

Little Fox Childcare Policy & Procedures Handbook

Waconia, MN

www.littlefoxchild.care

January 2024

About Little Fox Childcare

Little Fox Childcare is a licensed in-home childcare, accepting children ages six weeks to eleven years of age.

Little Fox Childcare is open Monday through Friday, 7:30 a.m. to 4:30 pm. Unless arrangements are worked out beforehand, I will not be open before 7:30am or provide care after 4:30pm.

Little Fox Childcare will run on a schedule that reflects the needs of my little learners, providing a routine, predictable schedule with flexibility within, to provide the best care to each child. A typical day for all children includes stories, songs, sensory activities, art, outdoor time, rest time, and free play. I provide breakfast, lunch, and an afternoon snack. Outdoor time and play based learning is very important. When weather allows, we will have two outdoor times per day. We have weekly themes, learning focuses, and daily circle time with supporting activities.

About Me

My name is Sydney Malenke, I recently moved to Waconia with my husband and two daughters (ages 2 and 7 months). I grew up in Pequot Lakes, MN. After college, I moved down to the Hopkins area where I started my teaching job for Eden Prairie schools. Opening my home childcare in September of 2023 has allowed me to combine my two favorite roles; Mom and Teacher!

My mission is to provide high quality child care, supporting the needs of each child and creating strong foundations for lifelong learning.

I have a dog (terrier mix) and a cat, both up to date on vaccines and rabies shots. Both my dog and cat do well with children. My dog will stay upstairs during daycare hours, without access to the daycare environment. My cat will come down periodically to use her litter box in the laundry room, but stays upstairs otherwise.

Experience

I have worked as a special education teacher for seven years. I have worked with preschool, 3-5 year old's, up to grade 5. The majority of my time was spent teaching PreK and Kindergarten Students.

I have my bachelors degree in Unified Early Childhood Studies (General Education, Birth-Grade 3 & Special Education, Birth-Age 7) through the University of Minnesota, Duluth. I have my Masters Degree in Special Education (Birth-Age 21) with an additional licensure in Emotional Behavior Disorders.

Trainings

CPR, Abusive Head Trauma, Sudden Unexpected Infant Death (SUID) training.

Additional Trainings:

-Pyramid Model Training - a framework of evidence-based practices for promoting young children's healthy social and emotional development.

-Yoga Calm for Kids

-Early Literacy and Math interventions and supports.

-Collaborative Classroom trainings

-Positive Behavior Interventions and Supports (PBIS)

& more.

Licensure

I am licensed for 10, but will typically have 6-8 children in my care. I will take continued training to keep up my license and my license is posted in the childcare.

County Licensur - Tristin Sprengeler 952-361-1714.

LICENSE: C(1) Group Family Day Care

Licensed Capacity	Adults	Total children under school age	Infants: 6wk-12mo Toddlers: 12mo-24mo
10	1	8	3 -with no more than 2 being infants

Nutrition Information

Two meals and one snack will be provided during the day (Breakfast, Lunch, & P.M. snack). I participate in Providers Choice, a food program that supports providing healthy meals and snacks for children.

Breakfast is served between 8:00 and 8:30. Lunch is served between 11:00-11:45. Snack time is after nap, anytime between 2:40-3:15.

Food and bottles brought from home must be labeled with the child's name and refrigerated when necessary. Bottles will be washed after use.

Food served during the day will include servings from each of the basic food groups as defined by the United States Department of Agriculture. (9502.0445)

Fees & Rates

Age	Full Time Weekly (4-5 days/week, 4+ hours/day)	Part Time 2-3 Days/week, 4+ hours/day)
Infants & Young Toddlers (6wk-18mo)	\$325/week	\$80/day
Toddlers (18mo-3yr)	\$295/week	\$71/day
PreSchool (3 yr-5yr)	\$265/week	\$63/day
School Age (5-11)	\$215/week	\$46/day

*I reserve the right to adjust rates as needed.

Please remember that you are paying for your child's enrollment/spot and not for attendance. If your child is absent for any reason such as illness, your day off, vacation, etc. you are responsible to pay your full tuition for those days.

I am open 7:30-4:30, late fees will be given to those who do not arrive by 4:30pm to pick up their child. A late fee of \$10.00 will be given when arriving within 15 minutes late, and an additional \$5.00 per minute will be charged for pick up after 4:45pm.

Payments will be made weekly, using the BrightWheel App. Payment is due each Monday, prior to care being provided. Payments can be made using your ACH (bank acct) or Credit/Debit Card. If you wish to pay with a credit/debit card, there will be a 2.95% processing fee. Payments through ACH accounts will be charged a .6% processing fee. Payment must be made in full by Monday, before they arrive for care. Late fees will be applied at the rate of \$25/day if your payment is not received on time.

Paid Time Off (PTO) - Holidays, Vacation, Sick Days

PAID HOLIDAYS 2024 - Daycare will be closed. (12 days)

New Years: Monday January 1, 2024

Memorial Day: Monday May 27

Fourth of July: July 3, 4, & 5 (Wednesday-Friday)

Labor Day: Monday September 2nd

Thanksgiving: Thursday November 28 & Friday November 29

Christmas: Monday Dec 23 - Thursday Dec. 26

EARLY 2025 PTO:

New Years Day: Wednesday Jan. 1, 2025

PTO Days/Sick Days/Personal Days: I will provide an ample amount of time prior to taking days off. Currently my PTO personal days will be March 18-March 22 (5 days). I will be needing a few days or partial days off for appointments, as needed. Dates will be given in advance for PTO/Sick Days unless I fall ill and am unable to provide care. You are still required to pay on PTO/Sick Days, unless I otherwise state payment is waived.

Holding Fee:

To hold a spot, one week tuition is required. If a spot is open and you are requesting it to be held for a period of time, I reserve the right to request ongoing payment as discussed and agreed upon, to hold that spot for your child.

Enrollment Fee: A one time fee of \$50.00 is required upon enrollment for each child. This fee will go toward supplies and equipment needed for your child (fee could be used for (but not limited to): special outdoor gear, art and craft supplies, furniture/toys etc).

Termination and Notice Procedures

Parents/Guardians must provide 2-weeks notice when taking a child out of care. If not given that notice, the family is still required to pay for the child's care unless an agreed upon date is discussed and approved.

As the provider, I hold the right to terminate care at any point, especially if safety and wellbeing of others are at risk.

NonDiscriminatory Practices

The provider shall not discriminate in relation to admissions on the basis of race, creed, color, national origin, religion, or sex.

Grievance Policy

All grievances will be dealt with promptly and confidentially in a manner that: Values the opportunity to be heard; Promotes conflict resolution; Encourages the development of positive relationships; Ensures that conflicts and grievances are mediated fairly; and Is transparent and equitable.

If the issue cannot be resolved, please contact licensing - Tristin Sprengeler 952-361-1714.

Drug/Alcohol Policy

The safety of each child comes first, therefore drugs, smoking and alcohol are prohibited during daycare hours, including medications that alter the ability to provide care.

If I suspect the parent/guardian at pick up is under the influence, I will not release the child from my care and alternate transportation will need to be provided for the child to be released from care.

Sick Policy

The provider shall notify the parent immediately when a child in care develops any of the following symptoms:

1. Underarm temperature of 100 degrees Fahrenheit or over, or an oral temperature of 101 degrees Fahrenheit or over.
2. Vomiting
3. Diarrhea
4. Rash, other than mild diaper rash or heat-related rash

If a child is showing multiple symptoms (2+) and visibly sick, unable to participate as typically able, they will be asked to be picked up as soon as possible by the parent/guardian to ensure safety for other children in care.

I will accept a sick child if the doctor provides a written note stating the child is able to participate in childcare safely with other children.

The provider must comply with the following health requirements:

- Immunization records will be kept for each child in care using forms provided by the county.
- The provider shall obtain written permission from the child's parent prior to administering medicine, diapering products, sunscreen, and insect repellents. Non Prescription medicines, diapering products, sunscreen, and insect repellent must be administered according to the manufacturer's instructions unless there are written instructions for their use provided by the licensed physician or dentist.
- The provider shall obtain and follow written instructions from a licensed physician or dentist prior to administering each prescription medicine. Medicine with the child's name and current prescription information on the label constitutes instructions.
- Special instructions from the parent shall be obtained in writing and followed about toilet training, eating, sleeping/napping, allergies, and any health problems.

- Providers shall follow written instructions from an authorized agent or physician of an ill child placed in the provider's care if the child has any of the illnesses listed.
- The provider shall require that a child's parent notify the provider within 24 hours of a diagnosis of a serious contagious illness or parasitic infestation so the provider may notify the parents of other children in care.
- The provider shall inform a parent of each child exposed the same day the provider is notified that a positive diagnosis has been made for any of the illnesses or parasitic infestations (attached).
- The provider shall notify the Carver County Health & Human Services/Public Health Department or the Minnesota Department of Health of any suspected case of reportable disease (attached). Diseases must be immediately reported.

Carver County Health & Human Services/Public Health - 952.361.1600
Minnesota Department of Health- 651.201.5414

See the attached form for reportable diseases in Minnesota.

Sleeping and Nap Arrangements

Infants will have their own, standard size crib. Infants will be placed on their backs, with nothing else in the crib with them.

**See additional form for safe sleep requirements for infants. Crib Inspection Checklist is available upon request.*

Toddlers/Preschoolers will have their own cot for nap time.

All children have their own bedding. Bedding is washed at least 1x/week.

Parents are to provide a blanket for children sleeping on cots. A nap time stuffed animal is allowed for nap time. Blankets are to be brought home weekly to be washed, or I will wash them weekly for you.

Daily Schedule - *Times vary based on children's schedule and needs*

7:30-8:00 Open - free play

8:00-8:45 Breakfast

8:45-9:30 Free Play

9:30-10:15 Circle time and activities

10:15-11:15 Outdoor time (times may vary based on weather)

11:15-12:00 Lunch

12:00-12:30 Books, Quiet Play, Prepare for Rest Time

12:30-3:00 Rest Time

3:00-3:30 Snack

3:30-4:15 Outdoor time (if weather allows)

4:15-4:30 Music & Movement, Play Time - if weather allows, we will stay outdoors until children are picked up.

My goal is as much outdoor time as possible, winter months vary based on weather, spring/summer months may allow for extended times outside! If we are needing to stay indoors, I will provide opportunities for children to move and get energy out appropriately.

Learning Environment Information

Play based learning is valuable for children of young ages. Curriculum and Assessment may be used to help provide a robust learning experience for your child. At this time, I use a few curriculums and assessment tools combined to support learning experiences, creating my own plan and structure to follow. I have weekly themes and a monthly focus around letters, shapes, colors, numbers, and more. Circle time is focused on building community with one another; greeting friends, singing songs, playing games together, arts and craft activities, and creating meaningful learning experiences as a group. Due to age variations in the group, developmentally appropriate opportunities are created for each child. Free play and outdoor play are essential parts of our day.

Behavior Policy

I have a passion for supporting social emotional skills and development. I value that each child has gifts and talents to be shared. I use positive behavior supports to encourage and promote positive behaviors while redirecting unwanted (unexpected) behaviors in developmentally appropriate ways. I believe in co-regulation and the importance of supporting children through big feelings, to help teach them expected ways to get their wants and needs met.

Potty Training Policy

I will support potty training for children if they are showing signs of readiness. Due to health and sanitation needs, I require the child to wear pull ups until he/she is dry for two weeks at home before wearing underwear at daycare. Per the CDC, I cannot wash out soiled clothing. It will be placed in a plastic bag for you to take home and wash. I will partner with families on plans and procedures to make potty training successful and smooth for your child at daycare.

Supplies

Families are to provide diapers, pullups, extra clothing, and wipes for their child. If after 2 written (email/text/written note) reminders families do not provide necessary supplies, a fee of \$10 will be applied to their account.

Families are to provide outdoor gear for their child to safely and successfully engage in outdoor play daily (hat, mittens, jacket, snow pants, boots, sun hat, etc). Please know that outdoor play can get messy/muddy at times. Mineral sunscreen is provided in the summer months.

Communication

I value communication and a trusting partnership with the families I provide care for. I will send out weekly messages on the Brightwheel app to share updates.

Please check the app frequently as I will alert you of any needed supplies, any closure needs, etc through the app messaging. You can always reach out via text/call or message me through the app or my email.

The Brightwheel app will be used to share pictures and daily activities. I will add meals, snacks, and bathroom use to your child's account. I try to do this in real time, but updates may be added throughout the day when I get the opportunity.

Helper/Substitutes

"Helper" means a person at least 13 years of age and less than 18 years of age who assists the provider with the care of children. An adult caregiver must always be present.

"Substitute" means an adult at least 18 years of age who assumes the responsibility of the provider. The use of substitute care must be limited to a cumulative total of not more than 30 days in a 12-month period. *(A licensed provider is the primary provider of care in the residence).*

*At this time, I am not using a helper or substitute. If that changes, I will inform families prior to the use of helpers or substitutes.

In the event of an emergency, I will require parents/caregivers to come pick up their child immediately.

Emergency Plan

The provider has made emergency, fire, and storm plans and keeps a monthly fire drill log, using forms provided by the county agency.

Transportation Plan

I will not be transporting children by car.

Insurance Coverage

I have daycare liability insurance.

To view the MN Family Day Care Rules (MINNESOTA RULES 9502.0315 TO 9502.0445) please visit www.revisor.mn.gov (9502.0405, Subp. 2)

Upon enrollment, signature is needed on the Little Fox Childcare Contract to indicate you have read and reviewed the provider policies and agree to the policy handbook.