

WELCOME

**Patti's
Little Treasures Childcare
Policies & Procedures**



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Licensing

Welcome to Little Treasures Child Care. I am a licensed Day Care Provider through Washington County. My license is a C1 which means I can care for up to 10 children. 2 Infants, 1 Toddler, 5 Preschoolers and 2 School-Age.

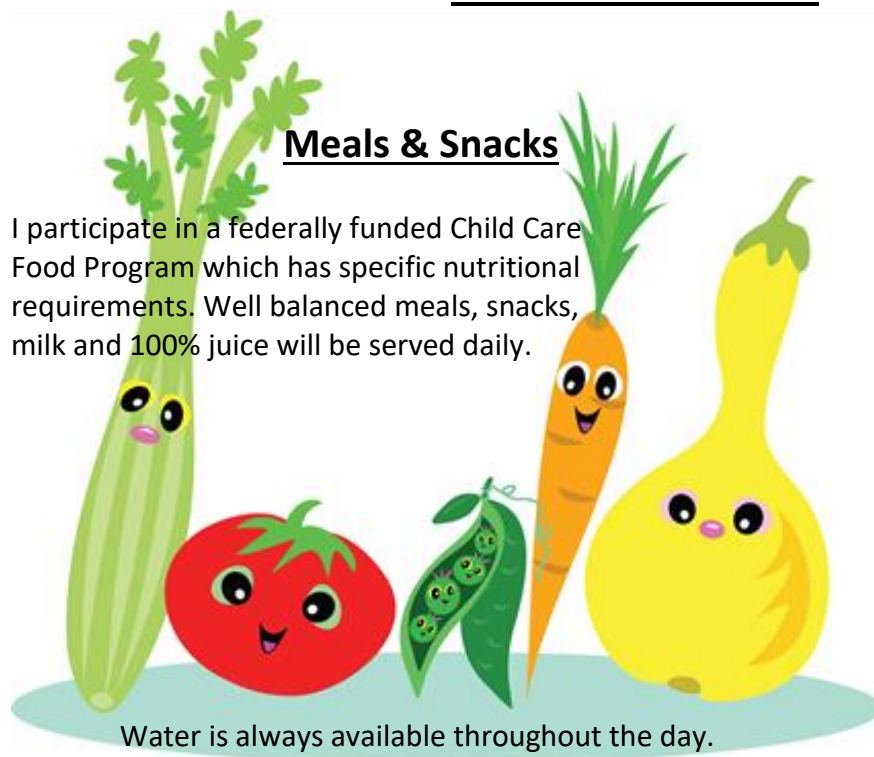
I earned my AAS Degree in 1998 and was a preschool teacher for 20 years. I worked 3 of those years in a Head Start program and the other 17 in a private Christian Preschool setting as teacher and director.

Days and Hours of Child Care Services

I provide Child Care services Monday - Friday from 7:00am-4:00pm. (It may be possible to adjust times if arranged in advance and if it works with my schedule). I ask that parents respect my closing time as I do have evening commitments throughout the week, along with attending household duties, activities, and trainings. *Thank you.*

Meals and Snacks

I participate in a federally funded Child Care Food Program which has specific nutritional requirements. Well balanced meals, snacks, milk and 100% juice will be served daily.



Meals & Snacks

Mealtime Schedule

Breakfast
8:00-8:30

Lunch
12:00-12:30

Afternoon Snack
3:00

Any food or bottles brought from home must be labeled with your child's name. Everything will be refrigerated when necessary.

Sleeping and Resting Arrangements

We have quiet time every day after lunch. At this time, the children are expected to nap for 60 minutes. Children who have outgrown naps will be expected to participate in rest time or quiet play.

Infants will sleep in a Pack-N-Play until 24 months old. Infants will be placed on their backs with no blankets. If your baby needs to sleep in a position other than on their back the Parent Directive for Infant Sleep Position form, approved by the Commissioner of the Minnesota Department of Human Services must be completed and signed by the parents or guardian and kept in your child's file.

All other children will be provided a comfortable safe space to sleep with their own clean bedding.

Transportation Plans

Currently, I DO NOT transport children in my care. However, we will occasionally go for walks in the neighborhood. I will always carry a first aid kit and cell phone with me. Permission to leave premises form will be provided to parents.

Sick Child & Contagious Illnesses

I do not accept and will send home any child with the following symptoms:

- A fever of 100.4 or higher - vomiting - diarrhea - unexplained rash - pink eye - head lice - contagious illness or diseases. (Also see Covid Policy).
- A child may return to care if it has been 24 hours since their last symptom, excluding Covid-19.
- A Permission to Administer Medication form must be filled out to give medication to your child. Medication will need to be in its original, labeled container. Pharmacists are happy to put medication in 2 separate containers if asked so then there is not the need to bring it back and forth with the chance of forgetting it.
- I am willing to accept an ill child if he/she is **not contagious** and will not require care that impacts the attention I need to give to other children. I must be informed of an ill child prior to drop off to approve that child's attendance.

Minnesota Rules 9502.0315 to 9502.0445 requires that the child’s parent/guardian notify me within 24 hours of the diagnosis of a serious contagious illness or parasitic infestation listed below:

Amebiasis	Listeriosis
Anthrax	Lyme Disease
Babesiosis	Malaria
Blastomycosis	Measles
Botulism	Meningitis
Brucellosis	Meningococemia
Campylobacteriosis	Mumps
Cat Scratch disease	Pertussis
Chancroid	Plague
Chlamydia	Poliomyelitis
Cholera	Psittacosis
Cryptosporidiosis	Q Fever
Dengue virus infection	Rabies
Diphtheria	Retrovirus infections
Diphyllobothrium latum infection	Reye’s Syndrome
Ehrlichiosis	Rheumatic Fever
Encephalitis	Rubella and Congenital Rubella Syndrome
Enteric escherichia coli infection (e. coli)	Rocky Mountain Spotted Fever
Giardiasis	Salmonellosis, including typhoid
Gonorrhea	Shingellosis
Haemophilus influenzae disease	Streptococcal disease
Hantavirus infection	(all invasive by Group A and B and S)
Hemolytic uremic syndrome	Syphilis
Hepatitis (A,B,C,D and E)	Tetanus
Histoplasmosis	Toxic Shock Syndrome
Human Immunodeficiency Virus (HIV)	Toxoplasmosis
Infection including Acquired	Trichinosis
Immunodeficiency Syndrome (AIDS)	Tuberculosis
Influenza (unusual case or lab confirmed)	Tularemia
Kawasaki disease	Typhus
Legionellosis	Yellow Fever
Leprosy	Yersiniosis
Leptospirosis	

I am required to notify the health officer or Minnesota Department of Health of any suspected case of reportable disease as specified above. I will notify Washington County Public Health at 651-430-6655. **Illnesses in bold are immediately reportable to the Minnesota Department of Health. The Minnesota Public Health office is 651-201-5000 or 1-888-345-0823.**

I will inform you of each exposed child the same day I am notified of a positive diagnosis of any illness of parasitic infestation listed above.

These illnesses are not reportable to the state but I would like to be notified when a positive case arises.

Bronchitis, Acute (Chest Cold)/ Bronchiolitis	Pneumococcal Infection Pneumonia
Chickenpox (Varicella)	Respiratory Infection (Viral)
Conjunctivitis (Pink Eye)	Respiratory Syncytial Virus (RSV)
Croup	Infection
Cytomegalovirus (CMV) Infection	Ringworm
Diarrhea (Infectious)	Roseola
Enteroviral (Nonpolio) Infection	Rotaviral infection
Fifth disease	Scabies
Hand, Foot and Mouth Disease	Shingles (Zoster)
Head Lice	Staph skin infection (excluding impetigo)
Herpes, Oral infection	Streptococcal Infection (strep throat/scarlet fever/perianal cellulites)
Impetigo	Vancomycin-Resistant Enterococcus
LaCrosse Encephalitis	(VRE) Colonization and Infection
Methicillin-Resistant Staphylococcus aureus (MRSA) Colonization and Infection	Viral Gastroenteritis caused by Norovirus (Norwalk-like Viruses)
Molluscum contagiosum	Yeast infection (Candidiasis)
Mononucleosis (Infectious)	(Norwalk-like Viruses)
Pinworm infection	Yeast infection (Candidiasis)

I will post confirmed cases the same day I am notified by the parent/guardian. If you have any questions about contagious period, symptoms, or policy please ask me.

Back-up Care and Arrangements

If I need to leave the home due to an emergency during the day I will try and have a substitute caregiver come and care for the children in my absence. My substitutes have had a criminal background check and have been approved by Washington County licensing. You will be notified in advance whenever possible. In the event of an emergency if my substitutes are not available you may be asked to pick your child/ren up early. Each family should have back-up care available for times that I may not be able to provide care. No substitute care will be provided during my vacations, holidays or if I am personally sick.

Pets

There is 1 dog and 2 cats in my home. They are extremely child friendly.

Smoking & Substance Policy

Smoking is not allowed in my home at any time. There will be no use of alcohol or any other substance in my home during the hours of childcare. This includes the abuse of prescription drugs.

Insurance

I do not carry liability insurance currently. You will be provided annual notification of changes in this insurance.

Reporting Abuse

The reporting of suspected child abuse is a personal obligation as well as a professional and legal one. Minnesota State Statute requires I report any form of physical, sexual, or emotional abuse or neglect of any child in my care. Suspected maltreatment will be reported to the following within 24 hours.

Child Abuse and Neglect Reporting: 651-430-6457
Washington County Social Services Intake: 651-430-0457
Local Law Enforcement: 651-439-9381
Washington County Child Care Licensing: 651-430-8307

Any person picking up a child in an impaired condition (under the influence of drugs or alcohol) will be encouraged to find alternative transportation for their child/ren. I cannot legally withhold a child from a legal guardian; however, I will not hesitate to call the police if I feel the child/ren's safety is in jeopardy.

You may receive verbal or written reports from me about your child/ren having bruises or scrapes without needing to fear that I suspect you of abusing your child. It is just to alert you of any injuries noticed and to protect myself from mistaken accusations of abuse.

A COMPLETE COPY OF THE FAMILY DAY CARE RULES IS AVAILABLE FOR PARENTS TO READ.

Grievance Procedure

Communication between parents and myself are essential for your child/ren to receive consistent nurturing care. I welcome questions, feedback, and/or discussions of any kind, including suspecting any maltreatment of your child in my home. My goal is to provide quality care for your child in a trusting environment.

If concerns cannot be satisfactorily resolved between us, you may take your concerns to the numbers I have listed, along with the Licensing Division main number: 651-430-8307 or Licensor 651-430-6577

Parent's Need to Provide the Following

- A complete change of clothes. Please be sure the clothes are appropriate to the season. Please label with your child's name.
- Disposable diapers and wipes for children not potty trained.
- Outdoor clothes. Please be sure they are appropriate for the season. We will be going outside daily (weather permitting). Spring and fall this includes a light jacket or sweatshirt and hat. In the winter, please make sure your child has a warm jacket, snow-pants, hat, mittens, and boots. (Infants included).
- Your child may bring a small quiet "comfort" toy and/or blanket for naptime.

It would be best if your child left their own toys at home. If your child does bring a toy from home, they will be encouraged to share and be responsible for keeping track of it. I have plenty of toys available for the children here, so to avoid something being lost or broken it is best to keep things at home. If your child does bring something, please keep the **SAFETY** of all the children in mind. I have children of various ages in my care so be mindful of items that could be choking hazards. If it fits through a paper towel roll a child could choke on it. No toys resembling weapons will be allowed.

Children **ARE NOT** expected to share comfort or security Items.



Potty Training

Potty training will take place when appropriate to each child's age and stage of development and in cooperation with the parent's wishes. We need to be consistent in our approach/plan for your child's learning both here and at home.



Behavior Guidance Policy

No physical discipline will occur in my home. I believe in positive guidance techniques that will encourage the children to learn self-control and problem solving. I try and model appropriate behavior and believe in using redirection when issues arise. I do not use time out, but I will ask a child to sit with me so we can use calming techniques such as directed breathing to help them refocus and talk about what is going on. Children will be helped to learn the words they need to be able to express strong feelings or anger they may have. Positive and encouraging words are used when talking with the children.

Behavior concerns that are not easily corrected may require a meeting with parents to discuss what techniques the parent's feel will work.



Communication

I have an open-door policy. You are welcome to drop in at any time during Child Care hours. I will try and send a daily note home letting parents know about your child's day.

I thank you for trusting me with your child/ren. With my focus of the day being the children, I may not be able to answer the phone or reply to a text message immediately. Please leave a voice mail or a text and I will respond as soon as possible. I will check my phone as often as possible.

Activities

- Children are provided with materials, toys and equipment that will foster their physical, mental, social, and emotional development.
- Activities that develop both large and small muscle groups are provided.
- We work with activities that develop creativity, imagination, and skills in recognizing colors, shapes, sizes, animals, numbers, alphabet and so forth.
- We have circle time, which includes reading stories, discussing weather and calendar, singing songs and fingerplays.
- Bible stories and songs are included during circle time. We also celebrate biblical meanings of holiday.
- Time will be spent outdoors daily, weather permitting.
- The children are taught to clean up after play.
- Children are praised for their efforts and accomplishments.
- Children are shown physical signs of affection - hugs.
- If applicable, IEP goals/guidelines can be implemented into your child's day.



Child Pick-Up Policy

Only parent(s)/guardian(s) can pick up their child/ren unless there has been prior authorization by parent or guardian. I will supply a permission for pick-up form for additional people you may have picking your child/ren up. For the safety of the children, please do not leave your unlocked car running in the driveway.

Emergency Drills

I have made emergency, fire and storm plans and keep monthly drill logs using forms provided by Washington County. In an emergency where we have to leave the house, our designated shelter will be at the neighbor's house directly across the street, or the neighbor's house directly behind us. You will be notified as soon as possible where your child is waiting safely for pick up if we are not able to get back into the house.

Acceptance Criteria

Children will be accepted after an initial interview between the child/ren, parents and myself. This will help us to get acquainted as well as help you and your child/ren become comfortable with me and my home. A \$200 deposit is required upon acceptance. Please note this fee is non-refundable if you choose to not enroll your child/ren. Once enrolled, your deposit will be credited toward your last two weeks of care, and you agree to forfeit the monies in the event less than a two-week notice is given. Childcare cannot begin until all the paperwork and/or documentation is completed and returned to me. This is especially important; please make every effort to have these completed and returned to me before the first day of care. The forms required are:

Daycare Contract-Admission and Arrangement-Immunization Form-Mandated Reporter Form-Grievance Procedure-Insurance Statement-Food Program Enrolment Form-Permission to Administer-Permission to Leave Premises-Photo Release-Getting to Know Your Child-Permission to Swaddle (if applicable)-Allergy/Diet Statement (if applicable-completed by doctor)

(I will provide a check list to help make sure you have all your needed forms)

Immunizations

Documentation of immunizations must be provided and updated as needed. Please use the form I provide, or provide an immunization print out from a medical facility. If your child has medical or non-medical exemptions, an immunization form can be provided for completion and signatures.

Adjustment Period

When a new family begins, there will be a two-week trial period on both sides to make sure the arrangements are satisfactory for everyone involved. After the trial period we will discuss how your child/ren is/are adjusting and make a final decision on permanent enrollment. After the trial period is over a two-week written notice shall be given by either parent or provider to terminate this contract

Weekly payment is due on the first day that your child is in attendance for that week. If you would like to make other arrangements I am willing to consider other options. I accept cash or check. It will be your responsibility to pay any charges that occur if a check is sent back as insufficient funds. If a second check is sent back with insufficient funds I will only accept cash payments as a result.

Extended Leave

In the event of an extended leave from Daycare, partial tuition is due to hold a child's spot. This includes, but is not limited to maternity leave, seasonal employment, medical issues, unemployment, or any other reason that would require an extended leave. The fee would be one-week tuition per month of the leave. The extended leave is up for discussion, we will put it in writing and have a start and end date. Children can attend Daycare during this time if room is available, but regular tuition rates will apply.

Termination

I request a two week notice of any termination out of courtesy so that I can plan to fill the vacant spot. If a two-week notice is not given, you will forfeit your \$200 deposit. I will also give you a two week notice if I can no longer provide care. If a serious problem occurs, I have the right to terminate care of your child at any time if it is necessary to protect the health and safety of other children in my care or if it is in the best interest of my childcare program. I may also terminate care immediately for nonpayment's.

Non-Discrimination Practices

I accept children without regard to their race, creed, color, national origin, religion, gender, or disability.

2022 Child Care Holiday & Vacation Schedule

The following are paid holiday's: New Year's Day, Martin Luther King BD, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and day after, Christmas Eve, Christmas Day and 2 floating holidays. If a holiday lands on a weekend, I will be closed either the Friday before, or the Monday after.

January 17 (Holiday)
February 21 (Holiday)
April 15 (Holiday)
May 30 (Holiday)
July 4-8 (Holiday/Vacation)
September 5 (Holiday)
November 24-25 (Holiday)
December 23-26 (Holiday)
December 31 (Holiday)
(Two Week Vacation to be determined)



Please understand that I need some time off to be with family and friends. I will have 14 paid days off per year in addition to holidays. This includes vacation, bereavement, and sick days. I will give a two-week notice for any additional time off whenever possible unless it is an emergency or illness.

Rates and Payments

Infant (6 weeks to 12 months)	\$180 per week
Toddler (12 months to 3 years)	\$160 per week
Preschool (3 years to first day of kindergarten)	\$150 per week
School Age (Grade K and up)	\$80 per week before & after \$35 per day no school days \$140 per week summer rates

Drop-In Care/Part-Time Care

\$40 per day - Infant

\$35 per day - Preschool

\$15 per day for less than 3 hours



Forms

I have read the policies of Little Treasures Child Care and understand our rights and responsibilities required for our child/ren to be enrolled. I have completed the following forms:

- ___ 1. APPLICATION: The parent will complete an Admissions and Arrangements.
- ___ 2. IMMUNIZATION: The child/ren must be up to date on immunizations.
- ___ 3. PERMISSION TO ADMINISTER
- ___ 4. PERMISSION TO LEAVE PREMISES
- ___ 5. FOOD PROGRAM: Enrollment form
- ___ 6. SIGNED CONTRACT: An agreement between provider and parent's.
- ___ 7. SIGNED LIABILITY INSURANCE
- ___ 8. ALLERGY/DIET STATEMENT (If applicable-completed by Doctor)
- ___ 9. PERMISSION TO SWADDLE (If applicable)
- ___ 10. GETTING TO KNOW YOUR CHILD

Parent/Guardian Signature(s)

Date

Provider's Signature

Date