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Lil Fish Childcare was founded and started in June 2018. Mrs. Katie has been working in childcare since 2012. She started when her oldest son was a baby. I have worked with all ages from 6 weeks clear up to school age. In 2017 we moved to Dickinson to follow the “oilfield” dream. In 2018 my husband and myself decided to open up our own in-home childcare to be able to spend more time with our children. In August 2020 we had the opportunity to expand even more into a group facility.

Part One: About the Program

Mission/Philosophy

- Our mission at Lil Fish Childcare is to build nurturing relationship with every child and family in our care. We treat every child like they are our own. We believe the children learn through play. We do however do a small curriculum with our 2 year old and older children.

Hours/Days of Operation

- Hours of operation are 7am-6:00 pm
- Daycare is closed with pay on the following holidays:
- Jan. 1 - New Year's Day Presidents day, Easter Monday, Memorial Day, Independence Day, Labor Day, Veteran's day (observed) Thanksgiving Day & the Day After, Christmas Eve, Christmas Day.

Hiring Policy

- Each staff goes through orientation after they are hired.
 - Staff are required to complete and uphold 15 hours of training per North Dakota regulations each year.
 - All staff must have CPR and First Aid
 - All staff must complete SIDS training.
 - All staff are background checked and fingerprinted
- Staff under the age of 18 will not be left alone with children and must always be supervised by an adult
- Each staff member is put on a 90 day probation period.

Grievance Procedure

- If there are complaints or concerns about the program I ask that parents reach out to myself at (720)556-7046. If I am not there and the issue needs to be handled I ask parents also talk to the assistant director Angel.
 - If you have any concerns or complaints about the program, please address them with the director as soon as possible. If you have a serious complaint that you feel is not being addressed, you may contact the licensing specialist, Emily Dolinar , at (701)690-1495 or email at edolinar@nd.gov

Mandated Reporter

- Licensing requires all staff members are mandated reporters and they will report any suspected child abuse or neglect as required by North Dakota Century Code 50-25.1-03.

Media Release

- We do believe in taking pictures of the children and catching the moments. Pictures are hung up around the childcare, posted on our website and shared with the families. The only devices used to take the pictures are our tablets in the childcare. Under no circumstances does any of the staff members use their phone.
- All records and information with respect to children, families and staff are kept confidential

Visitors

- Visitors are required to ring the doorbell and each staff member has to visually verify before letting them in.
- Once they are in the childcare all staff are required to sign in.
- It is asked that no visitors come during quiet time.

Part Two: Enrollment

Eligibility

- We are licensed for ages 6 weeks to 11 years.

Enrollment Requirements

- We set up a tour for potential families to come in tour the facility met the staff and go over paperwork and policies
- There is a two week probation period for families.
- Required forms for enrollement.
 - Immunization records
 - Child Information Sheet
 - Birth Certificate/Passport (must verify identification of children in care)
 - Parent Statement of Health
 - Enrollment form
 - Parent Consent Forms (Infant Sleep Permission Form, Water Activity Permission Form, Field Trip Form, Medication, etc.)

- All records and information with respect to children, families and staff are kept confidential

Responsibilities of Parent(s)/Guardian(s)

- We do not accept drop offs after 9 am. Children must be picked up by 6:00 pm
 - Parents will ring the doorbell. We will then verify on the camera and let you inside. Please stay in the cubby area.
 - Parent's/Guardians need to notify program of any changes in schedule
 - No Outside food or drink will be allowed in the facility. These must be kept in the car.
 - Please be aware when parking and pulling in and out you are aware of your surroundings.
 - Parent/Guardian should remove the infant from the car seat as well as any outerwear upon arrival.
 - Upon departure parent/guardian should place their own child in their car seat and secure the car seat safety straps.
 - If the program suspects the person picking up the child is under the influence, program will call one of the alternative people listed to transport the child.
 - You must sign in and out in the procare app
 - This is important that this is done daily as this is how we keep track of the children's hours.
- Authorization to Pick Up Child(ren)
 - Only authorized the people listed on your Child Information Sheet may pick up the child(ren) from the program. Please notify me of any contact information changes.
 - If someone else is picking up the children please make sure that they bring in their photo id.
 - If there is a court order (such as a divorce settlement or restraining order) that limits the rights of one of the child's biological parents to drop-off/pick-up child(ren), you must provide the program with a copy of that court order.
 - We will not release children to anyone under the age of 18.If you send in a younger sibling we will wait for you to step into the childcare.
 - Follow North Dakota car safety restraint laws
- Parent/Guardian and Staff Communication
 - There is a parent board is located right next to where you sign the children in and out. On the parent board it will have the monthly menu, our sick policy poster and a monthly newsletter
 - Next to the parent board is our parent/ family folders. This is where any important paperwork would go.
 - Other forms of communication is texting and messaging through the procare app.
 - All parent/guardians should be asked to refrain from using their cell phones during arrival and departure time.
- Required Supplies
 - Lil Fish Childcare provides wipes, infant food, infant formula (unless a special formula) Infant snacks as well as sippy cups, waterbottles.
 - Supplies parents need to provide
 - Sheet/blanket
 - 2 sets of extra clothes (season appropriate)

- Diapers/pull ups
- Bottles

Fees

- Rates and fees are as followed
 - Potty trained Children (in underwear no accidents)
 - Full Time \$185/week
 - Part time \$175/week
 - Non-potty trained.
 - Full time \$200/week
 - Part time \$190/week
 - If you want to terminate care a two week notice is required. If a notice is not given two week payment is required.
 - Late fees are assessed if after 6:00 pm
 - \$5.00/ minute
 - Registration fee. \$50.00/ child this helps cover supplies.
 - Deposit Fee. If you needing to hold the spot a deposit is required. It is half the weekly tuition rate
 - Holding Fee. If you pull your child out for any time you must pay a holding fee.
- Payment Policy
 - Tuition is due every Monday. The week before care is provided
 - Types of payments
 - Credit Card
 - Checks
 - ACH through procare
 - Checks can be made out to Lil Fish Childcare and put in the payment box in the parent drop off area.
- Sick and Vacation Allowance
 - If your child is out sick or you are on vacation full tuition is still due.
 - If the provider has to close down for some any unforeseen circumstances then there is a prorated rate.
- Waiting List
 - We do offer a waiting list. If you decide to be put on the waiting list and enroll then a fee off \$100.00 is due.
 - Anytime a spot opens priority will go to enrolled families first.
- Late Pick-up / Arriving Early
 - Absolutely no early arrivals will be accepted. Any pick up after 6:00 p.m will be charged a late fee of \$5.00/minute
 - The fee will be due by the next morning or care will not be provided
 - If you are continually late than a warning will be issued. After that the termination process will begin.
- Termination Policy
 - Client
 - Client has the right to terminate but must give a two-week notice. Payment is due for the notice period whether the child(ren) attends or not.
 - Program
 - Program may terminate the contract at will. If the two-week payment was collected in advance, the program must either offer care or refund the payment.

- Program reserves the right to terminate immediately if the client does not meet contract and policy obligations.

Schedules

- Attendance
 - Tuition is due when going on vacation/
- Changing Schedule
 - If a schedule is changing as far as arrival times I need at least a one week notice for any schedule changes. I however can not guarantee schedule will be met however I can look it over and it will all be based on a case by case need.

Storm Days: If the childcare closes due to weather than I will notify parents through procare and text messages. We follow what the school district does as well as any advisories put in place.

Part Three: Program Policies and Procedures

Curriculum Overview

- We do not have a specific curriculum that we follow. However, we do a weekly theme for the month as well as a letter, number shape and color for the week.
- The program provides written daily routines of individual or small group activities appropriate to age and needs of children. The program must include activities that foster social, intellectual, emotional, and physical growth.

Daily Reports

- In the procare app we provide daily reports
 - This tracks diapering, feeding, naps, and bottles.
 - If a daily report is wanted for older children please let the teachers know.

Daily Schedule

- Daily Schedule is posted on the parent board
- We are very flexible with our infant/toddler schedules

Program Activities

- During the summer we spend a lot of time outside.
 - We offer water play with a water table
 - We do fun table time activities with the children such as sensory tables.

Supervision

- Supervision means a staff member responsible for caring for/teaching children being within sight or hearing range of an infant, toddler or preschooler at all times so the staff member is capable of intervening to protect the health and safety of the child. For the school-age child it means a staff member being available for assistance and care so that the child's health and safety is protected. It is recommended to have children within sight AND hearing for all ages.
- We ensure that children do not depart from the child care premises unsupervised.

Guidance & Discipline Policy

- We do a time-out or break time when the children are not listening or following rules.
 - It is a minute per age.
 - This will start at age 2 and up
- Items that will not occur in my childcare
 - By no means will children receive physical punishment
 - Being held in highchairs
 - Being held in pack and plays

Transition of Children

- We have two rooms in the facility. We have the infant room and then a playroom for all other ages.
 - Infant room is 6 weeks to one year. If the one year olds start walking then they will be moved out with the older kiddos.

Personal Possessions

- Each child has a separate labeled cubby for their blankets and sheets
 - Separate labeled bin for diapers
 - Separate labeled bin for extra clothes
- No toys are allowed from home. They will be kept in the cubbies or sent home with parents Right now we are not accepting anything to sleep with except for their blanket.

Transportation

- We do not provide any transportation

Accountability Policy-

- If the child(ren) will not be attending or is going to be more than 10 minutes late, you must notify the program. The director or assistant director will call the parent/guardian or emergency designee if the parent/guardian cannot be reached.
- Children will not be accepted past 9:00 am

Part Four: Health and Safety

Incident Policy

- First aid will be administered when a child has scraped their knee or anything minor. However, we will not remove splinters or stingers from insects. An incident report will be written up if any first aid is administered. Also, if a mark is left such as a bite mark, huge scrapes or cuts. Explain when first aid will be administered or when incident reports will be written up, when parent/guardians will be called and when emergency services will be called.
- Let parent/guardians know incident report forms are required within 24 hours of incident and recommended it be signed by the parent/guardian, the parent/guardian receives a copy and a copy placed in the child's file.

Emergency Procedures

- The program has emergency procedures in place if the need ever arised. We have a shelter in place as well as three other disaster plans to evacuate to.

- If an emergency ever arises than each parent will receive a phone call. If for some reason we can not get a phone call through than we will resort to texting, or communicating through procare.
- Program follows state guidelines for emergency drills
 - Fire Drills
 - Tornado Drills
 - Lock downs/ lock outs
- We do not let the children keep shoes on in the facility however it is highly recommended for them to have slippers incase an emergency arises for an evacuation

Immunization Policy

- Licensing requires that children be up to date with their immunizations or have a valid exemption.
- If a vaccine preventable disease to which children are susceptible occurs at the program, it is recommended for unimmunized children to be excluded for the duration of the possible exposure.
- Immunization record will be required upon enrollement

Guidelines for Exclusion

- Exclusion is recommended when the child is no longer able to comfortably participate in activities or the child needs greater care than the child care staff can provide, therefore compromising the health and safety of the other children, fever above 99.6 with behavior changes, when stool cannot be contained in diaper, with two or more episodes of vomiting within the last 24 hours and abdominal pain. For information on specific illness exclusion please refer to the resources at www.ndchildcare.org.
- Green snot, barking cough, crusty boogie eyes will also be excluded
- Parents must notify the program when child is ill.
- If the children become ill at the facility than the parent will be notified. After notification the parent has one hour to come pick up child.

Medication Policy

- The childcare facility will not give any pain reliever or fever reducer to the children at the childcare.
- If the child needs to have a dose of medicine prescribed by the doctor at childcare parents must physically give the medicine to the director or a staff member
 - A form will then be filled out explaining dosage and times as well as a doctors note will be needed.
- No circumstances will any medicine be left in the children's diaper bags
- Medicine will only accept medication in its original container that is labeled with child's name.
- Expired medication should not be given.
- The program will include completed medication records in the child's file.

Outdoor Policy

- We go outside twice a day during the summer. At least once when it is cool outside.
- National Standards for Child Care recommend that children are taken outside when temperatures are above 15 degrees F (wind chill or temperature) and below 90 degrees F (heat index). Use caution when temperature/wind chill is 0-15 degrees F.
- A health care provider's written order if parents request that their child does not go outside for play.
- Parents are responsible for providing appropriate clothing and shoes for the children.
 - Light jackets if cool outside
 - Heavy coats and snow pants anytime there is snow on the ground.
 - Shoes must be sent daily

Aquatic Policy

- The only water play we will have is our water table.

Meals and Snacks

- Meals are prepared on site
- Infants are fed on demand. A written order from the infant's physician is recommended for alternative feeding instructions.
- Food supplied must meet USDA requirements
- Monthly menus are posted
- Children are encouraged to eat but coercion or force feeding is never allowed. We ask they take a bite to be polite
- Discuss how food allergies will be handled and posted.
- Special treats will be provided for birthdays or party days.

Toilet Training

- We do help with toilet training.
 - However the children must show interest before it is followed through at childcare.
 - They must be able to verbal
- The child must be developmentally ready.
- Underwear will not be allowed until the child has mastered toileting. Sanitary conditions cannot be maintained if children are having more than an occasional toileting accident while at child care.

Nap and Rest Time Policy

- Nap/ rest time is from 12:00-2:30
- Families are asked to provide the blanket and sheet
- Every Friday the Blanket and sheet will be sent home to be laundered. It must be returned on Monday
- We ask every child lays down and quietly rest there body. They do not need to close there eyes they need to however lay quiet.

Infant Sleep Policy

- All infants under the age of 12 months will be placed completely flat on their backs for sleep in a safety approved crib or pack and play.

- If an infant falls asleep while not in a crib or pack and play, the infant must be moved immediately to crib or pack and play.
- An infant sleep form is required to be filled out upon enrollment and kept on file.
 - This will state if the infant uses a sleep sack, blanket pacifier etc.
- The childcare staff perform regular visual checks and a monitor in the room with the infants when they are sleeping unless a staff member is in the room. It is recommended to conduct visual checks every 10-15 minutes.

The Signatures of the Parties to the Program Policies

- By signing these policies, clients indicate that they have also read the provider’s policies and agree to follow them.
- Failure to enforce one or more of the terms does not waive the provider’s right to enforce any other terms of this agreement.

Director’s Name (print)	Signature
Date	

Parent/Guardian Name (print)	Signature
Date	

Parent/Guardian Name (print)	Signature	Date
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Co-signer’s signature*	Date
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*A co-signer is required if the client is under the age of 18.

Attention parents.

Licensing requires all parents to be given a copy of our program parent handbook.