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Crystal, MN 55429  
763-533-0169

# Little Folks Daycare

Reviewed and Updated  
January 2021

[www.littlefolksdaycare.com](http://www.littlefolksdaycare.com)

Welcome to Little Folks Daycare! We are happy that you have chosen us for your child care needs! Please feel free to visit the center at any time, we enjoy getting to know you as well as your children.

There are many fun things going on in the classrooms that you will not experience until you spend time in our classrooms!

**Little Folks Philosophy:** We at Little Folks strive to provide an environment where child are always safe. We emphasize the importance of treating children with respect and teaching them to have respect for themselves and others. We want children to know they are loved and cared for at school. We also focus on self-help and social skills. The staff who work at Little Folks the most important part of a high quality program. Please feel free to talk and visit with your child's teacher whenever they are free.



License capacity is 83 children ages 6 weeks up to 12 years. 12 infants, 21 toddler, 40 preschool/PreK & 10 school age.

Hours are 7:00 am - 5:30pm  
Monday - Friday



**Privacy Acts:** The information that you provide Little Folks with is the information that the State of MN requires a child care center to have on file. The information on file is only available to the following:

Stephanie Hanna - Owner of Little Folks  
The center Director  
The center Asst. Director  
The staff of Little Folks  
Community service departments of local counties.

In order for your child to be enrolled in Little Folks, you must provide the necessary information.





**Medical Requirements:** Enrollment in Little Folks requires a current immunization record, and a current Health Care Summary. These forms will be due on the first day any child attends Little Folks, and will need to be updated as requested. If your child has any allergies or special requirements be sure to communicate this to the staff.

**Health Policies:** Little Folks is not licensed to operate a sick child care program, therefore if a child should become sick at daycare we will notify you to make arrangements for pick-up. A sick child must be picked up within one hour of notification to you. If the staff is unable to contact a parent we will then try an emergency contact that you have provided us with. Your child will be taken to a quiet area to rest while he/she waits for you. We want all children to be protected from illness and will appreciate if arrangements are made for sick days. Any child displaying the following symptoms must remain out of child care until he/she is symptom free for 24 hours. Little Folks is visited monthly by a health consultant.

- A. Vomiting
- B. Three unusually loose stools or diarrhea.
- C. A temp of 101 degrees orally or 100 degrees axillary before any fever reducing meds are given.
- D. Contagious disease or condition that has not had sufficient treatment to reduce the health risk to others.
- E. A bacterial infection that has not completed 24 hours of medication.
- F. Chicken pox-until the child is no longer contagious or until lesions are crusted over.
- G. Contagious lice, ringworm, impetigo, scabies etc.
- H. An unidentified rash or a rash from a contagious condition.
- I. Discomfort such that the child is unable to participate in program activities.

\*Little Folks reserves the right to make changes to the health policy at their discretion

Should your child not be attending daycare due to illness please let us know by 9:00a.m.

We look forward to seeing your children daily! Little Folks will post in the sign in area, notice of any child with a contagious illness in the center.

**Medications:** Little Folks staff will only administer medication that is prescribed by a doctor. The prescription must be in the original prescription bottle and a medication form must be completed. Meds must be given to a staff person and they will be kept in a labeled container until finished. Non-Prescription meds such as Tylenol and cough medicine can be given for up to two weeks with a doctors note stating why it is necessary and the proper dosage to be given. Written permission will be required from a parent to administer sunscreen, lotions, etc.



**Little Folks staff have more detailed policies which may be viewed upon request.**



**Parents should notify staff in case of any special needs, medical conditions, or allergies.**



### **MN Abuse and Neglect**

**Law:** Our staff is mandated by the state of MN to file a report with Hennepin Co. Child Protection if a child is being hurt or their needs are not being met so that they may work with you to help meet these needs.

**Emergencies:** All staff are trained in First-Aid and CPR and will administer in the event of a minor emergency. Staff will provide you with a written report about the accident/injury. The report will note the age, date, time, type of accident/injury, and what first aid was administered. A copy will be kept on file. All accidents and injuries will be logged in the classrooms and returned to the director periodically. Should a more serious injury occur the staff will report to the director who will decide what should be done for the safety and health of the child. The staff person will remain with the child while the director maintains contact with 911. Should transport become necessary a staff person will go with the child if there is enough staff to take over, and they will meet the parent at the hospital. If not, the parent will be instructed to meet the EMT's at North Memorial Medical Center. No child will be transported in a staff vehicle. Staff are trained in 1st Aid, CPR, Bloodborne Path., SUIDS, and AHT (Abusive Head Trauma)

### **Non-Discrimination Policy:**

**Little Folks does not discriminate against any person because of race, religion, sex, or national origin.**



**Child Abuse and Neglect:** Children are our priority, and they are in a happy, safe place, and a learning environment. If you feel your child's needs are not being met, please contact the director. Children need essential things to learn and grow such as, good nutrition, a home, medical care, good hygiene, clean clothing, positive discipline, and love. If you are unable to meet the needs for you child, there is help available for you. Our staff can help you seek this help, don't be afraid to ask.

Hennepin County Child Protection 612-348-3552  
Hennepin County Crisis Hot Line 612-347-3161  
Dept. of Human Services 651-431-6500  
Poison Control 1-888-222-1222



**Meals and Snacks:** Little Folks will provide breakfast, lunch, and an afternoon snack to children in the center when the meal is being served. Lunches are contracted through a catering service and are hot lunches with milk included. Staff will encourage the children to try new foods, however no child will be forced to eat. Staff will eat and role model good manners with the children. No OUTSIDE food is allowed.

**Prescribed Diet:** If your child has a dietary need he/she will be given the prescribed diet that is prepared by you or the staff. We must have a record of this in your child's file, and the entire staff must be aware if your child has a food allergy. Be sure that staff know when you enroll. We will post a note of all allergies in the center.

## Daily Schedules and

**Activities:** Each classroom will post a weekly or monthly lesson plan that will include daily activities!



## Children's Belongings:

Children are not allowed to bring toys, candy, gum, etc. to Little Folks. We have enough for all of our children to share and meals are provided. You may however, choose to bring a special blanket for rest time.

Little Folks will provide Iron fortified formula and baby food for infants.



**Water:** Little Folks will provide safe drinking water for all children and staff. All will use single service drinking cups.

**Outdoor Play:** Outdoor play is very important to your child's development. We will go outside daily as weather permits. Be sure that your child is dressed appropriately.



**Infant Diet:** Your little one's diet will be determined by you.

Little Folks will ensure that all handling and preparation of formula, breast milk, solid foods, and supplements will follow sanitary guidelines of Rule 3. The center will keep written instructions on file for your child and have his/her feeding schedule posted. Please notify staff each time you change his/her diet. Be sure all bottles are labeled with first and last names.

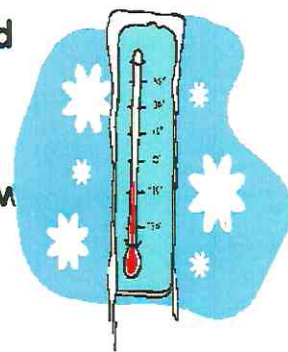
**"Back to Sleep:"** All Infants will be laid on their backs to go to sleep. All Infant staff have had SUIDS/AHT training.



**Clothing:** All children should come to Little Folks ready to play. We will do lots of fun, messy things, so be sure that your child is dressed in play clothes. Be sure all clothing is labeled with first and last names. All children should have at least one change of clothes in the center at all times. Parents are expected to provide each child that is not potty-trained with diapers and wipes as needed.



**Bad Weather:** If a severe SNOW STORM approaches Little Folks may need to close for the safety of the children and staff. Little Folks will close whenever ISD #281 (Robbinsdale School District) closes. Be sure to listen to WCCO radio #281. If the district should decide to open 2 hours late, Little Folks will follow the same policy. Be sure to keep listening, sometimes they choose to close after the delay, and we will then close too.



**Pets:** Pets are allowed to visit Little Folks as long as a parent brings them in. No pets will be allowed to stay in the center without a parent. Animals that could cause harm to children will not be allowed. Little Folks will notify all families 24 hours before a pet visits the center.

### Holidays:

Little Folks will be CLOSED on the following holidays.

- ~New Year's Day
- ~President's Day
- ~Good Friday
- ~Memorial Day
- ~July 4th(5th)
- ~Labor Day
- ~Thanksgiving Day
- ~The Day after Thanksgiving
- ~Christmas Eve



**The calendar year 2021**  
**Little Folks will be CLOSED for**  
**WINTER BREAK**  
**Dec. 27-Dec 31st.**

**Field Trips:** Little Folks will occasionally choose to bring "field trips" to the center. If a field trip includes animals or other allergy triggers, Little Folks staff will inform parent /guardian with details of visitors and accommodate children if needed. Field trips include, but are not limited to, zoo animal visits, fire and police, puppet shows and science explorations.



### Public Relations:

Before a child will be allowed to be in a public relations or research activity, Little Folks will request a parent's written permission. No child will be allowed to participate without this permission on file.

**Conferences:** Conferences will be held twice each year. At this time parents will be able to discuss with the teacher, the emotional, physical, intellectual, and social development of their child.



## Parent

### Involvement:

Parents are strongly encouraged to visit the center anytime. We appreciate parents taking the time to see what goes on in our busy classrooms!



### Birthdays:

Birthdays will be celebrated unless it is requested that we do not. Children may bring a store bought treat to share with friends.



**Program Plan:** At Little Folks we want children to grow up happy and healthy. We work with children on a daily basis using math and science skills from infants on up using colors and numbers, shapes and letters. We use large motor skills as well as having a time and space for quiet activities. We offer music classes (at an additional cost to families.) We teach good nutrition and eating habits as well as healthy habits. We also promote self help and social skills.

**Behavior Guidance:** At Little Folks we do not believe in a bad child, only yecky behavior. We know that children learn from their environment, therefore all staff model appropriate behavior for children to grow by. Threatening or harsh methods of discipline are not tolerated. Our discipline and guidance tools include: setting clear limits, and enforcing those limits, modeling acceptable behavior, and making sure that the children are busy doing things that are reinforcing good behavior. A child may be removed from a group only after redirection has been ineffective and the child's behavior threatens the well-being of the other children. All incidents will be reported to the parent and recorded in a classroom log.

\*All children entering Little Folks will be on a two-week trial period. During this time, should a child show aggression toward staff or other children, the child will be asked to leave the center. Little Folks will not tolerate behavior issues.

**Insurance:** Little Folks carries liability insurance. All children must be signed in for insurance to cover them. Also note that insurance will not cover outside of regular business hours. Little Folks does not carry medical insurance.

**Grievance Policy:** Should any parent have concerns regarding to operation, center administration, teaching methods, or other issues regarding the facility, please contact the director. The director will schedule a meeting with the parent within 24 hours. Should a parent have a concern regarding the daily routine, the first step would be to speak with the teacher in charge. If the problem is not resolved with the teacher, it should be handled with the director. If the problem is not solved the director will need to make a final decision with the owner.



**Payment for Services:** Little Folks tuition is due on the Thursday prior to the next week of attendance. All payments will be deposited on Friday. Tuition must be paid on time. Little Folks does not accept cash. We do accept checks, money orders, Visa, Mastercard, and Discover cards. Each family must have a completed payment agreement on file on the first day of enrollment. Subsidy families: co-pays and tuition fees will be due every other Monday.

**Late Payment Fee:** Little Folks will not tolerate late payments. Tuition will need to be paid on time or care will be terminated and Little Folks will apply a \$35.00 late fee to any payment made after the Thursday in which the payment was due. This will need to be paid along with the tuition payment before a child may return.

**Returned Check Policy:** Little Folks will charge a \$35.00 fee to all returned checks. This will be due immediately. If it happens more than one time, Little Folks will ask for another method of payment.

**Late Drop off:** Little Folks asks that parents contact us daily by 9:00a.m. if your child will not be in on time or at all for the day.

**Late Pick up:** Little Folks will charge a fee for any child in the center after closing time. The fee is \$10.00 for the first 5 mins. and \$1.00 for each min. after. Our staff have families too, and we like to go home at the end of the day. Please be on time.

**Enrollment Fees:** There is a \$115.00 non-refundable registration fee per child, and \$150.00 per family, due at the time of enrollment. This fee will hold a space for up to two-weeks. There will be an annual fee of \$115.00 per child, and \$150.00 per family, due Oct. 1 each year to continue enrollment.

**Withdrawal From the Center:** Little Folks requires a two-week written notice for any family that chooses to leave the center. You will be billed for the full two weeks should your child attend or not.

**Arrival and Departure:** Little Folks responsibility begins when you have signed your child in and placed him/her in the care of one of our staff. No child will be allowed to enter or exit the center alone. Children should only remain in the center while parents are working. No child will be allowed to leave with anyone other than a parent, without permission from the parent. Staff will always check for proper ID when a new person is picking up. Children will not be allowed to leave with anyone showing signs of intoxication, or incapacitation. Other arrangements will need to be made by that parent, or the staff will contact 911. Children must be in the center by 10:00am each day.



# 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.
- ~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.

~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.



## 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 then 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.



## 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.

\*The license holder must place each infant in a crib on a firm mattress that is appropriate to the mattress size that fits tightly on the mattress, and overlaps the underside of the mattress so that it cannot be dislodged by pulling on the corner of the sheet with reasonable effort