and sent home.

Footwear:

Toddlers and Preschoolers must have shoes on each day. Tennis shoes or a secure fastening shoe should be worn. These shoes give your child the foot support and stability to do the walking, running, and climbing activities of the day. Sandals are not recommended.

Mark All of Your Child's Clothing:

Children must be dressed appropriately for each season. Please have coats, mittens, hats, boots, and scarves, as needed, so that children can be comfortable when they go outside. Label or mark all clothing, especially those that can easily be misplaced or forgotten. Little Stangs Learning Center is not responsible for any articles of clothing that become missing.

Lost and Found:

We try very hard, but occasionally things are lost. Check with a teacher if your child is

missing an article of clothing.

What Your Child Should Bring:

Infant:

1. Disposable Diapers
2. Breast milk: Dated & labeled with first & last name.
 - a. Formula (if not using the formula the center provides) dated & labeled first and last name
3. Extra Clothes
4. Wipes
5. Pacifier (If Needed): labeled with first & last name
6. May send a blanket - but will not be used for sleeping unless over the age of one or until they are cot trained.

Toddler:

1. Disposable Diapers or Training Pants
2. Changes of Clothing
3. Wipes
4. Blanket for Nap-time

Preschooler:

1. Extra Underwear or pull-ups for potty training (if needed)
2. Extra Clothes
3. Blanket for Nap-time

What Should Remain At Home:

Toys should remain at home unless the Teacher has designated a "Show and Share Day". We have ample equipment to meet the children's needs. Outside food is not permitted into the center unless it is a special treat day and discussed with the director. We cannot assume responsibility for toys or other materials brought from home.

Naps and Rest Time:

Naps and rest are appropriate and necessary activities of children. Cribs are used for infants. Infants may only sleep in a crib, allowed to have a pacifier. Infants who fall

asleep not in a crib, will be moved as soon as practicable to their crib. Additional forms relating to permitting children to sleep on their stomach as well as utilization of a sleep sack are required. Cots are provided for toddlers & preschoolers. Resting areas will be placed away from areas of activity. A child who has finished a rest or nap of 30 minutes will not be required to remain on a cot. After consultation with the child's parent, any deviation from the policy on naps and rest time is designed to meet the individual needs of a child and must be noted on the child's record.

Outdoor Play:

Outdoor play is an important part of your child's day and necessary for growth and development. The children will play outdoors each day, weather permitting. Please ensure your child has weather appropriate clothing. **All children who are well enough to be at the center will be expected to participate in outdoor play. Fresh air helps fight cold causing germs.**

You can help your child enjoy outdoor time by being sure that the child is dressed for the weather conditions of the season. In winter this includes boots, warm jacket, sweater, snow pants, mittens, and caps. In summer this includes shorts, short sleeved shirts, and a swimsuit.

Food Allergy:

If your child has a food allergy, please inform us. All food allergies and diets will require a statement from your child's Health Care Provider. All staff providing care to your child will be informed of the allergy. Information about your child's allergy will be posted in both the food prep area and your child's room.

Food Service:

Breakfast, Snacks, lunch and milk for all meals, are provided by Little Stangs Learning Center per USDA & CACFP Guidelines. We at Little Stangs believe that scheduling active play into daily schedules, and healthy nutritious meals helps their ability to grow, develop, learn and stay healthy!

Breakfast, Lunch, and Snacks are served at the following times:

- Breakfast: 8:30am-9:00am

- Lunch: 11:00am-11:30am
- PM Snack: 2:45pm-3:00pm

Prescribed Diets: If, for medical reasons, your child should require a special diet, please discuss this with the Director. A special diet prescription from your Health Care Provider will be followed. If we are unable to obtain the necessary food items, it may be necessary for you to provide them. All staff will be aware of any special, prescribed diet for your child.

Food Brought from Outside the Center:

Food from outside the center is not permitted. Outside foods will not be allowed into the center, or stored in a child's cubby. If outside food is found with a child, or in a cubby it will be thrown away.

For special occasions, treats may be brought into the center to share with the children, but must be store bought. To protect children with allergies, all treats brought into **the** center must be approved by the center Director.

You must make arrangements with the center staff before bringing in food for special occasions, such as birthdays or holidays.

Summary of Parent Responsibilities:

1. Submit your child's health physical within 30 days after enrollment in our childcare.
2. Update your child's health record every year.
3. Notify the center in writing of any changes in persons authorized to pick up your child.
4. Notify the center in writing if someone other than an authorized person is to pick up your child.
5. Call the center when your child will be absent or message on the Brightwheel app.
6. Give the center Director a two-week written notice if you plan to stop using the center for care.
7. Keep information current on the Emergency Information. Including phone numbers, place of employment, etc.

I/we have read, understand, and will follow the policies written in the Little Stangs Learning Center handbook. I/we will be in full communication with the director or my child's lead teacher if there are any problems or concerns that may arise. I/we will hold full responsibility if I/we fail to follow all Little Stangs Learning Center rules and guidelines and policies associated with Little Stangs Learning Center Handbook.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date