

Parent Policies



Little Village Early Learning Center LLC

Director/Owner: Tawna Schneider

General Information

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LITTLE VILLAGE POLICY INFORMATION FOR PARENTS	
○ WELCOME	4-5
<ul style="list-style-type: none"> • Parent Handbook Policy • Mission and Vision • Little Village Early Learning Center Welcome • Equal Opportunity Provider • Our Story 	
○ LITTLE VILLAGE EARLY LEARNING CENTER LICENSING	5
<ul style="list-style-type: none"> • Ages and Total Number of Children 	
○ HOURS AND DAYS OF OPERATION	5-7
<ul style="list-style-type: none"> • General Daily Schedule • Summer Program • Child Care Program • Child Care Program Options the Center is Licensed to Operate • Holiday Closings • Absenteeism • School Aged Non-School Days • Vacation • Snow Day Policy 	
○ ENROLLMENT POLICY	8-9
<ul style="list-style-type: none"> • Scheduled Enrollment • How to Submit Change in Schedule • Minimum Enrollment • Flex Schedule 	
○ TUITION PAYMENT POLICIES	9-13
<ul style="list-style-type: none"> • Tuition Rates • Yearly Activity Fee • Payment • Tuition Direct Payment • Tuition Express Payment • Payment Declines/Returns • Weekly Tuition/Late Fees • Late Pick-Up Fee • Financial Billing Errors • Reserving a Spot • Temporary Holding • Child Care Assistance Program (CCAP) • Withdrawal • How to Submit a Withdrawal • Termination • Referral Credit 	

○ HEALTH/SAFETY INFORMATION	13-15
<ul style="list-style-type: none"> • Medical Release/Child Information Card • Health Information • Immunization Information 	
<ul style="list-style-type: none"> • Keeping Ill Children Home • Becoming Ill at the Center • Head Lice 	
○ ADMINISTERING MEDICATION	15-19
<ul style="list-style-type: none"> • Non-Prescription Drugs • Prescription Medications • Materials and Storage • Accidents/Incidents • Behavioral Plan • Persistent Unacceptable Behavior • Biting 	
○ SAFETY AND SECURITY	19-22
<ul style="list-style-type: none"> • Child Check-In and Release • Safety Guidelines • Outdoor Weather Policy • Tornado, Fire, and Safety Procedures • Emergency Meeting Place 	
○ GRIEVANCE POLICY	22
<ul style="list-style-type: none"> • Informal • Formal • Conflicts of Interest 	
○ ALCOHOL AND DRUG USE POLICY	22
○ SMOKING POLICY	23
○ ZERO TOLERANCE POLICY	23
○ PRIVACY RIGHTS STATEMENT	23
○ INSURANCE	23
○ REPORTING POLICY FOR PROGRAMS PROVIDING SERVICES TO CHILDREN	23-24
○ CENTER PROCEDURES	24-29

<ul style="list-style-type: none">• Parent Visitation• Pets• Nap/Rest Time• Toys Brought from Home• Breakfast/Lunch/Snack• Feeding Infant• Formula/Breast Milk/Baby Food – Preparation and Storage• ICCPP• Allergies• Clothing/Personal Belongings• Entering Classrooms• Field Trip• Communication• Each Classroom• Conferences/Communication• Rule 3 Policies, Procedures, and Program Records	
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Little Village Early Learning Center Policy Information for Parents

Welcome

Parent Handbook Policy

Little Village Early Learning Center reserves the right to modify and update the Parent Handbook at any time. An updated handbook policy is given upon enrollment and can be obtained by visiting our website at: <https://littlevillageelc.com/> however, please ask the director for the most recent version.

Mission

At Little Village Early Learning Center, we believe that every child creates their own light and strive to individually and creatively stimulate their young minds through play and structured activities. Our mission is to provide the highest quality care for children ages 6 weeks – Pre-K in a safe, loving, happy, creative, and stimulating early learning environment.

Vision

At Little Village Early Learning Center, our vision is to focus on each child individually and be recognized and respected as an exceptional infant – Pre-K creative early educational child care program.

Little Village Early Learning Center Welcome

We are pleased that you have either chosen or are considering choosing, Little Village ELC for your child(ren). We view your child's presence in our center as a privilege as well as an opportunity and we strive to maintain a safe and healthy environment by guaranteeing that each child will be under direct supervision at all times. We are confident that your child's learning and development will continue to succeed while in our care and we look forward to watching each and every child prosper in their own way and in their own time.

Little Village ELC is a for-profit, parent/teacher cooperative, dedicated to the; social, emotional, physical, and intellectual development of children from 6 weeks to school-aged (5-6). That is why we offer a creative curriculum for all classrooms through Teaching Strategies which not only will support your child's development in all areas and prepare them for kindergarten, but also be inclusive to all children at our center to ensure flexibility to learn in their own way and at their own pace.

The director and staff at Little Village ELC know the importance of good communication between parents and teachers. If ever you have any questions or concerns, please feel free to discuss these with your child's teacher, or the center director via either email, a scheduled meeting, through our Brightwheel app, or by phone.

Equal Opportunity Provider

Little Village ELC is an equal opportunity provider that admits children of any race, color, creed, religion, national, or ethnic origin, gender, sexual orientation, status with regard to public assistance, disability or any other protected category under state or federal law, to all the rights, privileges, programs, and activities generally accorded or made available to children at the school. It does not discriminate on the basis of any race, color, creed, religion, national or ethnic origin, gender, sexual orientation, status with regard to public assistance, disability, or any other protected category under state or federal law, in administration of its educational policies.

Our Story

In December of 2010, Tawna Schneider (Owner/Director) opened an in-home child care in Northfield which later moved to Dundas. This gave her the opportunity to be home with her own children; a son (Gavinn) and two daughters' (MiaRae and Savannah), while also being able to create an income for her family by providing quality care to many families over the years. Tawna truly enjoyed working with and teaching each of the children in her care, in a fun, explorative, and safe environment, but she felt as though something was missing. From the time that Tawna was little, she knew that she would be a daycare provider one day, although, as she grew, she started to dream of one day creating, owning, and operating a child care center of her own. Fast forward a few years later and she finally made it happen! In 2020, Tawna and her husband Charlie purchased the property and building in Dundas and immediately started renovations. Charlie, Tawna, their three children and many family and friends worked hard to help and make Tawna's dreams come true.

Little Village Early Learning Center Licensing

Little Village ELC is licensed by the State of Minnesota Department of Human Services to operate with the following amounts of children:

Ages and total numbers of children

Ratio and group size standards apply at all times except during certain activities like meals, outdoor activities, field trips, and naps. Additionally, children of different ages may be grouped together during drop-off and pick-up times when it often makes sense to condense classrooms. However, ratio and group size requirements for the age category of the youngest child in care must be followed and at Little Village Early Learning Center, we are licensed to serve 38 students:

Little Village Early Learning Center Ratios and Group Sizes, by Age Category		
Age Category	Minimum Staff-to-Child Ratio	Maximum Group Size
Infant (6w-16m)	1:4	8
Toddler (16m-33m)	1:7	14
Preschool (33m-kindergarten)	1:10	16

*Ages listed for each age group are a general guideline. Center rates will not be charged for a child until the child officially changes age groups and all required information (Updated Healthcare Summary and Immunization Records) are turned in, in accordance with policy and DHS licensing requirements. Credits or rate changes will not be provided if a child's age exceeds the general guideline before the child officially moves to the next age category.

Hours and days of operation

At Little Village ELC, we understand that parents have varied schedules and therefore, need flexible child care, that is why we provide you with full-time services year-round for your child(ren): Monday through Friday, 6:30 a.m. to 5:00 p.m. Parents or legal guardians of enrolled children are welcome to visit the center and have access to their child(ren) any time during the hours of operation while the child is in the care of Little Village ELC, although we do ask that you contact us ahead of time, in order to make the least amount of disruption to their day. This can be done by

communicating with their teacher at drop-off, through a message on our Brightwheel app, or by calling the center at 507-301-3780.

General Daily Schedule

Schedule is subject to change based on age-appropriate classroom

6:30am:	Open / Organized Free Play
6:45am - 8:00am:	Breakfast: served to those dropped off before 7:45am
8:00am - 10:00am:	Age-Appropriate Creative Curriculum
10:00am- 11:00am:	Outdoor Play
11:00am - 12:00pm:	Lunch / Clean Up / Story
12:00am - 2:00pm:	Rest Time
2:10pm - 2:30pm:	Snack
2:30pm - 5:00pm:	Organized free play / Outdoor Play
5:00pm:	Closed

Holiday Closings

- New Year's Eve (Close at Noon)
- New Year's Day
- Martin Luther King Day (SDD)
- President's Day (SDD)
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- MEA (Thursday & Friday) (SDD)
- Thanksgiving
- Thanksgiving Day After
- Christmas Eve
- Christmas Day
- *SDD: Staff Development Day

For all holidays listed above, Little Village ELC will be both closed and paid. On days between a holiday and a weekend, Little Village ELC may choose to close as an additional floating holiday. The entire list of paid center closings will always be posted by December 31st of the current year for the following year.

If a holiday falls on a weekend, such as a Saturday, we will be closed on Friday and if it falls on a Sunday, we will be closed on Monday. Parents are required to pay in full for all center closings.

*There is NO tuition credit for holidays, staff development days, snow days, vacations/child illnesses over 5 days or other promotions, unless otherwise defined.

Unplanned Closings

Unplanned closings due to inclement weather will be considered "paid" days by parents as Little Village ELC will compensate the staff members scheduled to work that day on hours they miss not to exceed a 40-hour work week.

If the center needs to be closed for an additional, unscheduled day, as much notice as possible will be given.

Absenteeism

If your child is absent due to illness, please notify Little Village ELC, as soon as possible, and let us know about their illness so that we can take appropriate steps in contacting other families if need be. If your child is absent due to vacation or any other circumstance, please also notify us as soon as

possible. Notification should be made using messaging through our Brightwheel app or calling the center at 507-301-3780. Messages can be left 24 hours a day.

Vacation

If you are planning a vacation, please notify us as soon as you know the dates and send a message through Brightwheel or an email to the director. You need to be attending Little Village ELC for 6 months before you can use any vacation/sick days. If you go on vacation during those 6 months, they are paid days. After the 6 months, you will receive 5 days to use for vacation/sick days in which can be used in a fiscal year and do not carry over to the following year. You need to let us know within 2 weeks before or after if you would like to use your vacation/sick days. You may request to use up to 5 vacation/sick days per year, depending upon how many days a week your child(ren) attends child care. Example: if your child attends three days per week, he/she will receive three days per year, etc.

This policy is only valid if your weekly tuition for each child is paid in full at the time of your vacation/illness. If your tuition is not paid in full, standard rates will apply and you will be ineligible for vacation/illness “free” days. If your child is ill or absent without a vacation request, your weekly rate will remain the same. All unused vacation days are invalid after December 31st of each year. “Free” days may not be rolled over to the following year. Vacation/sick “free” days cannot be used after submission of a withdrawal notice, nor as part of a two-week notice if previously requested. Vacation/illness “free” days may only be used if your child is not physically in attendance. Vacation/illness “free” days may not be used on any of Little Village ELC holiday or inclement weather closings.

Snow Day Policy

Little Village ELC realizes that closing the center can be a major inconvenience for parents, especially for those who work outside of Northfield/Dundas. If the Northfield Public Schools close, then conditions are almost certainly extreme and Little Village ELC will take that into consideration when deciding whether or not to close. Please understand that the safety of the children and staff are our first priority. If conditions are poor and not expected to improve, making it dangerous for families and staff to travel to and from the center, we will close the center. The decision to close the school will be made by the center director. It will be posted on our Facebook page, and will be sent to each family via messaging through our Brightwheel app. Please note there will be no refunds or credits given to families for a snow day and vacation/illness “free” days may not be used.

Enrollment Policy Scheduled

Enrollment

At the time of enrollment, families will sign-up for specific days and times of attendance. Please note, we reserve your child(ren)’s spot for the days/times you enroll for and thus have ordered food and staffed accordingly. Little Village ELC may sometimes have the ability to add days per week to your child’s schedule by way of an email request submitted to your director’s email address in which Little Village ELC has the right to accept or decline added days depending on appropriate staffing and classroom sizes. As with most licensed facilities, Little Village ELC does not allow swapping of days of attendance. If a family is wishing to **permanently** switch the number of days of the week in which they attend, Little Village ELC requires a two-week written notice through either our Brightwheel app to the center’s director or the director’s email address. If the two-week notice is not provided, you will be billed accordingly. You will receive a confirmation message/e-mail stating that

we have received your request. If you do not receive a confirmation e-mail within 48 hours of your request, please note this is your responsibility to notify your center director as your request has not been confirmed by our billing department and you will continue to be billed until appropriate written request has been received. Please know that switching days is only allowed if space allows within the classroom. This applies for all those receiving county assistance as well.

How to Submit a Change in Schedule

Please send an e-mail to tawna@littlevillageelc.com with the following information provided:

- Child’s Name
- Classroom
- Parent/Guardian’s Name
- Phone Number
- Current Number of Days Enrolled
- Potential Future Number of Days Enrolled
- Effective Date of Change
- Reason for Change

Minimum Enrollment

Little Village ELC offers both full-time and part-time enrollment/rates in the Toddler and Preschool classrooms to allow for ease of flexible schedules towards families in different career areas. However, a minimum of 2 days per week is required unless you are using our drop-in care which is subject to availability. Due to routine and appropriate staffing, we have created a few different options:

- **2 Day Part-Time:** Monday, Tuesday or Thursday, Friday
- **3 Day Part-Time:** Monday-Wednesday or Wednesday-Friday
- **Full-Time:** Monday-Friday
- **1 Day Drop-In:** Only as space allows

Flex Schedules

Due to staffing, we do not offer flex schedules at this time.

Tuition Rates

Tuition rates are based on a full-time Monday-Friday basis and are subject to change. Please inquire for current tuition rates, these rates are based off the date of, January 2023.

2024 Rates	5 days	3 days	2 days	1 day (drop-in care)
Infants: Newborn-18 months	\$300	\$228	\$152	\$85
Toddlers: 19 months – 32 months	\$295	\$225	\$150	\$85
Preschool: 33 months – 1 st day of kindergarten	\$290	\$222	\$148	\$85

Yearly Activity Fee

There is a yearly activity fee due by the end of January of each year, which is \$75/child. This fee goes towards covering special activities such as in-house field trips, supplies, and tools that are bought yearly to enrich each child’s learning and development.

Tuition Payment Policies

Payment

Families will have many options to pay tuition payments such as cash, check, ACH, or by using a credit card. If you choose to pay via cash or check (made out to Little Village ELC), there is no fee associated with it. However, if you choose to use payments via direct deposit (ACH), or by using a credit card, there is a fee that will be included for each payment. The additional fees are 0.6% for ACH (bank transfers) with a minimum fee of \$0.25 and maximum fee of \$2, and 2.95% transaction for credit/debit cards, these payments will be made through our Brightwheel app. Tuition payments are due by 12:00p.m.-noon, Monday of each week. This in center payment will only be accepted by the: director or lead teacher. A receipt will be sent to your email through our Brightwheel app within 5-7 days of making the payment. If a parent/guardian should dispute a payment any and all receipts must be present.

Family Discount

At Little Village we offer a family discount of 10% off the older child's tuition when a second child attends, per week and 15% off the second child attending when a third child attends, per week. All siblings must be enrolled and attending Little Village in order to receive the discounted rates. This discount does not apply to extended family members. No other discounts or tuition reductions may be applied when using the family discount.

Payment Declines/Returns

In the event you are notified that your weekly, bi-weekly or monthly withdrawal was declined, you will be subjected to paying a \$35.00 decline fee that will not be waived by the center. If when filling out the ACH form, the wrong credit card number, account number, or expiration date is given by the account holder and your payment is returned due to incorrect information, you are still responsible to pay the \$35.00 return fee. Little Village ELC only runs ACH's once per week, no additional runs will take place to satisfy a decline/return.

Weekly Tuition/Late Fee

The current weekly rates are on our website, as it is subject to change. Weekly tuition is due by 12:00 p.m.-noon, Monday, of every week or on the 1st of each month. If your payment is received after 12:00 p.m.-noon, you will be charged the standard rate and in addition a **\$20 per day late fee** will accrue (including weekends and holidays). If your tuition or co-pay is 1-week delinquent, your child care services will be suspended until payment is received in full, including late fees. Additionally, any DECLINE or credit card return payments must be received within 24 hours of notification in order for services to continue and are subject to an additional fee. In the event that any type of payment is declined more than 2 times, payments will be required to be paid in cash from there on out.

Tuition rates are subject to increase on an annual basis and the upcoming rates for the next calendar year are provided to the parents by December 15th of the current year. Failure to make payment on time and in accordance with our payment policies and procedures will result in a family being charged late fees as is outlined above. Services will be suspended after the account has an outstanding balance for 1 week, and the balance must be paid in full prior to the account being considered in good standing.

The age range designation listed for the centers rates are a general guideline. The center rates will not be changed for a child despite their age until they officially move up to the next age group and all required information (Updated Healthcare Summary and Immunization Records) are turned in, in

accordance with policy and DHS licensing requirements. Credits and rate changes will not be provided if a child's age exceeds the general guideline before the child officially moves to the next age category.

Late Pick-Up Fee

The center closes at 5:00 p.m. promptly. That means that every child and family, should be out of the building prior to 5:00 p.m. If a child is not picked up by this time, a late fee will be charged. The fee of \$20.00 per any amount of 15 minutes past closing time will be charged. If a parent is late picking up their child more than three times during the calendar year, the late fee will be changed to \$30.00 per any amount of 15 minutes past closing time. Parents should call the center to explain delays. This is helpful in making staffing arrangements, as well as being less stressful for your child. If a parent has not called the center or picked up the child by 6:00 p.m., Little Village ELC reserves the right to contact the proper authorities. **Under no circumstances will the center release your child to an unauthorized OR incapacitated person.**

Financial Billing Errors

Little Village ELC billing department follows a strict management procedure in which to ensure that the billing is accurate. However, human errors may occur and there are times when errors might be present. Should an over-billing error be found exceeding 90 days, it will not be honored. If an error is found where Little Village ELC has been under-billing, and it was not reported, Little Village ELC reserves the right to obtain the proper difference in compensation and will work with the families on the best method and time of payment. It is the responsibility of the parents or those who are held financially accountable, to be checking statements and to notify the director immediately in writing AND dated, if something appears incorrect on their statements. If this shall occur, Little Village ELC will work diligently with you in a timely manner.

Reserving a Spot/Registration Fee

Little Village Early Learning Center requires a one-time fee for each child to reserve their spot, unlike most child care facilities that charge an annual registration fee. If you are a family enrolling one child, you will be required to pay a **\$100.00 non-refundable** registration fee. In order to hold a spot for your family of multiple children we require that you pay a **\$150.00 non-refundable** registration fee. If your family grows after others have recently been enrolled with Little Village ELC, which must be within 90 days of your other child starting, you will be required to pay a **\$50.00 non-refundable** registration fee per child. Registration fees can be paid either by cash, check, or through our Brightwheel app. Registration fees are only valid for 90 days (except in the event a family enrolls an unborn child) to hold a spot. After 90 days the spot will no longer be held, and no refunds will be given.

Temporary Holding (Minimum of a consecutive 4-week, Maximum 12-weeks absence)

In the event that you choose to temporarily suspend services but plan to return (i.e. summer vacations, extended vacations, maternity leave, etc.), Little Village ELC will require that you pay a **\$850.00 non-refundable** holding fee for one child. A family with multiple children will pay a **\$750.00 non-refundable/child** holding fee. There will be no refunds given. This non-refundable fee assures your child's spot is held during the absence. The holding fee may only apply to absences that would result in the child/children being away from the center for consecutive 4 weeks and no longer than 12 weeks, and it also requires a written 2 weeks' notice to be emailed to the director. Holding fees are only applicable for up to four months after the withdrawal date unless prior

management approval in writing is obtained. Little Village ELC does not accept a verbal notice for temporary holding. This temporary hold does not go into effect until you have received a confirmation email from the center director.

Child Care Assistance Program (CCAP)

Little Village ELC accepts Child Care Assistance Programs (CCAP) from Rice County with the proper authorization and paperwork. All families receiving CCAP must adhere to the rules and guidelines set forth by the program as well as the policies of Little Village ELC. In order to start care, Little Village ELC must receive written or verbal authorization from a representative of the county, stating the date care is effective, the number of hours authorized for each child and if any copayment needs to be made by the parent/guardian, to the center. Once this information is received, and all required center enrollment paperwork is received, a child may begin their attendance. Copayments are due by noon on Monday in accordance with our payment policies or you will be subject to late fees and possible suspension of services for non-payment. Unpaid copayments will also be reported to the county via the billing forms that are provided in a biweekly period and services may be terminated by CCAP for failure to make the required payments. In the event that the center receives documentation from the county that the case is in an inactive status or ending eligibility, it is the parent/guardian's responsibility to get in contact with the county and child care worker and turn in any necessary forms or information to ensure their case remains open and active. During the time in which this may occur, the family will be responsible for paying in full, if they would like to continue care. In the event that the county payments are reauthorized, and they backdate the billing forms, the center will provide a child care credit to your tuition account to be used for future copayments. Any payments that are made from the families that exceeds the amount that was reimbursed from the county, will be considered self-pay by the guardian. Guardians are required to physically check their child in and out daily by using our Brightwheel app. Failure to do so is considered non-compliance with the CCAP record keeping requirements and a family may be suspended by the center for failure to sign in and out. Multi-child discounts are not offered to the CCAP program since payment for services rendered is not paid by noon on Monday in accordance with our payment policies. Normally, payments are received by CCAP 2-4 weeks after services are rendered.

Withdrawal

There is a 30-day written notification required prior to all withdrawals. If a written notice is not received by the center director, the parents or guardian will be responsible for a fee equal to one month's tuition.

A child who withdraws from Little Village ELC is not allowed to attend fieldtrips with Little Village ELC unless the child is accompanied by their parent and has a sibling still attending Little Village ELC and agrees to follow Little Village ELC fieldtrip guidelines.

How to Submit a Withdrawal

Please send an e-mail to tawna@littlevillageelc.com with the following information provided:

- Child's Name
- Classroom
- Parent/Guardian's Name
- Phone Number
- Current Number of Days Enrolled
- Current Date
- Withdrawal Date
- Reason for Withdrawal

Termination

For the safety and well-being of all families at Little Village ELC, there will be a termination policy to follow. All children adjust differently to different programs. For some it's a perfect fit but for others it is not. If there are continual behavioral problems that jeopardize the health and/or safety of other children attending Little Village ELC, we may ask that alternative care is found for this child. This being said, we also have the right to immediately terminate that child. This is to ensure the best care possible for each family attending.

There will also be a termination policy for those who are unable to pay tuition on time. If a family is late in payments more than 3 times, the family will be asked to find alternative care immediately.

Referral Credit

Any family can earn a tuition credit by referring new families **OR** a staff member to Little Village ELC. The credit is received after the referred family's/staff's sixth month of care/work. When the family fills out their enrollment forms or staff member fills out their application, make sure to remind them to fill out the referral part on the form. This 10% credit (off of one month) is based on the new family's schedule.

Health/Safety Information

Medical Release/Child Information Card

The Health Care Summary, Child Care Immunization Record, and a Child Record form, are all required for each child attending Little Village ELC and must have them turned in by the first day of attendance or within 30 days to the director. The Health Care Summary form must include a current examination and it must be signed by each child's source of medical care. As your child grows, an annual examination by each child's health care provider is required for children under 24 months of age and whenever a child 24 months or older advances to an older age group, please ask your director for a new Health Care Summary form prior to your appointment. A parent/guardian signature is required on the Child Record form and will allow the staff to seek medical attention for your child in case of an emergency. If the parent has a specific medical center at which they prefer the child to be treated in case of an emergency, a letter specifying the facility needs to be written to the center.

The information given on this form also provides the center with contact information for parents/guardians and additional people authorized to act on your behalf if we are unable to reach you. Two other authorized person is required per family and must be within one hour of Little Village ELC.

Please remember to update Little Village ELC regarding any changes in home, work, cell, or medical phone numbers.

Health Information

A Health Care Summary update is required at 12 months, 24 months, when the child moves to the age category preschool (three years), and kindergarten (five years). These updates must be signed and dated by your health care provider or their representative.

Minnesota state law requires that proof of immunization be provided at the time of enrollment. The immunization form should be signed by your health care provider if the child is under 15 months old. If your child is over 15 months old and on schedule with their immunizations, a parent/guardian, or health care provider may sign the form. Check with your health care provider for the current recommended immunization schedule for children.

It is the parent/guardian's responsibility to inform the center of their child's special medical conditions, needs, and/or allergies. There is a form called ICCPP that the parent is responsible for filling out. The staff is notified of all special conditions, and they are posted in the kitchen, and classroom areas.

****When your child receives immunizations, please bring an updated copy of immunizations to the center.**

Immunization Information

Under Minnesota Statue 212A, Little Village ELC is required to adhere to Minnesota's Immunization Law. Little Village ELC cares for children ages 6 weeks to 6 years old. For children who are not immunized, a notary is required prior to attending. Children will not be excluded for failure to be immunized if they have an appointment for immunizations and have their immunizations initiated within one month. A child whose immunizations are not kept up to date will be dismissed after three written reminders to the parent or legal guardian.

The director will be responsible for checking the facility's records to be sure of each child's immunization and other routine preventive health services to ensure that they are all current. The director will also remind parents/guardians to provide documentation of health records.

Keeping Ill Children Home

For the protection, health and safety of all children and in accordance with Minnesota Statue 9503.0080, parents must keep children at home, or a child will be sent home, if any of the following exist:

- Contagious illness or condition
- COVID-19 (may return after 5 days of first symptoms AND after 24 hours symptom free)
- Chicken pox (until the child is no longer infectious or until the lesions are scabbed over)
- Vomit (may return 24+ hours after last vomit)
- Two or more abnormally loose stools during the day (may return 24+ hours after last loose stool. Upon return if one loose stool occurs, they will be sent home again)
- Contagious conjunctivitis or pus draining for the eye (may return with doctor's note and/or 24+ hours after starting drops)
- Bacterial infection such as streptococcal pharyngitis or impetigo (may return 24+ hours after start of antimicrobial therapy)
- Unexplained lethargy
- Lice, ringworm, or scabies that is untreated and contagious to others (see below details on Head Lice)
- 100°F or higher temperature of undiagnosed origin before fever reducing medication is given (may return after they have been fever free for 24+ hours without the aid of fever reducing medication or with a doctor's note confirming fever is not related to a contagious condition (e.g., fever is due to teething, reaction to recent immunizations, ear infection, etc.))
- Undiagnosed rash attributable to a contagious illness or condition (may return when rash is gone and/or doctor's note confirms is it not contagious)
- Suffering from significant respiratory distress
- Unable to participate in child care program activities with reasonable comfort
- Requires more care than the program staff can provide without changing the nature of the program or compromising the health and safety of the other children

All temperatures are measured using an axillary thermometer.

Parents must notify the center within 24 hours of the onset of a contagious disease.

Becoming Ill at the Center

If a child develops any of the above symptoms while at the center, the child will be isolated and one of the parents will be contacted to pick up the child within one hour. Parents must make arrangements necessary to have the child picked up; this is not the responsibility of the center. If a child is exposed to any contagious disease while at the center, families will be notified of the exposure via a Brightwheel message. A registered nurse will be used as the health consultant.

Head Lice

If a child is found to have head lice, parents will be contacted to pick up the child within one hour, as above. The child may return to school after appropriate over the counter or prescription treatment has been administered, which should kill crawling lice. The child does not need to be nit free before returning to school.

Administering Medication

Medications Non-prescription Medication

Written permission from the parent is required for the administration of any non-prescription medication such as Tylenol (if over the age of 24 months), insect repellent, sunscreen lotion and diapering products. These will be administered according to the manufacturer's instructions unless there are written instructions for the use is provided by a physician or dentist. The parent must supply these products and label them with the child's first and last name and they will be stored in the appropriate classroom cupboard.

Prescription Medications

For prescription medications to be administered, including Tylenol for ages infant-24 months, the center will follow written instructions from a physician or dentist before administering. Signed authorization from the parent or guardian is also required. The pharmacy label on a bottle constitutes the prescription.

- Medications must be kept in their original container and be properly and legibly labeled with the child's full name and current prescription information.
- Medications will not be given after the expiration date and unused portion will be returned to the child's parent or destroyed in a proper manner.
- Parent must state dosage, time, and duration the medication is to be given. Parents should inform the staff of the last time the medication was given.
- Medication will be kept out of the reach of children. All controlled substances such as Ritalin, will be locked.
- Non-refrigerated medications will be kept in each child's classroom in a cupboard out of reach of children.
- Medication requiring refrigeration will be stored preferably on the top shelf of the refrigerator in a covered, labeled container.
- Proper medication dispensers will be used to administer the medication.

- Medication will be administered in private to de-emphasize the visibility to other children and never be presented as “candy” or something good to eat.
- Staff are instructed to read labels carefully to ensure proper storage and any special instructions such as shaking.
- Staff will record name of child, name of medicine or prescription number, date, time, dosage and the name and signature of the person who dispensed the medication. This documentation will be maintained in the child’s record for five years and is available to the parent.
- Staff will follow safe medication guidelines during medication administration.

Materials and Storage

Within the center there are multiple areas that are used for storage of various materials, including cleaning products, bathroom supplies, craft supplies, learning material, activities, etc.

In each classroom, there are cupboards in which have materials that are stored within them. Most of the cupboard doors and drawers have child locks on them, and staff are trained in ensuring that each door and/or drawer is closed after each use.

The hallway storage closet has cleaning supplies, learning materials, activities, and miscellaneous materials being stored in it, this too has a child lock on the outside of the door.

The basement is used for additional storage. Only staff of Little Village have access to this area. No children should ever be in this area.

The staff and preschool bathroom have shelving for additional storage for bathroom, laundry, center, and classroom supplies.

The garage on the property of the center has storage within it for outside toys and tools. Students are only allowed in the garage under direct supervision of their teacher.

In addition to the general supervision of the children, areas will be out of reach of children and/or locked in a cupboard/closet that may pose a risk to children, most cleaning products that are purchased are non-toxic, however, there are a few products used in which are not. Therefore, we have general policies in place to protect the safety of the children. Staff are trained in the proper ways to dispense medication (for life threatening conditions only); parents are informed as to our medication procedures and the public health nurse reviews our policies regularly.

Accidents/Incidents

At Little Village ELC, steps are taken to maintain safety and avoid accidents. However, occasional slips and falls occur any place where children are playing. Appropriate first aid is always the first step in the event of an accident. Serious accidents involving a child will be promptly reported to a parent. Accidents involving minor bruises or scrapes will be reported to the parent, by the end of the day through a message on Brightwheel. There will be an Accident/Incident report form filled out about the incident and must be signed by both the teacher and parent/guardian, it is then filed in our Accident Log Binder in the director’s office. This report will include any first aid measures that were carried out.

If it appears that the accident may lead to future complications, or in any way be serious enough to warrant medical attention, the following procedure will be used:

1. A staff member will carry out immediate first aid. All staff have been trained in first aid. A first aid handbook and kit are readily available in the center.
2. A staff member will contact the parent/guardian.

3. If the parent/guardian listed alternate emergency contact number cannot be reached, a center director will have the authority to call a previously designated physician and/or the local emergency unit for treatment and/or transportation to the hospital. A staff member will accompany the injured child to the hospital and stay until a parent arrives.
4. In some emergency situations, the staff will contact the local emergency unit before calling the parents (i.e. cessation of breathing). In this case, the following procedure will be used:
 - a. Staff will take whatever lifesaving measures necessary. There will always be at least one person trained in CPR in the building.
 - b. 911 will be called.
 - c. A center director or lead teacher will accompany the child to the emergency room.
 - d. A staff member will call the parents/guardian or another emergency contact person.

Behavior Guidance Policies and Procedures

Our behavior guidance policy is designed to:

- Ensure that each child is provided with a positive model of acceptable behavior.
- Be tailored to the development level of the children that the program is licensed to serve.
- Redirect children and groups away from problems toward constructive activity in order to reduce conflict.
- Protect the safety of children and staff persons.
- Provide immediate and directly related consequences for a child's unacceptable behavior.

Young children need to be taught appropriate behavior. Appropriate alternatives to corporal punishment vary as children grow and develop.

As infants become more mobile, the staff will create a safe space and impose limitations by encouraging activities that distract them from harmful situations. Brief verbal expressions of disapproval help prepare infants and toddlers for later use of reasoning. For toddlers, disapproval will be followed with comments about expected behaviors.

Preschoolers have begun to develop an understanding of rules and can understand "break time" to calm down (out-of-group activity by sending the child to a calming activity such as puzzles, sensory table). However, children will never be isolated from the group. The teacher will follow up by asking the child about his/her feelings and suggest appropriate behavior.

To promote positive behavior in the following ways:

1. The classrooms are designed to be developmentally appropriate.
2. There are sufficient toys and activities to stimulate children of all age groups we serve.
3. The staff model, encourage and praise positive behaviors by using clear and positive statements of behavior expectations.
4. The curriculum is designed to be stimulating and age appropriate for the children.
5. The staff appropriately supervises and interacts with the children.

Persistent Unacceptable Behavior

Staff at Little Village Early Learning Center will use the following procedure for behavior that is persistent and unacceptable that requires an increased amount of staff guidance and time. This behavior policy applies to all children in our care.

If a child is not behaving appropriately, we will use the following positive guidance techniques:

1. **Ignoring:** Ignoring a child who is trying to gain attention by acting out may be an appropriate response, unless it is a behavior that is unsafe.
2. **Redirection/Distraction:** This technique offers an alternative to a child such as suggesting a new activity, or different toy, encouraging independent play, or interacting with the child in a different way.
3. **Discussion:** Discussing with the child how their behavior is inappropriate and engaging with the child using other words or methods that would suggest a more appropriate response.
4. **Reasonable Consequences:** The staff may implement reasonable consequences such as taking away a toy if the child used the toy to hit another child.
5. **Take a break/Time Out:** The child is separated from the group to calm down and sit quietly or will have access to do something independently. While the child will remain supervised, his or her classmates will not immediately influence him or her. In “take a break/time out” the child will have access to other activities while he or she settles down. Once the negative behavior is under control, the child can be returned to the group. We do not use “take a break” with children under two years of age.

When staff observes a persistent unacceptable behavior, they will observe and record the behavior in writing.

If these positive guidance techniques are not effective, we may involve parents/guardians with the following progressive guidance techniques:

1. We will inform parents/guardians in writing what behaviors have been observed and what the staff has done to try to modify the behavior.
2. If the inappropriate behavior continues, the center director and teacher will meet with the parents/guardians to develop a written action plan to correct the behavior. We will seek their input and agree on steps to attempt to modify behavior. We may suggest involving outside resources to assist with the situation.
3. If the inappropriate behavior persists, the child will need to take a day or two of behavioral leave of absence on the next scheduled day/s of care. (Standard attendance rates apply during behavioral leaves).
4. After returning to the center, if the child continues to act inappropriately, we may disenroll the child. We reserve the right to use these progressive guidance techniques at our discretion. It is our goal to work together for a positive outcome of behavior change. Circumstances may arise when we may immediately disenroll a child if his or her behavior creates a health or safety risk to themselves, other children, or the staff.

Biting Policy

We recognize that biting is an age-appropriate action that occurs as children learn to develop their own actions and verbal skills. We will make every effort to discourage biting when it happens however if it becomes consistent and persistent the following will be followed. If a child, 15 months and older, bites more than two times in one day, that child will be sent home for the day and must be picked up within one hour for the policy to be effective.

If a child bites another child and breaks the skin, that child will be sent home immediately and must also be picked up within one hour.

If a child is sent home more than two times in one week, the child's parents, the teacher and the director may meet to develop an action plan discussing the biting, the environment and an encouraged parent observation date.

If a child is exhibiting persistent biting which is also considered persistent unacceptable behavior, the child's parents, the lead teacher and the director will meet to develop an action plan discussing the biting, the environment and an encouraged parent observation date.

If all of the above listed actions are followed through and biting fails to stop, the result will be possible withdrawal by writing or verbal notice by the director.

It is very important, when you receive a biting report, that you sign the report and give directly back to the teachers or center director. **DO NOT TAKE THESE HOME.** You may request a copy by noting it on the report. These forms are filed in your child's file and are reviewed by both the State and Health Department. We must have these forms filed in order to make this policy legally effective.

Safety and Security Child

Check-In and Release

Little Village ELC utilizes a security system, allowing parents and authorized pickup people to enter into the building safely using a key fob. Key fobs are \$10.00 each and when withdrawing from Little Village, if you turn in your key fob, you will be refunded your \$10.00. Please see the center director with any questions regarding our security system.

Upon entering the building, parents will be able to access Brightwheel through a free app on their phone to both check-in and check-out their child(ren) each day. When starting at our center, you will be provided with information on how to get that all set up.

It is important to sign your child(ren) in and out each day. We use this system in an emergency situation to ensure that all children are accounted for.

Children will not be released to anyone not listed on the Child Record form, unless direct communication by the parent is made to the center. A picture ID is required to be shown before a child will be released to someone unknown to the staff. **Under no circumstances will the center release your child to an unauthorized or incapacitated person.**

In the event that only one parent has custody of the child, the custodial parent must provide a copy of the appropriate legal documentation to the center stating they have sole custody.

Safety Guidelines

Safety at Little Village ELC is of the utmost importance. By working together, as staff and parents, we can increase the safety and well-being of all children at the center. Please obey the following safety guidelines pertaining to your children.

- Please drive slowly into the parking lot and stay alert to other cars and children, it only takes a second for them to run out and not see a car.

- Please park in the designated parking spots only and remember your car MUST be turned off if it is not occupied by a legal driver. Leaving your car running while unattended is extremely dangerous and illegal.
- Minnesota State law requires that all children under the age of eight must ride in a federally approved car/booster seat, unless the child is 4'9" or taller. Infants (under 20 pounds and one year of age) must be in a rear-facing safety seat. Please obey these laws. Little Village staff members are required to report any cases of children not restrained in a child safety seat to the proper authorities.
- Doors at Little Village ELC are heavy and can easily pinch or sever a child's fingers. Please respect and reinforce with your child that doors are to be opened and closed by a staff member or parent only.
- Children MUST be accompanied by a parent/guardian at all times while in the building. Please do not allow your child to play in the public areas or on the outdoor play equipment without your direct supervision. Please do not let your child play in other classrooms that are closed for the day.
- It is also the parents' responsibility to accompany their child directly to their classroom at drop off time, unless directed otherwise. The teachers are not allowed to do this for you, even if you are in a hurry.
- Parents are not allowed to escort children, other than their own, outside of the classroom area without expressed written or verbal permission from that child's parent. This permission must be provided to the director of the center.
- During inclement weather, the parking lot, entry way, and hallway tend to get slippery. We will do our best to maintain safe conditions in these areas, but please be very careful when walking (especially when carrying children). If you notice an area that appears unsafe, please let us know so we can attend to it immediately.
- We are Minnesota nice, but safety is a top concern. **Never** hold the door for a person that you do not know.

Outdoor Weather Policy

Little Village ELC's policy for winter outdoor play is as follows: Temperature and wind chill must be above 20 degrees F for preschool and school-aged children and 30 degrees F for infant and toddlers to play outdoors. Our source for temperature ratings is www.weather.com. All attempts will be made for children to receive at least one scheduled outdoor play time per day when the above conditions occur.

We recognize summer conditions can also be challenging. Based on temperature and humidity, shorter amounts of time may be spent outdoors.

Regular physical activity has important health benefits. Weather permitting daily outdoor play will be provided. Going outside offers an environment that encourages exercise and a different setting. For infants and toddlers, getting dressed to go outside is valuable one-on-one time for teachers and children. Being outside also reduces the spread of infectious diseases. Our outdoor guidelines for healthy development and children including infants should go outside when:

1. Weather seems comfortable and when it is somewhat uncomfortable. In summer, children should wear light colored, lightweight sun protective clothing and hats, sunscreen, play in shaded areas, and have drinking water available. In winter, dress in warm, dry layers and play in wind-protected areas.

2. If it is snowing, raining, or snow is on the ground and children are wearing water resistant clothing. Snow and rain are important learning materials.
3. Children have a runny nose, cold or ear infection unless they have a documented condition identified by their health care provider that can be worsened by cold, wind or being outdoors.

Tornado, Fire, and Safety Procedures

Fire drills are held monthly and logged. Tornado drills will be held monthly from April through September and will also be logged. Procedures are posted in each classroom.

Fire Prevention Procedures

Little Village ELC will conduct monthly fire drills and have written record of all drills. Teachers and Assistant Teachers are responsible for evacuating the children in an organized manner. Aides are responsible for checking bathrooms to ensure no children are left in the building. The Director or person in charge is responsible for ensuring everyone has evacuated the building. Evacuation routes will be posted in all areas of the center.

Blizzard/Tornado/Other Natural Disaster Procedures

During the months of April through September a monthly drill of what to do in the event of a tornado will be conducted and logged. During the drill, staff will be responsible for knowing and using proper safety techniques for these situations. In the event of inclement weather during the winter months, the center may choose to close or have an early release.

Emergency Meeting Place

In the event that an emergency requires evacuation of the center, the designated emergency meeting area is first the 'Little Village' sign out front and then we will safely cross the street to the **Dundas Post Office: 211 County Rd 1 E, Dundas.**

Emergency Preparedness Plan

- As defined in rule 245A.4, subp. 3, para (a-f), the center created an emergency preparedness plan using the Child Care Emergency Plan form developed by the commissioner which outlines procedures for an evacuation, relocation, shelter in place and lockdown. A designated relocation site and evacuation route, procedures for notifying a child's parent or legal guardian of the evacuation, relocation, shelter in-place, or lockdown including procedures for reunification with families. Accommodations for a child with a disability or a chronic medical condition, procedures for storing a child's medically necessary medicine that facilitates easy removal during an evacuation or relocation, procedures for continuing operations in the period during and after a crisis and procedures for communicating with local emergency management officials, law enforcement officials, or other appropriate state or local authorities.
- All staff members will be trained on the company's emergency preparedness plan at orientation, at least once each calendar year, and when changes were made to the plan. Training will be documented in the staff members file.
- The center conducts fire and tornado drills as required in MN statute 9503.0110, subpart 3, and documented the date and time the drills were conducted
- The center will review and update the emergency plan annually.

- The review of the plan will be documented in the program's administrative records.
- The plan will be a part of the centers indexed policies and procedures.
- The center will provide a physical or electronic copy of the emergency plan to the child's parent upon enrollment
- The relocation site and evacuation route are posted in a visible place as part of the written procedures for emergencies and accidents in Minnesota Rules, part 9503.0140, subpart 21.
- The Emergency Preparedness Plan is located: on the center's website, in each classroom, in the entry way, and in the director's office.

Grievance Policy

Informal

At Little Village ELC, we aim to please all in who are attending and working within the center. That being said, if any parent, staff or volunteer has a grievance, we ask that you bring it to the center director's attention, verbally. The person may discuss the grievance with a center director in an attempt to reach a satisfactory resolution. A center director will investigate the grievance, in a timely manner.

Formal

To initiate a formal grievance, we ask that you put it in writing, along with the facts upon which it is based, and submit it to the center director. The center director will investigate the grievance and will respond, either verbally and/or in writing, within ten days of receiving the formal grievance.

Conflicts of Interest

Little Village ELC has no liability at this time for incidents which may occur in the course of private arrangements made between the parent and a Little Village employee.

Little Village ELC discourages parents from engaging in any discussions or agreements with Little Village staff members about employment that would interfere or conflict with their employment status at Little Village ELC, including but not limited to child care.

Alcohol and Drug Use Policy

Absolutely NO volunteer, staff member, or parent/guardian, that is responsible for children or bringing children to and from the center should be under the influence of alcohol or any chemical that impairs them from providing care. In the case that this may occur, correct measures will be taken, and authorities will be called IMMEDIATELY. The children will also be removed from the situation to ensure their health and safety.

Smoking

Smoking is always prohibited on the property of Little Village ELC on the inside and outside.

Zero Tolerance Policy

Inappropriate behavior or language will not be tolerated. Parents will be notified immediately, and appropriate action will be taken. ZERO tolerance and parent support is much appreciated and needed to create a happy and safe environment.

Privacy Rights Statement

The data requested on the registration form is to be kept in your child's file and will be kept in complete confidentiality. The data on the registration form is needed in order to be able to contact the parent/guardian when necessary or in the case of an emergency.

Insurance

Little Village ELC has a liability insurance policy that is in effect to the limits required by the State of Minnesota Department of Human Services.

Reporting Policy for Programs Providing Services to Children: Who should Report Child Abuse and Neglect

- Any person may voluntarily report abuse or neglect
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift responsibility or reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years, you 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 (Minnesota Statutes, section 626.556) and are posted at the center.
- 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.

Where to Report

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651)431-2000.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at (507)645-9576 or local law enforcement at (507)645-4475.
- If your report does not involve possible abuse or neglect but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651)431-2000.

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 persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

Retaliation Prohibited

- An employer, or any person required to make mandated reports, shall not retaliate against the person for reporting in good faith, or 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.

The reporting policies and procedures must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request. The division of Licensing recommends that parents with children currently enrolled in your child care program are informed of the development of the reporting policies and procedures and provide them with an opportunity to request the information.

Center Procedures

Parent Visitation

Parents are always welcome and encouraged to visit the center at any time during our hours of operation, however, we do ask that you inform the director or your child's teacher before doing so, to ensure that you are not interrupting your child(ren) schedule/day.

Pets

If you wish to bring in a pet to share, you must first be approved from your child's lead teacher AND the director of the center. Pets are ONLY allowed in the center when, they have been approved, and are up to date on shots. You must also; sign the pet policy agreement, keep your pet under control at all times, clean up after your pet both inside and outside of the premises, and pay any damages that may be caused from your pet.

Are there pets in the center: Yes ____ No ____ If so, what kind: _____

Last rabies shot (date): _____

If the staff or anyone from the center decides to bring in a pet, they too need to follow the above policy as well.

The purpose of this policy is to allow animals to come into the program for a new and fun way of learning, while also assuring the health and safety of all children.

Nap/Rest Time

At Little Village ELC, we believe that throughout the day, children need a break, whether that means taking a little rest or longer nap. We encourage all children to rest quietly during this time. Each child will be given a cot and small blanket or crib with a tight fitted sheet, depending upon age/classroom. If your child does not usually nap, they will still have a quiet time with the rest of the children, but we will comply to Rule 3, as it says that a child cannot be forced to stay on a mat or crib for over 30 minutes if they don't fall asleep.

Toys Brought from Home

To avoid toys being; lost, stolen, or fought over, we ask that you leave all toys and unnecessary belongings at home or in the car, UNLESS, you are asked to bring them on a special day.

Breakfast/Lunch/Snack

At Little Village ELC, we provide a healthy breakfast and snack prepared at the center. Our lunches will be catered in through a local restaurant called Estrada. The menu will be posted in the front entry, though the menu is subject to change. If you do not wish for your child to have lunch prepared through Estrada, you may bring a cold, healthy lunch which is in a labeled bag or lunch box. Any lunch brought from home is required to not have any contents that need to be heated by the center staff and must include all the basic food groups: meat/meat alternate, vegetable, fruit, and grain. Breakfast is served from 6:30a.m.-8:00a.m. If you would like your child to have breakfast, they need to be dropped off by 7:45a.m. Lunch will be served between 11:00a.m.-11:30a.m. Snack is served from 2:30 p.m.-3:00 p.m.

Feeding Infants

Each infant is fed on demand and will decide when he/she has had enough to drink and will never be force-fed. We recognize each infant as an individual with likes and dislikes.

Solid food is always fed from a spoon and finger foods are offered at the appropriate age. We will begin offering a cup at 6-7 months and eating utensils will be offered at the appropriate age or developmental stage.

Infants will be held for feedings or fed sitting up. Bottles will never be propped nor will infants be put to bed with a bottle. Young children will not be allowed to carry bottles throughout the day to help prevent baby bottle tooth decay.

Parents are requested to provide written dietary instructions and feeding schedules for their infant. Parents will be informed as to how much their infant has consumed each day through our Brightwheel app. Any modifications of basic food patterns are made in writing by the parent in consultation with their health care provider.

Formula / Breast Milk / Baby Food – Preparation and Storage

Unopened formula and baby food will be stored in an area approved by the environmental health specialist. Baby food and formula brought from home is labeled with the infant's first and last name and date and refrigerated immediately if needed. Bottles prepared at home must be capped and transported properly in an insulated bag or cooler and placed in refrigerator immediately upon arrival. Glass bottles are prohibited, and BPA free bottles are encouraged. Parents who prepare formula at home should provide the center with a backup supply of powdered concentrate to cover unforeseen circumstances. Once formula is mixed at the center, or baby food is opened, it will be either used or refrigerated immediately. All refrigerators must maintain a temperature of 40 degrees Fahrenheit or less. Baby food must be used within the same day it was opened, discarded, or sent home with the parent. Water for formula bottles are made from a clean water source.

The staff will wash their hands prior to food/formula preparation and counter tops will be cleaned, rinsed, and sanitized prior to where food/formula will be prepared. **Any bottle requiring to be warmed up will be done in a cup of warm water from the faucet or a bottle warmer will be used.** Microwaves will not be used to warm up bottles, milk, or any other infant food. Bottles of formula will not be left out of the refrigerator for more than 60 minutes for feeding time and any formula/breast milk remaining in a bottle after feeding will not be used for the next feeding.

Unused, prepared bottles will be sent home at the end of the day or discarded after 24 hours of refrigeration. An opened container of powder, ready to use or concentrated formula is covered, dated, refrigerated, and/or discarded according to manufacturer's instructions.

Individual Child Care Program Plans (ICCPP)

- ICCPP are required for any child with an allergy as well as for any medication that needs to be administered at our center during our regular hours of operation on a continual basis.
- ICCPP are required for any parental requests of substitutions of snacks and meals. If you wish to provide food from home for your child to eat while in our care, a ICCPP form will be required. Little Village ELC provides a balanced diet and thus will not allow outside food to be served to a child without a ICCPP form from a physician. ICCPP must be completed by a physician and they must use Little Village ELC specific ICCPP form which can be requested from your center director or found on our website at any time.
- ICCPP expire every year at which time a new ICCPP must be provided to the center in order for care to continue.
- Any medication listed on the ICCPP must be provided to Little Village ELC so that we are able to ensure compliance with the ICCPP as laid out by the physician.
- Children who require the use of an inhaler or nebulizer in accordance with short term or long-term conditions that may or may not require an ICCPP must keep these medications (inhaler and nebulizer) at the center at all times. Parents are not permitted to bring the items back and forth home and school or only provide "as needed" as a child's conditions may rapidly deteriorate, and the use of these medications may be required when a parent is not present despite them showing no signs of distress when with the parent. Epinephrine often is prescribed in a two pack, both auto-injectors that come in a designated box/package must be provided to the facility.

Allergies

Before enrollment, children with known allergies/special eating/nutritional needs must have an individual child care program plan (ICCPP) form filled out by the parent/guardian and physician and maintained in the child's file. The plan must be updated annually or follow any changes made to allergy-related information in the child's record. Children's allergy information will be available at all times including on site, when on field trips, and in an emergency situation.

Parents/guardians have the responsibility to inform the program when their children has any allergies or conditions requiring attention. The director will provide any additional staff training (within reason) required for the child's Allergy Action Plan.

PLEASE NOTE: All food preferences, choices, likes, dislikes, intolerances, etc. should be noted in the diet modification of your child's health care summary and not in the allergy section. This will prevent unnecessary paperwork required in obtaining allergy care plans. And even with a ICCPP we are not allowed to replace your child's milk serving with an Almond or Coconut Milk substitute.

*All children with a food allergy/preference and/or prescribe diet will be required to have an ICCPP form filled out by the child's physician. We cannot provide care without this form filled out and all required medication listed available on site. If a child does have an ICCPP that allows for certain items to be brought by the parent for meals and snacks, all items requiring refrigeration will need to be brought with an ice pack in the lunch bag and will then be placed in the center's refrigerator to keep cool, space allowing, until meal times.

Clothing/Personal Belongings

It is important that your child is dressed in comfortable, durable, weather appropriate play clothes, and shoes that you are okay with getting messy. We will be both indoors and outdoors throughout the year and your child should have appropriate wear for any type of weather so that they can participate in all daily activities. We ask that each child keep an extra pair of indoor shoes, and an extra set of clothing at the center in case of eating/toileting or other accidents that may occur throughout the day. Each child will have a labeled container/area within the classroom to keep their extra pair of labeled clothes in. Since there are many children in a classroom, we ask that you, as a parent/guardian, stay aware if they are in need of another set of clothes so that they have spare clothing at all times, though the teacher will try to remind you as well. Children are **REQUIRED** to wear clean/dry shoes within the classroom at all times. No outdoor shoes will be allowed within the classroom.

Entering of Classrooms

No parent is allowed to enter any of the classrooms unless asked by a lead teacher or director. When a parent is asked to enter the room, they must remove their shoes before entering.

Field Trips

Parents will be notified in advance when a field trip is planned for children. A permission slip will be posted and will need to be signed by a parent or legal guardian for each child wishing to participate in the field trip. Children attending fieldtrips must comply with Minnesota State Child Restraint Laws. The cost of field trips will be charged as the trips are taken. A separate form must be filled out on each occasion.

Communication

We all know the importance of being well informed here at Little Village ELC about your child's day. A child's general behavior, daily eating, and resting habits can significantly affect behavior. We will do our best to inform you of anything significant or unusual that has happened during your child's day, though most should be accessible to each child's Brightwheel account. In the event that you have any comments or concerns, please bring them to your child's lead teacher, assistant teacher, or the center director's attention. Communication is very important to us and we want everyone feeling safe, comfortable, and happy. That all being said, there is not always time to talk at pick-up. In these cases, we ask that you set up a phone conference, in-person conference or communicate over email, as we are trying to ensure the safety of all children in our care.

Following is each class' communication procedure:

Infant/Toddler: Daily reports will be made for each child in the infant and toddler classrooms through an app called Brightwheel, and updated by the end of each day. Brightwheel is a free app to families and a great tool for all ages. Included on that app is your child's daily; meals/bottles, diapering, special activities, nap times, comments, and much more.

Preschool: For preschool children, we feel that it is important for each child's learning and development that they discuss their own day with their parents at pick-up. In the event that your child had any major accomplishments or behavioral concerns, it will be documented on Brightwheel and your child's teacher will either talk with you semi-privately at pick-up or email you throughout the day or within 24 hours. In the event that your child's teacher would like to set up a time to meet with you, they will contact you via Brightwheel, email, or phone to set up a time.

Each Classroom: Each classroom will have a monthly newsletter regarding scheduled events/activities, closed days, birthdays, and updates. Every classroom uses the app Brightwheel and will update the child's page daily. Though this is a great tool for communication, if you need to speak with someone immediately, please contact the director by calling the main phone line.

Conferences/Communication

There will be conferences offered two times per school year, once in the Spring and once in the Fall. You will be emailed a copy of your child's report card prior to conferences, it is then your choice and responsibility to either sign up for conferences or not. You will be notified of these dates well in advance and given the opportunity to sign-up for times that are flexible for you. At the conferences we will go over any questions or concerns that the parent/guardian and teacher may have about the child. We will also discuss the intellectual, physical, social, emotional development of that child. At Little Village ELC we believe that communication is key and therefore encourage that there be an open communication between the parents of Little Village ELC and our staff at all times. It takes a village to raise these incredible young minds, that is why we feel that it is important to build a partnership with the parents of children who attend Little Village ELC. We like to think of you all as family and help nurture your children in a positive manner. If at any time you have questions, concerns, suggestions, or ideas to better our program or staff relations, please contact the director via, phone or email.

Rule 3 Policies, Procedures, and Program Records

Little Village ELC has developed policies, procedures, and program records in accordance to Rule 3 required by the state of Minnesota Department of Human Services that our center staff are trained in as well as implement in each of the classrooms, daily. This booklet is kept in the director's office and families are welcome to view such policies and procedures by simply asking the center director.

Please visit our website for up-to-date policies and procedures on COVID-19, Little Villages Emergency Plan, Little Village Risk Reduction Plan and other forms listed under enrollment.

We thank you for choosing Little Village Early Learning Center for your family's child care needs and we welcome your family into our village!

I _____ parent/guardian of _____
agree to Little Village ELC terms and conditions on the date of _____.