

## **Little Folks Philosophy**

Little Folks staff strives to provide an environment where children are always safe. We emphasize the importance of treating children with respect and teaching them to have respect for themselves and others. We want all children to feel safe, loved, and cared for.

At Little Folks we create a climate of respect among the staff. Part of creating this climate is understanding who makes decisions. The Director is expected to maintain a smooth running center that can maintain financial viability. He/she must carry out the program plan. The Director may need to override staff decisions to fulfill his/her duties.

The Assistant Director is expected to manage the daily staffing needs and to be sure staff are complying with all requirements of Rule 3 as well as the centers policies. He/she is the “go to” person available to meet staff when help is needed.

Lead teachers are responsible for the daily operation of the classrooms. Lead teachers will report to the Assistant, and have the responsibility of supervising the assistants and classroom aides. Teachers are also responsible for writing annual reviews of these the staff under their supervision. Teachers are to create and implement lesson plans. Each lesson plan will be reviewed by the Director. Teachers will assess each child and hold parent/teacher conferences twice per calendar year. At this time they will discuss the child’s development and what to expect in the coming months. Teachers do not RULE the classrooms, but rather work with their teams in a way of listening and understand their values team members. Teachers have to make final decisions regarding matters that could impact a family, child, or other staff member’s best interest on a case by case basis. If this becomes difficult at times, the assistant or director may choose to offer support to work through and help develop team goals.

## **Behavior Guidance**

Little Folks Daycare will:

- \*ensure that each child is provided with positive role models of acceptable behavior.
- \*provide a learning environment tailored to the development levels of each child in the center.
- \*redirect children from problems that arise, and give them a constructive activity.
- \*try to prevent issues from starting.
- \*teach children to use acceptable alternatives to problem solve and reduce conflicts.
- \*protect the safety of all children and staff.
- \*provide immediate and directly related consequences should a child demonstrate unacceptable behavior.

**Persistent Unacceptable Behavior:** If a child shows persistent unacceptable behavior Little Folks will:

- \*observe and record the behavior and how the staff responds to the behavior.
- \*Develop a plan to address the behavior and consult with the child's parents/guardian and with other professionals if appropriate.

Little Folks requires that once a child has had 3 written reports that state the child is trying to leave the group, disrupting the group, or harming themselves or another person that a formal meeting be held immediately with all adults who care for the child outside of childcare, as well as the child's lead teacher and another Little Folks staff person to develop a behavior plan. No child is allowed to return without parent cooperation in the development and implication of this plan. This plan will be good for two weeks. If the behavior gets more serious (at the discretions of the staff and director) Little Folks may choose to immediately terminate child care. Little Folks will not require payment beyond the effective termination date in these cases. The goal is to have the child ready for kindergarten and to be successful.

**Prohibited Actions:**

Little Folks **prohibits** the following actions by ANY staff person:

\*SUBJECTION TO CORPORAL PUNISHMENT- Corporal punishment includes but is not limited to rough handling, shoving, hair pulling, ear pulling, shaking, slapping, biting, kicking, hitting, pinching, and spanking.

\*SUBJECTION OF A CHILD TO EMOTIONAL ABUSE. Emotional abuse includes but is not limited to, name calling, ostracism, shaming, making derogatory remarks about the child or his/her family, and using language that threatens, humiliates, or frightens the child.

\*Separation from the group with the exception of the following rule.  
(See below)

\*PUNISHMENT FOR POTTY ACCIDENTS.

\*WITHHOLDING FOOD, LIGHT, WARMTH, CLOTHING, OR MEDICAL CARE AS PUNISHMENT.

\*THE USE OF PHYSICAL RESTRAINT other than to physically hold a child when containment is necessary to protect the child or others from harm.

\*THE USE OF MECHANICAL RESTRAINTS, such as tying.

**All Little Folks Staff will report and abuse or neglect that they witness. All families and staff must sign a statement, stating that it is understood, after they have received and read the mandatory reporting policy.**

**This signed statement is kept in all children and staff files.**

**Separation from the Group and Report of a Separation:**

No child will be separated from a group unless the following has occurred:

\*Staff must try a less intrusive method to stop the behavior before separating a child from the group.

\*The child's behavior threatens the well-being of the child or other children in the program.

\* A child who is separated from the group must:

~Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person;

~The child's return to the group must be contingent on the stopping or bringing under control the behavior that precipitated

**Separation From the Group and Report of a Separation: (Cont.)**

the separation; and

- ~The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.
- \*Children between the ages of 6 weeks and 16 months must not be separated from the group as a means of behavior guidance.

### **Separation Report:**

All separations from the group must be noted on a daily log that includes the following:

- ~The child's name;
- ~The staff person's name;
- ~Time;
- ~Date;
- ~Information indicating what less intrusive methods were used to guide the child's behavior;
- ~How the child's behavior continued to threaten the well-being of the child or other children in care.
- ~If a child must be separated more than three times in a day, the child's parents/guardian must be notified and the parent notification must be noted in the log.
- ~If a child has to be separated five or more times in a week, or eight times in a two week period the procedure for Persistent Unacceptable Behavior must be set up and followed.

## **Emergency and Accident Policies**

**Little Folks Daycare requires that all staff be trained in Pediatric CPR**

**and First Aid within 90 days of employment and every TWO years after. All staff will be required to have Blood Bourne Pathogens each year.**

**All staff are required to have SUIDS/AHT training every year. NO new staff can work with infants until the first training in SUIDS/AHT has been completed.**

**These policies will ensure that a trained staff person is always on site during the hours of operation. In the event of an emergency 911 will be called immediately and the staff person that saw the situation will perform the necessary treatment until an EMT arrives on site. Should that staff person not feel capable of meeting the persons needs, another trained staff person may step in.**

### **Minor Injuries:**

Little Folks staff do a daily check of the center to be sure that toys and equipment are in good and safe condition. Trained staff will clean and bandage minor cuts and abrasions. Any person with a bump will be checked and watched for possible reactions and a cold pack will be applied.

\*In each situation the staff person will complete a Minor Injury Report for the parents/guardian. This will include the child's first and last name, the date and time, the age of the child, where the injury occurred, the facts leading to the injury, what part of the body was injured, the first aid given, and the name of the person giving the aid. It will also include the staff to child ratio at the time of the injury, other staff notified, and signatures required by the Director or Assistant, the person writing the report, and the parents/guardian. This will ensure that all the appropriate people are made aware of what happened in a timely matter.

**\*Staff will log this information in the Minor Injury Logs. There is a M.I.L. in each classroom.**

\*Staff will communicate the injury at the time of pick up, unless the injury is significant, and then the staff should contact the parent/guardian to let them know that they do not need to come early to the center, but they should be aware of the situation.

\*In the event that the child should need medical attention that is not an emergency, that parents/guardian will be notified immediately and given a copy of the Injury Report to bring to the doctor. The parent will report back to the Director with any information regarding the doctor's visit, and that will then be reported to DHS. **All information**

**must be to DHS within 24 hours of the injury if the child was seen by a doctor.**

**Nose Bleeds:**

In the event of a nose bleed, the child should sit upright until the bleeding has stopped. Staff will determine if it is necessary to contact the parents/guardian. If not, they will be notified at the time of pick up.

**Serious Injuries:**

In the event of a serious injury such as a blow to the head, a cut requiring stitches, or a possible broken bone, the staff attempt first aid and notify the parents/guardian. If possible they will care for the child until the parent / guardian arrives to take the child to a doctor. If the staff cannot contact the parents/guardians or someone on the emergency pick up list, the staff will then contact 911 to assess the situation. If the EMT determines it is necessary, the child will be transported to the nearest hospital with a staff person. (If possible.) The remaining staff will continue to attempt contact with the parents/guardian. If a staff person is unable to accompany the child, all emergency information (the emergency card) regarding the child, will be given to the EMT. The staff will continue to try to reach a parent/guardian until they have been notified. **DHS will be notified within 24 hours.**

**Fainting:**

In the event that someone should faint while at Little Folks, the staff will leave the person laying down and loosen his/her clothing. The staff will then check for injuries that may have occurred. If the person is vomiting, he/she will be rolled to onto his/her side. The staff will wipe out the mouth after vomiting. The child's parents/guardian will be notified immediately. Unless recovery is prompt, staff will call 911. A written report will be given to the child's parents/guardian and a copy will be kept on file.

**Choking:**

Staff will check the center daily for choking hazards. Anything found, will be removed to a more appropriate area. Should a child begin to choke,

**Choking Cont:**

staff will follow the instructions they learned in First Aid and CPR. Immediate assessment will determine if 911 needs to be called right away. If the child stops breathing or becomes unconscious 911 will be called

immediately. Staff must also contact the parents/guardian immediately. **DHS will be notified within 24 hours.**

### **Burns:**

Little Folks staff keep the center free of things that could burn a child. When the staff do cooking projects the children are supervised at all times. Should a child become burned, Little Folks staff will start first aid immediately as instructed in the first aid manual. A minor burn will be treated with cold water. If the burn is more serious, clothing around the burn will be removed and staff will immediately call 911 and the parents/guardian of the child. Staff will follow the instructions of the EMT. **DHS will be notified within 24 hours.**

### **Pedestrian Accident:**

Little Folks staff occasionally take children on walks in the neighborhood. When the staff take a walk, one staff person is in front of the children, while another walks behind the group. When crossing an intersection staff wait until the intersection is clear to cross, while talking to the children about why they are waiting, and how to look both ways before crossing, even at a signal. Staff and children only walk when the signal is green and the walk sign is on. Should an accident occur, one staff person will immediately help the injured child while the other staff person stays with the other remaining children. Staff must have a cell phone that they can use to call 911. Staff should call the center and the parents/guardian as soon as possible. **DHS will be notified within 24 hours.**

### **Poisoning:**

Little Folks Staff do a daily check to be sure that the center is free of harmful chemicals. Labeled cleaning supplies and medications are kept out of reach of children. Should a child accidentally ingest or come into contact with a poison, staff will follow the proper procedure to handle the situation.

- \*Remain Calm.

- \*Call 911 if necessary.

- \*In the EYE- Gently tilt the head so that the infected eye is lower and flush with water for 5 - 10 minutes.

- \*On the SKIN- Run water over the area for several minutes or until the area is clear of the poison.

- \*In the MOUTH- Remove all tablets, plants, power, etc that may be in the mouth. Examine for possible burns, cuts, irritations, or unusual

coloring. Wipe the mouth with a cloth and wash out with water. If the person is not breathing, immediately begin CPR until help arrives.

**Poison Control: 1-800-222-1222**

In each situation Poison Control will be notified immediately and the instructions given will be followed. When calling P. C. the caller will give his/her name, the poisoned persons first and last name, age, weight, and sex. If the caller knows what the poison is, or has the container available, they will give that information the operator. **DHS will be notified within 24 hours.**

**Suffocation:**

Little Folks staff are always watching sleeping children to be sure blankets or pillows are not over their faces. Staff also keep classrooms free of items that could suffocate a child. Should a child be found with an item that has stopped them from breathing, staff will immediately call 911 and start CPR. The parents/guardian will be notified as soon as possible. **DHS will be notified within 24 hours.**

**Traffic Accident:**

Little Folks will occasionally take children on field trips with parent/guardian permission. Staff take the children's emergency cards on all trips. Little Folks staff use a school bus company to get children to and from various locations. Should the bus get into an accident, staff will immediately call 911 and perform first aid on anyone needing help if that is possible. Parents/guardians will be notified as soon as possible. **DHS will be notified within 24 hours.**

**Daily Safety inspections:**

The staff person opening the center and the staff opening each classroom should do a visual safety check to be sure all toys and equipment is in good condition. Anything found to be broken or damaged should be removed from the classroom or any area where a child may have access to it. These things should be reported to the Director so they can be addressed or replaced as soon as possible

**Disaster/Fire Plans:**

Little Folks must have monthly fire drills.

\* Little Folks keeps documentation in a log which includes the date and time of the drill, along with the time it took the children and staff



to exit the building.

\*When evacuating the building the staff will follow the procedure posted in the classrooms and must bring children's emergency cards and daily attendance sheet.

\*Infants need to be transported to their area with up to 4 children in one crib that has black evacuation wheels.

\*Staff must count children to ensure they are all accounted for, when that arrive to a safe area outside of the building.

\*There are maps clearly showing a PRIMARY and SECONDARY exit for each classroom. These also include BUILDING EVACUATION ROUTES.

\*Fire Department = 911

\* The Director or Assistant will do a final check to be sure everyone is out safely and no one is left behind. When in the designated area staff should be sure all children are accounted for.

\* In the event that staff need to use a fire extinguisher, pull the pin and squeeze the lever. Little Folks is equipped with fire sprinklers.

\*Staff should close doors upon exiting a room or going outside.

\* Staff are trained with this information at the time of their initial orientation and whenever changes are made. Staff are to lead children calmly and quietly out the proper exit.

\*Any fire must be reported to DHS within 24 hours.

### **Threatening Weather:**

There may be times when threatening weather may force the center to close for the day, open late, or close early. The Owner or Director will make the decision to close. In the event that Robbinsdale School District 281 decided to close for the safety of children, Little Folks will also close. All parents/guardians will be notified to come and pick up their children. Parents will be expected to try to arrive within one hour of notification. Staff will remain on site until all children have been picked up. All families will be advised to listen to WCCO for more information regarding the following day(s).

\*Threatening weather is, but not limited to the following: a blizzard warning, snow advisory, winter weather advisory, heavy rains,

### **Threatening Weather: (Cont.)**

tornado warning, high winds, severe thunderstorms, flooding etc.

\*Little Folks will have monthly tornado/high wind drills during the months of Mar. through Sept. Little Folks will document in a log

showing the date and time of each drill, and how long it took children and staff to get to their designated areas.

\*Each room in the center has a designated area to go during severe weather. Each room must bring their flashlight and emergency cards to their designated area. The Director or Assistant must bring a battery operated radio to the area. All children will be moved in a calm, quiet manner and will sit with staff until the Director or Assistant gives the "all clear."

### **Lost Child:**

In the event that a child goes missing from the group all staff will be notified immediately and the grounds will be thoroughly searched. If the child is not found, local police will be notified immediately and given a description of the child. Staff will cooperate in the search as long as the safety of all the other children is secure.

### **Power Failure:**

In the event of a power failure such as, electrical, water, or supply of heat, Little Folks staff will use their discretion in determining to close the center based on the health and safety of the children.

### **Unauthorized Pick up, Incapacitated, or Suspected Abuse:**

Should a new person come to the center to pick up any child, a staff will see if the person is on the authorized pick list/emergency card. If the person is not on the list, the staff will check with all other staff to see if the parent left verbal or written permission that day, saying this person could take the child. If there is permission, staff will check a photo id from that person and the child will be released if the person has a proper car seat. If there was no permission given the staff may try to contact the child's parent/guardian to get the permission. If the staff cannot get permission the child will remain in the center. The person will be asked to leave until there is permission from the parent/guardian or until the parent/guardian arrives. If the person insists on picking up the child and will not leave the center, 911 will be called.

\*In the event that someone arrives that is incapacitated or has been suspected of abuse, the child will remain in the center and that

### **Unauthorized Pick up, Incapacitated, or Suspected Abuse Cont:**

parent/guardian will be contacted. If a parent/guardian should arrive incapacitated or has been suspected of abuse, 911 will be called.

If a staff person is in doubt, he/she will contact 911.

### **Attendance After Hours: (no one comes to pick up a child)**

Little Folks will try to contact the parents/guardian of any child that has not been picked up at closing time. If the parents/guardian cannot be reached the staff will attempt to call all other people listed on the authorized pick up list/emergency card. If the center has been closed for 30 minutes and the staff are unable to find anyone authorized to pick up the child, the staff may make the decision to contact the local police department to come and get the child.

\*A note will be posted outside as to where the child was taken should the parents/guardian arrive later. Late fees may apply. See parent handbook.

\*Little Folks staff are not paid by Little Folks after closing time. Little Folks staff are no longer working after closing time, therefore Little Folks Daycare Inc. is not liable for anything related to the child or staff person after closing time. All families are made aware of this when they enroll in the center.

### **Sources of Medical Care:**

Little Folks staff will contact 911 in the event of an emergency requiring emergency medical care. The staff will follow directions given, via the dispatcher, until the EMT's arrive. At that time they will remain with the child until the emergency is resolved, the child is taken via ambulance to North Memorial hospital or the hospital designated on the child's emergency card. If the EMT determines that it is safe, the staff will remain with the child, in the center until a parent/guardian can arrive to bring the child to his or her physician.

### **Procedures for Reporting Accidents, Injuries and Incidents:**

Little Folks staff are required to have written reports for any accident, injury, or incident that happens at the center under the care of Little Folks staff. These reports must include the following information:

- \* Name and age of the person(s) involved;
- \*Date of the issue;
- \*Place it occurred;
- \*Type of injury;

### **Procedures for Reporting Accidents, Injuries and Incidents: (Cont.)**

- \*Actions taken by staff person(s); and
- \* To whom it was reported.

**In the event of a serious injury or death in the center, Little Folks staff**

**must report immediately to DHS. This must be done within 24 hours of the death. This must be documented on the SERIOUS INJURY/ DEATH REPORT and MUST be submitted electronically to DHS.**

**Annual Analysis of Reports:**

All accident, injury, bite, and separation logs should be reviewed annually by the center director and modifications can be made if necessary. If there are changes made, ALL staff need to be retrained with this information.

## **Allergy Prevention and Response**

**Allergy Prevention and Response:**

All staff must be made aware of the following information regarding Allergy Prevention and Response.

**\*Little Folks will obtain documentation of any KNOWN ALLERGY**

from a child's parent or legal guardian or the child's source of medical care BEFORE admitting the child to the center. If the child has a known allergy, Little Folks requires current information about the allergy be in the child's file.

\*The Director or Assistant will develop an Individual Child Care Program Plan (ICCPP) that must include but is not limited to a

- ~Description of the allergy;
- ~Specific triggers;
- ~Avoidance techniques;
- ~Symptoms of the reaction; and
- ~Procedures for responds to the reaction including meds, dosage, and doctor's contact information.

\*Little Folks Director will be the PRIMARY person responsible for the insurance of staff understanding how to carry out the ICCAA plan. The Director will conduct an ANNUAL review of this information. The Director or Assistant will also train all new staff at the time of orientation. Documentation of the annual review will be kept on file.

\*If a child has a change to a plan, the Director or assistant must immediately change the ICCPP and notify all relevant staff of the changes. They must than document that a change was made and have the staff sign off that they received the information, understand it, and this will be kept on file.

\*Little Folks staff will maintain current information regarding each child's allergies and have it available and posted in the food prep areas, classrooms, and able to go on trips (attached to his/her emergency card), should the children leave the center.

\*Little Folks LEAD staff, Director, or Assistant must contact the child's parent or legal guardian should he/she have any exposure to the allergen or a reaction to it that requires medical attention or medical intervention (meds administered). Little Folks staff MUST call 911 when epinephrine (Epi Pen) is administered to a child.

THIS POLICY MUST BE PROVIDED TO ALL PARENTS AT THE TIME OF ENROLLMENT and be made available upon request.

## **Handling and Disposal of Bodily Fluids**

### **OSHA: Blood-borne Pathogens Guidelines Procedures:**

#### **1. Gloves:**

- ~Gloves will be worn when:  
Anticipating contact with blood or non-intact skin and vomit.

Handling items or surfaces soiled with blood or vomit.

~Gloves will be changed and hands washed as promptly as possible if tearing or puncture occurs.

~Gloves will be changed between each individual.

~Gloves will be disposed of in plastic lined waste containers.

## **2. Handwashing:**

~Wash hands:

~After gloves are removed

~After handling items soiled with body fluids, or wastes such as blood, drool, urine, stool, or discharge from eyes or nose.

~After cleaning surfaces contaminated with blood.

After handling a sick child.

~When a blood spill has occurred wash hands in a sink not used for food preparation.

## **3. Resuscitation:**

~Single use resuscitation mouthpieces will be available for use.

## **4. Needles, syringes, and other “sharps:”**

~When a child is enrolled in the program that requires the use of needles or sharps, arrangements for disposal of sharps will be made. All sharp items will need to be disposed of in a “sharps container.” This container must be OUT OF REACH OF CHILDREN.

## **5. Cleaning and Decontamination of Spills:**

~ Clean objects and surfaces contaminated with blood and body fluids immediately with hot, soap water to remove secretions and before disinfection. A solution of 1 cup bleach in one gallon of water will disinfect the area to kill HIV/HBV and other organisms. After applying the bleach, the area will be allowed to air dry.

## **5. Cleaning and Decontamination of Spills: (Cont.)**

~To disinfect all hard surfaces, with the exception of mouth toys, utensils, and food contact surfaces: A solution 2 TBSP bleach in a gallon of water will be used.

~ For routine disinfection of contaminated surfaces which have first been cleaned with detergent and water, saturate the area with the bleach solution, wipe the area to distribute the disinfectant evenly, and allow to air dry for at least 2 minutes. Use single-use disposable

towels and discard in a plastic lined container.

~To sanitize mouth toys, eating utensils, and food contact surfaces, a weaker solution of bleach will be used. Mouthed toys and utensils will be cleaned first and then soaked in a bleach solution for at least 2 minutes. The solution: 1 tsp. of bleach to a gallon of water. Do NOT rinse objects after soaking and allow to air dry. The same solution will be used to disinfect clean surfaces that come in contact with food.

~BLEACH SOLUTIONS WILL BE MADE FRESH DAILY. (Solutions lose the ability to kill germs over time.)

## **6. Clothing:**

~ Clothing or other personal items which are soiled with blood or body fluids will be handled with gloved hands and put directly into a single-use plastic bag, double bagged, and sent home with the family for laundering.

~Linen belonging to the center which had been soiled with blood or bodily fluids will be handled with gloved hands and put directly into a single-use plastic bag, double bagged, and washed at or by a commercial laundry or sent with paramedics.

~Aprons, smocks, or gowns should be worn if contamination of Clothing is anticipated.

~Staff who have blood or bodily fluids on their clothing will be allowed enough time to go home and change their clothes as soon as a person can come in to cover.

## **7. Post Exposure Procedure:**

~Cleanse the area of exposure to minimize the chance of infection.

~Notify the designated contact person for exposure incidents to begin documenting what happened.

~Complete accident/injury report form which includes documentation of route and circumstances under which exposure occurred.

## **7. Post Exposure Procedure: (Cont.)**

~Obtain medical evaluation and treatment (at no cost to the employee) to evaluate exposure incident and provide follow up per OSHA regulations.

~The center will provide the health care professional with the following:

~Copy of the OSHA BBP Standard.

~Description of exposed employees job description

relating to the exposure incident.

~Copy of the accident/injury report including documentation of routes and circumstances under which exposure occurred.

~Results of the individual's blood test if available.

~Employee medical records/vaccination records status if available.

~The health care provide will provide a written report, stating that the employee has been informed of the results of the evaluation and needed follow up. The employee will receive a copy of the report within 15 days of evaluation.

~Confidential medical records must be kept on the employee with occupational exposure for the duration of employment for 30 years. These records include:

-Employee's name and social security number.

-Hepatitis B vaccination status.

-Results of follow up procedures to exposure incidents.

-All information given to the evaluating health care professional.

-A copy of the evaluation health care professional's written opinion.

### **8. Disposal of contaminated items:**

~Disposable towels will be used for cleaning and will be double-bagged before disposal. "Dirty" water or body fluids will be disposed of in the toilet. Sponges and mops used to clean contaminated areas will not be used in the food prep areas or to wash dishes. They will be cleaned away from the food prep areas and away from food or where dishes are washed. They will be soaked for 10-30 minutes in the bleach solution of ¼ cup bleach in one gallon of water. However, if possible, the items will be disposed of.

### **8. Disposal of contaminated items: (Cont.)**

~Blood or bodily fluid contaminated items must be placed into a plastic bags, securely tied, and immediately taken outdoors to the dumpster.

~Staff must use the following center provided supplies when performing the clean-up. Disposable bags, gloves, and protective eyewear.



THIS POLICY MUST BE PROVIDED TO ALL PARENTS AT THE TIME OF ENROLLMENT and be made available upon request.

## **Emergency Preparedness Plan**

All new staff must complete training as part of their orientation. All staff will be retrained and the plan updated and reviewed annually. This plan is to be kept with these policies at all times. Please see the attached plan. Little Folks uses the Keeping Kids Safe planning guide when completing and reviewing this plan. This plan must include procedures for:

\*evacuation, relocation, shelter in place, or lockdown;

- \*A designated relocation site and evacuation route;
- \*notifying a child's parent or legal guardian of the evacuation, relocation, shelter in place, or lockdown, including reunification with families;
- \*Accommodations for a child with a disability or chronic medical condition;
- \*storing a child's medically necessary meds that facilitates easy removal during an evacuation or relocation;
- \*continuing operations in the period during and after a crisis; and
- \*communicating with local emergency management officials, law enforcement officials, or other appropriate state and local authorities.

THIS POLICY MUST BE PROVIDED TO ALL PARENTS AT THE TIME OF ENROLLMENT and be made available upon request. Additionally the relocation and evacuation route must be posted in a visible place.

## **Health Policies**

### **First Aid:**

Little Folks staff are required to take a First Aid class within the first 90 days of employment. This allows staff to manage minor injuries that may occur in the center. Please see: Minor injuries, under the heading Emergencies and Accidents, for detailed policies.

### **Daily Safety inspections:**

The staff person opening the center and the staff opening each classroom should do a visual safety check to be sure all toys and equipment is in good condition. Anything found to be broken or damaged should be removed from the classroom or any area where a child may have access to it. These things should be reported to the Director so they can be addressed or replaced as soon as possible

### **Playground Safety:**

It is the responsibility of Little Folks staff to maintain a safe playground for the children. To do this the following must be done:

Staff should take a walk through the playground each time they enter to be sure that it is safe for the children. If there are any issues, correct or report to the Director.

\*Look for:

- ~ Broken equipment or toys. Remove any immediately.
- ~Loose equipment.
- ~Be sure the outdoor surface is equally spread and is in good condition.
- ~Be sure there is no space where a child could become trapped.
- ~Look for tripping hazards.
- ~Look for sharp edges.

Careful supervision is key. Staff will be up and moving through the play area to provide the best prevention of any accidents. If something needs to be corrected and cannot be removed from the playground, children should not play there until it is fixed.

### **Exclusion of Sick Children and Staff:**

A child or staff person with any of the following symptoms, conditions, or behaviors, will be excluded from the center until he/she are symptom free for 24 hours.

\*REPORTABLE ILLNESS:

Any illness that the health commissioner determines to be contagious and a physician determines has not has sufficient treatment to reduce the health risk to others.

\*FEVER:

A fever of 100 degrees Fahrenheit auxiliary or higher before fever reducing medication is given.

**\*CHICKEN POX:**

Until the person is no longer infectious or until all lesions are crusted over.

**\*VOMITING:**

2 or more episodes in a 24 hour period.

**\*LOOSE STOOL/DIARRHEA:**

Three or more unusually loose stools in a 24 hour period.

**\*CONJUNCTIVITIS:**

Pink eye, pus draining from the eye.

**\*BACTERIAL INFECTION:**

Such as strep throat or impetigo and has not completed 24 hours of antimicrobial therapy.

**\*UNEXPLAINED LETHARGY**

**\*LICE, RINGWORM, OR SCABIES**

**\*UNUSUAL COLOR**

**\*MOUTH SORES**

**\*RASH**

Any undiagnosed will need to be cleared by a doctor. Once the parent/guardian brings in a specific statement from the medical provided stating that the child is NOT contagious, the child may return to the center.

**\*RESPIRATORY DISTRESS**

**\*UNABLE TO PARTICIPATE IN DAILY ACTIVITIES WITH REASONABLE COMFORT**

**\*ANY CHILD REQUIRING MORE CARE THAN THE STAFF CAN PROVIDE WITHOUT COMPROMISING THE HEALTH OF THE OTHER CHILDREN**

Should a child become ill in the center, he/she will rest on a cot until the

**Exclusion of Sick Children and Staff: (Cont.)**

parents/guardian are notified and they arrive to pick the child up. This child will be supervised by staff. The parent or legal guardian has up to one hour to arrive. If a staff person should become ill, he/she will need to go home as soon as a replacement arrives.

**Administering Medications:**

Little Folks staff can ONLY give medications with a medication form completed by the parent/guardian. This form will be good for up to two

weeks. After two weeks, if the child still needs the medication, the parent will have to complete a new med form. Any Prescription Medications will need to come in the original container with the prescription label showing the child's name, amount to be given at each dose, frequency, and expiration date on the container. If the medication is non-prescription, the staff must have a doctor's note before giving it to any child. All medications will be kept in a "Medication" container in the child's classroom cabinet where they are not accessible to children. When it is time for the child to have the medication, only a teacher or the Director may administer the meds. They will then fill in on the area on the med form showing when they gave the med, how much, and their initials. When the child no longer needs the medication at the center, it must be sent home with the parents/guardian.

### **Notification of Infectious or Communicable Disease:**

In the event that a person in the center has a confirmed case of any communicable disease, all parents must be notified. The families will be notified with a letter, by posting an information sheet at the front desk. This notice must be out as soon as Little Folks is made aware that the diagnosis is confirmed. It is the responsibility of the parents/guardians to notify the center if their child has a communicable disease, or if they have been exposed to one. Little Folks will report all reportable disease to the MN Dept. of Health.

### **Illness Log:**

When there is an outbreak of an illness in the center, Little Folks staff will work with the Director to keep a running log including the dates, names of sick staff and children, the symptoms, diagnosis, and length of time they people were ill. This will be saved for 30 days after the last symptom appears in case the Department of Health should need it.

## **Diapering Procedure**

**Little Folks will require all children in an infant program to have a diaper check every 2 hours beginning at 8:30 every day. Toddler age children will require a check at least every 3 hours beginning at 9:00 each day. Children that have a bowel movement are to be changed immediately and then rechecked at the next diaper time.**

Staff at Little Folks will use the following procedure approved by the Health Consultant for diapering children.

**All staff MUST use gloves when changing bowel movement diapers.  
NEVER LEAVE THE CHILD UNATTENDED DURING THIS  
PROCESS.**

- \*Assemble all supplies needed for the diapering within reach.
- \***Cover** the changing surface with single use paper the length of the child.
- \*Place the child on the paper.
- \*Remove the soiled diaper and fold sides inward. Place this out of the child's reach. Change the child's clothing if it is wet or soiled. Place the wet or soiled clothing in a plastic bag. (Label and send home at pick up time.)
- \*Clean skin with baby wipes, cleaning front to back. Do not overlook creases.
- \***Use skin care products if the parents/guardian has requested. (The products must be labeled with the child's first and last name.) Staff will use clean gloves when applying skin care products.**
- \*Remove the soiled gloves.
- \*Put on the clean diaper.
- \*Wash the child's hands with warm soapy water, rinse, and dry.
- \*Remove the child from the diapering area and return him/her to supervised play.
- \*Return to the diapering area.
- \*Discard soiled diaper and paper into the diaper pail. Always keep the pail away from children.
- \*Clean and disinfect the surface and soiled supplies. Wash first with soapy water, wipe and then use bleach solution. Allow bleach solution to sit for 2 minutes.
- \*Wash hands thoroughly with soap and warm running water for at least 20 seconds. Use a paper towel to dry hands and turn off the faucet to prevent contamination of hands.
- \*Report unusual stools or rash to parents/guardians.

**All staff working with children that are being changes or toileting must wash hands thoroughly between each child.**

**Meals and Snacks:**

Little Folks provides breakfast, lunch and an afternoon snack each day. Little Folks will provide cereal, juice or fruit, and milk for breakfast 3 days per week. The other 2 days, a hot breakfast will be served. Hot breakfast and lunch are catered in from Premier Kitchens. Little Folks and the caterer ensure that all children are getting the appropriate food groups and portions for their age. All food needing refrigeration will be kept in a cooler at a temperature of 40 degrees F or less. Milk will be served with lunch. Staff must clean and bleach all food contact surfaces, including tables before food is served. Staff will remain with the children during meal times

and will role model proper table manners.

### **Maintaining Menus and Food Temperatures:**

\*Turn on the food warmer at 8:30am. Leave on until lunch is served. Food typically arrives at 11:00am and is served immediately.

\*Check the temperatures of the hot foods to be sure the temp is 140 degrees F or higher.

\*Check the temperatures of the cold foods to be sure the temp is 40 degrees or lower.

\*Place hot foods in the warmer and the cold food in the cooler immediately.

\*Record food temperatures.

\*Check menus and production records to be sure they match. If not, make the necessary changes.

\*Record types and quantity of milk served each day in the appropriate log.

### **Food Handling Safety:**

The following safety guidelines are set to prevent food borne illness in the child care setting.

### **Practice Good Hand Washing:**

\*upon arrival

\*before prepping food

\*before and after eating

\*after using the restroom

\*after changing diapers

\*when hands become soiled

\*after coughing and sneezing

\*after assisting children in the restroom

### **Follow Exclusion Policies:**

Send sick children and staff home when ill.

### **Store Food Properly:**

\*Store potentially hazardous COLD foods (eggs, milk, milk products, meat, poultry, fish, etc.) at 40 degrees F or below.

\*Keep potentially hazardous HOT foods at 140 degrees F or above.

\*Check all food temperatures before serving. Throw away any food that does not meet temperature holding requirements.

\*Store food and cleaning products separately.

\*Bleach solutions should be changed or tested daily. (Use test kits.)

**Clean all surfaces before serving food. Dishes should be washed, rinse, and sanitized in the proper sinks after each use. Dishes should air dry. Clean up should be done as soon as possible. All food surfaces should be disinfected after food service is finished and surfaces have been cleaned.**

## **Food Holding**

Little Folks staff must be sure that:

**HOT FOOD IS HELD AT 140 DEGREES F  
OR HIGHER.**

**And**

**COLD FOOD IS HELD AT 40 DEGREES F  
OR LOWER.**

**Food Temperatures will be taken at the time of service.**

### **Food Allergy:**

All staff are required to be notified of any child in the center with a food allergy. The food allergy must be posted in the child's classroom so all staff can be reminded at each meal. There will also be a posting in the food prep area. All staff will follow the instructions given by the parent and physician regarding the child's food allergy. **SEE ALSO ALLERGY PREVENTION AND RESPONSE.**

### **Prescribed Diet:**

All staff are required to be notified if there is a request for a child to have a prescribed diet. The prescribed diet must be posted in the child's classroom so that all staff can be reminded at each meal. There will also be a posting in the food prep area. All staff will follow the instructions given by the apparent and physician regarding the child's diet.

### **Infant Meals and Snacks:**

Each child will have written dietary information and instructions from the parent/guardians. This information will be posted in the eating area. All



infants will be offered formula or milk throughout the day.

- \*All infant bottles must be labeled with the child's first and last name.
- \*Baby food and formula may be warmed in the bottle warmer.
- \*All staff will wash hands before any food preparation.
- \*Parents may choose to bring in iron fortified infant formula. Little Folks will provide Target Brand iron fortified infant formula.
- \*Should an infant need a special formula, Little Folks will require a physician's note to keep on file.
- \*Little Folks will provide baby food.

### **Iron-Fortified infant Formula:**

- \*Each day all formula fed infants must have clean, labeled bottles. One bottle, per feeding.
- \*Staff will fill with water
- \*Staff will follow formula instructions to prep the bottle.
- \*The staff will warm the bottle one time in an approved steam bottle warmer just before feeding.
- \*This bottle must be fed within one hour of warming and any remaining formula will be discarded.
- \*Staff label the bottle each time to know when it will expire.
- \*Bottles are sent home daily to be cleaned and sanitized.

### **Breast Milk:**

- \*All infant families have the option to bring breast milk.
- \*Breast milk must come to the center already measured and in the bottled it will be served in.
- \*All bottles must be labeled with the child's first and last name.
- \*Each child will have a designated container, in the approved refrigerator to store the prefilled, labeled bottles.
- \*The staff will warm the bottle one time in an approved steam bottle warmer just before feeding.
- \*This bottle must be fed within one hour of warming and any remaining milk will be sent home.
- \*Staff label the bottle each time to know when it will expire.
- \*Bottles are sent home daily to be cleaned and sanitized.

### **Infant Solid Foods:**

- \*Families are welcome to bring in fruits and veggies made from home for children under 12 months. They must contain ONLY the fruit and veg and must come ready to eat.

\*If a family chooses, Little Folks will provide Gerber baby food products to children approved for eating meals each day. These include cereal, fruits, and veggies, as well as puffs.

\*Little Folks staff feed the children the approved baby foods each day, only AFTER a parent or legal guardian signs off to approve the child can have to food.

\*The food is prepped in the morning with water, cereal, and the fruit or veg. These are labeled with the date and the child's name. They are served as is, at breakfast and lunch time until the child is on table foods.

\*Food can only be offered at that meal and all remaining food will be discarded. No food will be saved or re-served.

## **Maltreatment of Minors Mandated Reporting Policy**

### **Who Should Report Abuse or Neglect?**

Any person may voluntarily report abuse or neglect. However, Little Folks Staff are legally required to report and cannot shift the responsibility to a supervisor or other staff person. If a staff person knows or has reason to believe a child is being or has been neglected, or physically or sexually abused within the preceding three years, the staff person must immediately (within 24 hours) make a report to the appropriate outside agency.

### **Where to Report?**

**Any person that suspects or knows of abuse or neglect that puts a child in**

**immediate danger must call 911.**

**\*All reports occurring in a licensed facility must be made to the Department of Human Services, Licensing Divisions Maltreatment line at 651-431-6600.**

**\*Reports occurring within a family or community should be reported to local Child Protection 612-348-3552 or the Crystal Police Dept. 763-531-1014.**

**\*If the report does not involve possible abuse or neglect, but does involve possible violations of MN statutes or rules that govern the facility, the reporter should call DHS, Licensing Division 651-431-6500.**

### **What To Report?**

The definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (MN statutes, section 626.556)

\*A report to 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 must be followed by a written report to the agency within 72 hours.

### **Retaliation Prohibited:**

An employer of any mandated reporter shall not retaliate against the reporter for the reports made in good faith or against the child with respect to whom the report was 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.

### **Failure to Report:**

A mandated reporter who knows or has reason to believe a child is or has been neglected or 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 reoccurring may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by DHS and by the MN Dept. of Health, and unlicensed Personal Care Provider Organizations.

### **Staff Training:**

The certification holder must provide training to ALL staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (MN Statutes, section 626.556). The license holder must document the provision of this

training in the individual personnel records. Little Folks requires this is trained at initial orientation and annually.

### **Internal Review:**

If there is an issue in the center or in the case externally of a family issue, of suspected maltreatment (abuse or neglect) it is to be reported immediately to the assistant or director. If the Director is in the center, this person should immediately start an internal review of the situation. If the director is not in the center, the assistant shall start the internal investigation. This review must include an evaluation of whether:

- \*Related policies and procedures were followed;
- \*The policies and procedures were adequate;
- \*There is a need for additional staffing;
- \*The reported event is similar to past events with the children or the services involved; and
- \*There is a need for corrective action by the license holder to protect the health and safety of the children in care.

Based on the results of the internal review, a corrective action plan is designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any, the license holder will:

- \*Identify the primary and secondary person who will ensure that, when required, internal reviews are completed. The secondary person must be involved when there is reason to believe that the primary person was involved with the alleged or suspected maltreatment; and
- \*Document that the internal review has been completed and provides documentation showing the review was completed to the commissioner upon the commissioner's request.

THIS POLICY MUST BE PROVIDED TO ALL PARENTS AT THE TIME OF ENROLLMENT and must be made available upon request.

## **Program Plan**

The first priority at Little Folks is the safety of the children. Qualified staff supervises the children with sight and/or sound at all times. Little Folks staff do daily checks in each classroom before opening. Staff also do monthly fire drills and frequent tornado drills as required by the state of MN.

Little Folks program plan is based on the philosophy that every child deserves a safe place to play, learn, and grow with others. Every child is offered an opportunity to see, feel, and hear new things each and every day. Children also have the opportunity to play and manipulate familiar

materials and activities. Lesson plans and class schedules will be posted for families in or near each classroom.

Several areas of the schedule are in place to maintain a daily routine in which the children will know what to expect. The daily schedule includes both active and quiet times. Infants and toddlers are given choices, and may choose many of the activities that they would like to do. There are also teacher lead activities. Little Folks staff teach children to play together in a positive way through role modeling and conflict resolution. Infants are encouraged to look at and interact with each other and staff. Older infants and toddlers are encouraged to share and use language. Pre-school through school age children are busy with choices. These children also have time to do both teacher and child lead activities. Quiet activities include, puzzles, reading or bucket toy choices. Active times include music and movement, parachute play, and other large muscle choices. Little Folks staff teach children to play together in a positive way through role modeling and conflict resolution. Children are taught to use their words to express emotions. Staff will support each child in using conflict resolution skills more independently and to play successfully with each other.

Little Folks staff believes children learn academic skills through an active and interesting environment. Children are exposed to reading, science, and math concepts as part of their daily routine. Children are also engage in activities to promote active and social skills. Learning should be fun. Many academic activities are child directed.

Every child's cultural background is important. Supporting for all children is an important part of their self-esteem. Each staff is expected to develop their classroom lessons using "The Creative Curriculum" along with his/her own creative ideas. Materials and themes will often relate to the children and their diverse family backgrounds. Other cultural developing activities may include finger plays, songs, stories, etc.

Classrooms may share toys and activities such as sensory tables, puzzles, games, and dramatic play items. Children will be read to, sing songs, enjoy music, play freely indoors, and do age and developmentally appropriate art activities daily.

The outdoors can teach children so many things. Children learn while play and exploring outside. Child can expand their large motor skills and learn about science and math in new and exciting ways. Outside air is good for the health of the children. Children go outside each day, weather permitting.

Parents will be invited to attend parent/teacher conferences twice per calendar year. At that time staff will discuss with the parents the child's

intellectual, physical, social, and emotional progress. Each child's progress will be documented in writing. This will remain as part of the child's permanent file. Staff will also communicate daily with parents at pick-up and drop-off times.

Little Folks Owner, Director, and staff will review this program plan each year. At that annual review changes may be made to this plan. **This plan will be accessible to all staff and families in the center.** Little Folks is always open to ideas for creating an even better center.

## **Nap and Rest Policies**

Nap and rest policies are consistent with the developmental age of the children enrolled in the center and include:

\*Confinement limitations: A child who has completed a nap or rested quietly for 30 minutes must not be required to remain on a cot or in a crib.

\*Placement of equipment: Naps and rest, must be in an area of the classroom that is physically separated from children that are engaged in an activity that would disrupt napping or resting.

\*Cribs and cots must be placed so there is clear accessibility to the child from at least one side of the crib or cot. Cribs and cots must be placed directly on the floor and cots must be stacked when not in use.

\*Bedding: Clean, separate bedding is provided by Little Folks to all infants using a crib. Parents are not allowed to bring items from home for infants unless it is an approved sleep sack. No other items will be allowed with ANY baby in a crib. Older children sleeping on a cot may bring a small blanket for rest time.

\* Anything soiled will be sent to be washed immediately. If no soiling occurs, then each Friday items will be sent for cleaning.

\*Crib Standard: A crib must be provided for each infant. The equipment must be of safe and sturdy construction which conforms to federal crib standards under Code of Federal Regulations, title 16, part 1219 for full size cribs and part 1220 for non-full size cribs. See MN Statutes, section 2415A.146 for additional crib safety standards including routine crib inspection requirements.

## **Reducing the Risk of SUIDS.**

### **SUIDS:**

In the event of SUIDS, Little Folks staff will immediately call 911. No one will be allowed to be in the area of the child or classroom until the police have given the okay. **DHS will be notified immediately.**

The risk of Sudden Infant Death Syndrome can be reduced when the staff do the following:

**\*place all infants on their backs to sleep.**

- \*use a firm fitted mattress and an approved, fitted, crib sheet.
- \*All infants under 6 months of age, if rolling over, will be placed on their backs to sleep. If the child rolls to tummy he/she will be replaced onto their back.
- \*infants are only allowed a pacifier in the crib. Nothing can be attached to this pacifier.
- \*All infants that fall asleep somewhere other than their crib, must be moved, as soon as practicable, to his or her crib. The infant can be held as long as the needs of the other children can be met or when they do have needs the staff will put the baby in his/her crib. Staff must ensure the child's face cannot become blocked.
- \*be sure infants are not overdressed or overheated.
- \*Infants are not to be swaddled while in the care of Little Folks staff
- \*be sure infants have current immunizations as well as regular

well check records on file.

SUIDS typically occurs between one month and one year of age. The highest risk period is between 2-4 months. When an infant is able to roll from back to tummy or tummy to back easily, the risk is greatly reduced.

Side sleeping is NOT recommended.

If a parent requests that a child sleeps on his/her tummy that parent should be referred to the center Director. No infant can be placed on their tummy.

### **Abusive Head Trauma:**

All staff working with infants must have training in AHT before working with infants as well as annually.

## **Program Drug and Alcohol Policy**

Little Folks prohibits employees, subcontractors, and volunteers, when directly responsible for the persons served by the program, from abusing prescription medications or being in any manner under the influence of a chemical that impairs the individuals ability to provide services or care. The license holder will train employees, subcontractors, and volunteers about this policy.



This training must be documented in the each staff person's personnel file.

## **Basic Center Policies**

### **Ages of Children:**

Little Folks provides care for children ages 6 weeks up to 7 years and is a state licensed program. Little Folks is licensed to care for 93 children.

### **Non-Discrimination:**

Little Folks staff do not discriminate against person on the basis of their race, color, religion, sex, or national origin.

### **Late Pick ups:**

A late fee will be charge to all parents/guardians arriving after close

(6:00pm) to pick up children. The late fee is \$10.00 for the first 5 minutes and \$1.00 for each additional minute. Little Folks is not responsible for any children or staff after 6:00pm. The parent/guardian must pay the staff person directly within one business day. If the parent does not pay the staff person, Little Folks does reserve the right to terminate care.

### **Field Trips:**

Little Folks will occasionally choose to take children on field trips. Little Folks staff will ask for parent /guardian written consent prior to all field trips. Should a child not have permission, the child will remain in the center. Some field trip may require additional fees.

### **Public Relations:**

Little Folks will require written consent from a parent/guardian before any child participates in any public relation such as, but not limited to, news articles, news stories, etc. If there is no consent, the child will not participate.

### **Holidays:**

Little Folks will be closed on the following holidays each year. Labor Day, Thanksgiving and the Friday after, Christmas Eve, Christmas Day, New Years Eve, New Years Day, Presidents Day, Good Friday, Memorial Day, and the 4<sup>th</sup> of July. The owner may choose one floating holiday each year. Families will receive 10 day notice of this floating holiday. Should a holiday fall on a Saturday, Little Folks will be closed on the Friday before. Should a holiday fall on a Sunday, Little Folks will be closed the following Monday .Little Folks does reserve the right to change add or remove holidays at any time.

### **Staff or Visitor Injuries:**

An injury report should be completed in the event a staff person or visitor should be injured in the center. This will need to be kept in the staff persons file or DHS file for any visitors.

### **Injury/Bite Logs:**

Little Folks keeps track of all injuries and bite incidents in logs that are kept in each classroom. These logs are reviewed and signed every six months by the Director.

### **Classroom Schedules and Lesson Plans:**

Children do better with a routine. Little Folks Staff create and maintain schedules for each classroom in order to maintain a clam classroom. Lesson plans are also created weekly to teach children fun things throughout the day. Lesson Plans and schedules are posted in each classroom.