



Christian Daycare & Learning Center



Parent handbook

Welcome



1120 4th Street NE
Watertown, SD 57201
605.886.4113

www.littleblessingswtn.com

Little Blessings Daycare is licensed by the State of South Dakota

Table of Contents

Learning Approach

- Age Specific Programs
- Infants
- Toddlers
- Preschoolers
- Kindergarteners & School Ageds
- Summer Programs
- Parent-Teacher Conferences

Classroom Policies

- Food and Nutrition
- Birthdays
- Clothing
- Personal Items
- Discipline Policy
- Rest Periods
- Staff Supervision of Children

Parent Involvement

- Parent and Teacher Partnership
- Communication
- Satisfaction and Resolution
- Referring a Friend
- Community Involvement

Center Policies

- Children with Disabilities
- Non-Discrimination
- Eligibility
- Hours of Operation
- Drop-Ins
- Holiday Closings
- Closure Due to Severe Weather

Child Care and Health

- Allergies
- Hand Washing
- Diapering
- Toilet Learning
- Sick Days
- Temporary Exclusions
- Medical Records and Vaccinations
- Medications
- Shaken Baby Syndrome
- Provision of Medical Care
- Teacher Illness
- Hazardous Materials

Safety and Security

- Security
- Accidents
- Safety Drills and Severe Weather
- Transportation
- Field Trips
- Confidentiality
- Mandated Reporting Requirements

Enrollment Policies and Fees

- Enrollment
- Fee and Payment Policy
- Behavioral Issues
- Withdrawing Your Child
- Vacations, Sick Days, and Absences

General Email

littleblessings@fwcsd.com

Directorial Team

Ashley Olson Educational Director

ashley@fwcsd.com

Kjersten Fisk Director of Operations

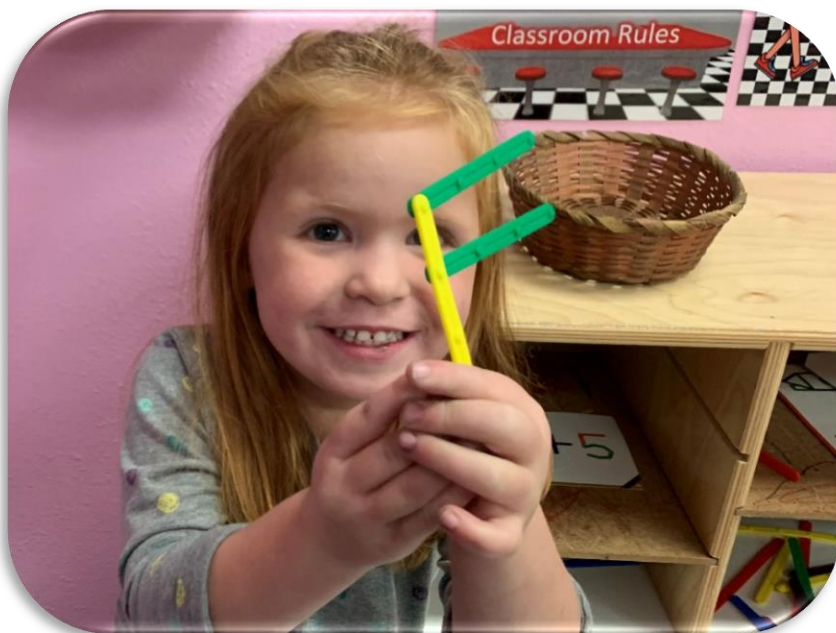
kjersten@fwcsd.com

Blessings Family.

At Little Blessings you will find a home away from home for your child. Our mission is to provide quality daycare and age-appropriate education to children in a nurturing environment of love and respect for God. It is also our goal to impart a sense of learning, belonging, confidence and kindness in the hearts of the children in our care. We strive to be a center where they are nurtured and loved, instructed and taught, and allowed to have fun, we believe that as an extension of your parenting, your child will grow best in a place where their spiritual, intellectual, emotional, physical, and social needs are met. These guidelines are designed to help partner with you, the parents, to ensure that each child in our care experiences the best!

We believe in partnership with parents.

This handbook is designed as a handy reference guide to our programs, people and policies. We want every day to be a happy experience for your child. If you have any questions about the policies in this handbook or if there is anything we could be doing better, please feel free to discuss any concerns with our Parent Manager.



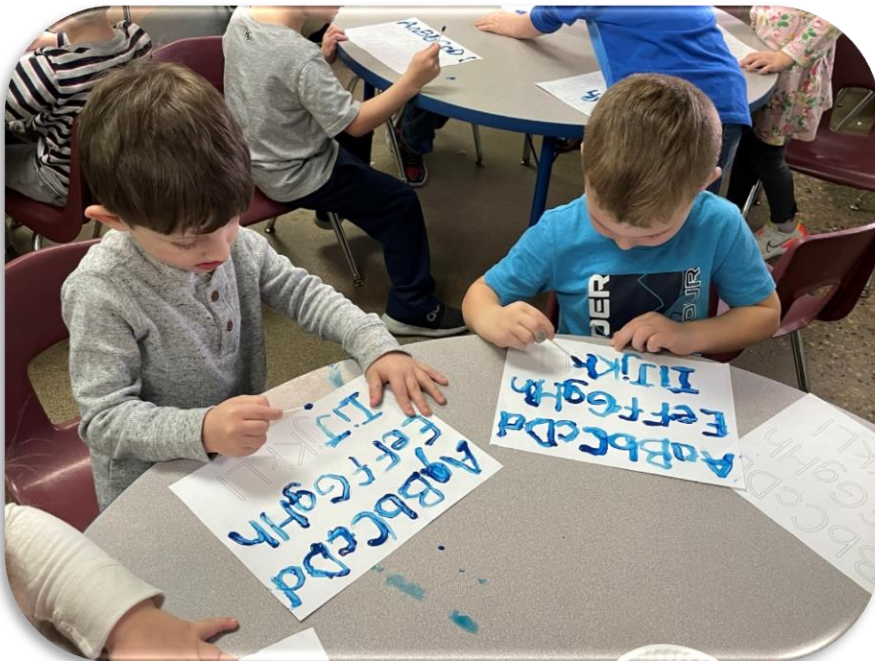


Mission

The mission of Little Blessings Daycare is to partner with parents in shaping the lives of young children by providing a loving and safe environment. It is our desire to set a standard of excellence and to guide the child's educational and social development through exploration and discovery in a Christian environment.

Educational Objectives

Our passion is to partner with parents in the development of the whole child: Spiritually, intellectually, emotionally, physically, and socially.





Learning Approach

Age Specific Programs

We strongly believe that learning begins at birth. Each day Little Blessings provides a balanced approach to learning. We strive to give you the peace of mind that your child will have fun as they develop spiritually, intellectually, emotionally, physically and socially. Each program is tailored to fit the specific developmental needs of your child. A kindergarten-readiness based curriculum is incorporated into the day-to-day activities of each preschool program. Your child's God-given gifts and abilities will be fostered through inquiry, exploration, experimentation and expression.

Infants

At Little Blessings we understand this is a delicate stage that can often be difficult for a parent to transition. Our goal is to nurture your infant's development and care for their needs the way you do. Our teachers will work with you to create a schedule that best suits our child. Until your child is on regular table food, we will follow your written diet plan.

Daily supplies to be provided by parents include:

- Nursing mothers please provide breast milk
- If your child is on breast milk, please label your child's first and last name and the date
- 2 clean bottles
- Disposable diapers and diaper wipes
- Two complete changes of clothes to be left at the center
- If starting in the Canaries Room a Kinder-Mat or other type of vinyl nap-mat and a body pillow case to cover it with.

Program Features include:

- Daily communication between teachers and families to keep you informed about our child's day
- Focus on cognitive and motor skills through playtime and activities
- Weekly activity plans that incorporate our daycare theme
- Whole-child development through age-appropriate materials and toys
- Growth in language, exploration, concentration and sensory skills
- Development of positive and nurturing relationships with adults
- Development of expressive and receptive language with other children and their caregivers
- A daily log provided to parents with your child's feeding, sleeping, diapering and learning activities

Toddlers

At Little Blessings we recognize that children at this age may be at very different stages of development. Our teachers will create fun and rewarding activities that meet each child's developmental needs. They will give your toddler the confidence to explore their world and emerging friendships.

Program Features include:

- Introductions to the stories and concepts of the Bible
- Balanced attention to nurturing, playtime, and learning
- Development of children's confidence, self-esteem and love of learning
- Gaining independence and seeing oneself as able and creative
- Beginnings of social interaction with other children to include parallel and cooperative play
- Weekly thematic units that provide a variety of daily activities and experiences

- Daily communication between parents and teachers to keep you informed about your child's day
- Learning activities that focus on dramatic play, creative arts, language, and sensory exploration
- Identifying objects, shapes, colors, and sounds
- Fine-motor skills such as stacking blocks, beginning holding a crayon and coloring, and holding a spoon
- A daily log provided to parents with your child's feeding, sleeping, and diapering.

Preschoolers

Little Blessings preschoolers begin a world of learning in literacy, math, science and art. Our curriculum inspires children to use their five senses to learn colors, shapes, numbers and letters. Preschoolers are also given the opportunity to explore their community with occasional field trips. We focus on paying special attention to developing your child's relationship-building skills along with focusing on their higher-level thinking skills.

During the preschool year the teachers work on various activities to prepare them for kindergarten. In the spring before the Watertown School District holds kindergarten screening, Little Blessings Daycare conducts our own screening. Each child is assessed individually. These results are conveyed to the parent/guardians during our spring parent-teacher conference. Upon completion of preschool 5 the children will host a graduation ceremony.

Program Features include:

- Units that encourage curiosity and self-direction and confidence
- Early literacy and memorization
- Development of fine motor skills to express their creativity to include, cutting, tracing, lacing, buttons, and zippers.
- Language development through sustained peer dialogue and maintained conversation
- Comprehension of math concepts and counting
- Problem solving and conflict management
- Group and team cooperation
- Development of imagination, role playing and creation

Kindergarten and School Agers

- At little Blessings you will find a convenient program for your kindergartner/school ager. With the Watertown School District pick-up and drop-off services, your child will arrive safely at their school and back to daycare. Your child will spend each day excited about the broad range of activities provided to develop their interests and skills. Our teachers focus on organized and free play, outdoor, physical activities, and art projects. We offer care for early dismissals, holidays, snow days and teacher in-service days.

Program Features include:

- Character-building exercises that focus on recognizing emotions in self and others
- Development of the five senses through weekly theme-based projects
- Activities that promote self-direction
- Classes emphasizing reading skills

Summer Program

At Little Blessings our summer program is designed to be an exciting, fun-filled experience for your child where learning and playing are our goals. We believe that summer is the time for kids to be kids and not only a time to work their brain but also their muscles. We take the opportunity of the summer days to fill them with fun physical activities which allow the children to enjoy summer.

Program Features for Preschool

- Bike, park and pool days
- Out of town field trips like Storybook Land
- In town field trips to possibly include Lake Area Aviation, Bramble Park Zoo, Watertown City Library, Lake Kampeska, and various parks
- Daily activities such as crafts, games, or exploration

Program Features for Kindergarteners and School Ageds

- Bike, park, and pool days
- Out of town field trips like Storybook Land
- In town field trips to possibly include: Lake Area Aviation, Bramble Park Zoo, Watertown City Library, Lake Kampeska, and various parks
- Daily activities such as crafts, games, or exploration

Parent Teacher Conferences

Our Parent-Teacher Conferences are held in the springtime for the Blue-Jays and Pelicans. In the Fall you may schedule a time to discuss with the Head Teacher what your child will be learning over the school year and the expectations of learning. In the Spring, the Head Teacher will sit down with you and talk about your child's achievements and accomplishments in the classroom. Your child's Head Teacher will go over your child's portfolio with you and discuss the most recent developmental checklist.

We are passionate about being a partner in your child's spiritual, intellectual, emotional, physical, and social growth and these conferences are a time for you as a parent to bring any observations about your child's development you wish to discuss. Helping a child grow into their full potential requires a full partnership of the parents and the teachers.



Food and Nutrition

Each day we provide a nutritional food program to nourish your child's growing mind and body. We provide nutritious tasty meals and snacks needed to sustain their energy during the day. Our all-inclusive program provides breakfast, lunch and an afternoon snack. Breakfast is served from 7:30-8:30, lunch is served at 11:00 in the infant/toddler hallway and Owlet and Owl rooms; 11:30 in the Hummingbird and Robins rooms; and at 12:00 in the Blue Jay and Pelican room, and afternoon snack between 3:00 and 4:30. We ask that you try to avoid scheduling appointments during lunch, unless you plan to feed your child before bringing them back. Each week's menu provides food kids love and satisfy all applicable federal and state guidelines. We do not allow outside food to be brought in except for special birthdays and prescription special diets. Little Blessings will accommodate children with special dietary needs with a written Doctor's approval. With notification, parents are welcomed at any time to join their child for a meal.

Little Blessings supplies formula, cereal, and baby food for your infant up to 13 months of age. Parents of breastfed children need to provide enough breastmilk for the hours the infant is at the center. All containers of breastmilk must be properly identified. Breastmilk left at the end of a feeding will be discarded. Little Blessings Daycare follows the policies regarding breastmilk written by the Prairie Lakes Hospital Lactation Consultants. There will be no propping of bottles at mealtime. Mothers are welcome to come anytime and breastfeed their infant.

Birthdays

We love to celebrate your child's birthday with them. Parents are always welcome to bring a special snack for their child's class to enjoy that day. Please let the teacher know in advance so they can plan time for a party into their schedule for the day.

Clothing

Your child should wear comfortable, washable clothes, as well as rubber-soled, closed-toe shoes. Our fun filled days can include activities such as running, dancing, painting, eating, and playing indoors and outdoors. Flip-flops, sandals, and shoes with wheels are not appropriate in our environment. Children must be dressed appropriately for all weather conditions as we do go outside unless conditions forbid it. We ask that girls wear shorts under dresses due to the active play. We ask that parents leave 2 complete sets of clothing including socks for their child at the daycare in their child's cubby. To avoid losing an article of clothing, please label all clothing including boots, hat, and gloves. Due to our very active days, we cannot assume responsibility for lost, stained, soiled, or damaged. If your child goes through their two sets of clothing, we will put daycare clothing on them. If your child comes home in daycare clothing they must be returned by the following Monday or your account will be charged \$1.00 per clothing article not returned.

Personal Items

Our learning environment is filled with fun educational toys here at Little Blessings. To avoid loss or breakage of your personal items, please do not send toys with your child to daycare. For show and tell, children are allowed to bring appropriate items that are safe and labeled.

Discipline Policy

One of the greatest character-building qualities we strive for at Little Blessings is to assist your child in learning self-control and respect for each other. Our training and discipline are blended with God's love and concern for your child. Our policies are never to embarrass or ridicule a child when he or she misbehaves. Children will be encouraged in their positive behaviors; negative and destructive behaviors will be minimized. Under no circumstances will corporate or physical punishment be allowed.

When necessary, Little Blessings uses a "timeout" procedure. This procedure removes that child from the activity. This allows the child to sit, think and discuss their action with the teacher before being allowed to return to their activity. "Time-out" periods will last no longer than one minute for each year of your child's age. (For example, a four-year old would have a maximum time out of four minutes). If a teacher is dealing with persistent unacceptable behavior that cause disruption of the classroom and/or is threatening the well-being and safety of others, a

plan will be developed to address the behavior. A consultation will follow with the child's parents/guardians, other staff persons, and professional when appropriate.

Rest Periods

For healthy growth and development, it is essential for children of all ages to have a time to rest. These times are different for each age group. Children are not required to sleep but must lie quietly during the quiet times. Children may bring a security item to help make naptime easier. Parents are responsible to purchase a Kinder-Mat or other vinyl nap-mat from the Canaries room to the Pelican's room to rest on during quiet-times. Kinder-Mats can be purchased from us. We recommend parents to provide a body pillowcase, blanket and pillow for rest time. Parents are responsible for taking these home each Friday to wash them and return them the following Monday morning.

Staff Supervision of Children

Upon being signed in and placed in the care of a staff person, children will remain under the supervision of staff member until they are released to an authorized person. Please make sure that your children are with you at all time until released to a staff person.

Each classroom has a combination of a Head Teacher and Assistant Teacher to maintain the appropriate classroom ratios. We maintain the following classroom ratios:

- Infants 1:5
- Toddlers 1:5
- Preschool 1:10
- Kindergarten 1:10
- School Age 1:15

The Head Teacher has the primary responsibility for ensuring that ongoing personal contact, meaningful learning activities, supervision, and immediate care as needed are provided to protect the well-being of your child. All staff must be within sight and hearing of all children at all times.



Parent and Teacher Partnership

As part of our promise to provide the highest standard of quality care and education you want for your child, we feel that parents should be involved in every step of their child's development. We encourage regular and frequent visits by parents at any time. Once a year in the Blue-Jay and Pelican rooms your child's Head Teacher will arrange for a conference to discuss your child's development and progress. In addition, if parents wish to arrange a conference at other times the opportunity is always welcome. If parents in younger rooms wish to arrange a conference it is always welcome.

Communication

It is our intention to maintain a high level of communication with parents. We promote these forms of communication to parents:

- Daily parent/teacher communication via the Procare App
- Quarterly newsletter that is emailed out to all parents
- Weekly Head Teacher schedule/lesson plan that is emailed out to parents
- Weekly food menus email to parents
- Parent-Teacher conferences for Blue-Jays and Pelicans in the spring.
- An open door policy that encourages parents to visit anytime
- Daily activity and food reports to nursery and toddler parents via Procare
- Communication through email:

Educational Director: ashley@fwcsd.com (parent, child, teacher, or classroom concerns)

Director of Operations: kjersten@fwcsd.com (financial and enrollment)

Procure App

Little Blessings Daycare is using the Procure app for teachers and parents to communicate with each other. In the infant and toddler rooms teachers will use the app to inform parents of diapering, bottles, naps, amounts of food the child has eaten, and if any items such as diapers or wipes are running low or needed. Teachers will also be able to send pictures throughout the day. If a picture is of your child only you are welcome to use it however your please. However, if another child is in the picture with you child, we ask that you respect that child and their family and refrain from posting it on social media sites.

Satisfaction and Resolution

Our passion is to provide your child with an environment where they will flourish and grow into the full potential for which God has created them. If for any reason we are not fulfilling this for your child, we welcome your ideas, suggestions or concerns. Please do not hesitate to convey them to your Head Teacher, The Parent Support Specialist or the Director. You are your child's best advocate and we value your input.

Community Involvement

As a Christian-based daycare our hearts are focused toward the children of our community and the children of the world. We realize that the power of a simple gift can make a lifetime difference in the life of a child. We encourage our parents to join and partner with Little Blessings in the local outreaches we have for the children of Watertown and for outreaches to children around the world who live in poverty situation. We work with several local organizations.





Children with Disabilities

Little Blessings does not discriminate against children with disabilities on the basis of a disability. We will not exclude children with disabilities from our program unless it would pose a direct threat of the health or safety to them, others or require a fundamental alteration of the program.

Non-Discrimination

Little Blessings admits children of any race, color, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to children at the daycare. We will not discriminate on the basis of race, color, nationality or ethnic origin in administration of its educational policies or admission policies.

Eligibility

Little Blessings Daycare has been established to provide child care, spiritual growth and a quality learning center for all children who attend. Children will be admitted as space is available.

Hours of Operation

Little Blessings is open from 6:30 a.m. to 6:00 p.m. Monday through Friday. The hours of our daycare are flexibly designed to help meet the needs of both children and parents.

Drop-Ins

When openings occur due to vacations or sickness or drop-ins are welcomed at the current drop-in rate.

Holiday Closings

Our center is closed on the following holidays.

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

If a Holiday falls on a Saturday or Sunday it will be observed on Friday or Monday. There will be no fee reduction or make-up days for observed holidays.

We will also be closed the first Friday that public school is in session for a teacher inservice.

Closure Due to Severe Weather

In the event that Little Blessings is closed for the day due to a blizzard an announcement will be made on the Procure App and/or via text message. In the event that blizzards or snow emergencies would necessitate closing the center during the day, parents/guardians will be notified through text messaging to pick up their children. It is your responsibility to arrange for your child's pickup. When the County Sheriff or Chief of Police restricts travel within Watertown city limits, the daycare will close.



Allergies

Little Blessings Daycare requires staff to be trained in the area of food and allergic reactions. Little Blessings Daycare requires all parents to complete an enrollment application and provide a list of any allergies that their child/children may have currently. When a parent lists any allergy, they are required to complete a document that lists the allergy; what the allergy is related to (foods, pets, etc.); what the signs and symptoms of distress are if the child has an allergic reaction; and what the process is for assisting the child if they are in distress due to a reaction. Each staff person that is associated with the child (teacher, cook, etc.) is provided an overview of the situation, an overview of the allergy document and the instructions for preventing a reaction, as well as, instructions for handling a reaction. Food allergies need to have a signed doctor's order.

Hand Washing

Teaching your child the importance of hand washing at an early age helps maintain his or her health, and also helps teach them the importance of taking an active role in staying healthy. Children will be required to wash their hands before and after eating, playing outdoors, returning from the bathroom and at any other appropriate time.

Diapering

Children are diapered on demand throughout the day with a required diaper check every 2 hours. Parents must bring a supply of diapers, wipes, and rash medication to be kept at daycare. Classroom teachers will notify parents when diapers, wipes, or cream are down to 2-3 days' worth of supplies so that parents have plenty of time to bring more. If we have to use daycare diapering supplies your account will be charged the following:

- Diapers: \$1.00 per diaper
- Wipes: \$5.00 per day that daycare wipes are used

- Diaper Cream: \$10.00 per tube - The state requires that we use only the kind that has a signed ointment permission slip.

Toilet Training

We believe it is very important that we enter toilet training in a partnership with the child's parent. In order for toilet training to be a success, you must begin and continue toilet training at home during evening and weekends. When a child shows interest, we will discuss with you how we can work together to encourage your child. After having a successful weekend at home, we will work consistently with your child to minimize stress for you and your child. Children are expected to start training by age three and must be trained before moving into the Blue-Jays classroom.

Sick Days

If you keep your child at home, please notify Little Blessings prior to 9:00 a.m. If we do not hear from you, we may contact you to check in. Children not well enough to participate in the daily activities, including outside time, should be kept at home. Parents will be called if your child becomes sick during the day and we ask that your child is picked up no more than one hour later. Children that are ill will be separated from other students and will wait in the daycare office for the parents' arrival. If your child is in school age or kindergarten and does not get off the bus, we will be contacting you.

Exclusion of Sick Child Policy

To reduce the spread of illness among the children and to maintain the health of all children, we may temporarily exclude your child from attending the center. Parents/guardians are required by State laws and Center policies to notify Little Blessings Daycare with int 24 hours if their child is diagnosed as having a communicable disease such as lice, scabies, impetigo, or ringworm. When a child in our care has been medically diagnosed with a communicable disease, we will follow the appropriate health authorities' recommendations to provide information to parents/guardians of exposed children on the same day or within 24 hours.

- Staff communicate with the parents verbally
- We will make phone calls if necessary

The following criteria will be used to notify parents to pick their child up from daycare:

- If the child's temperature is 101, they are required to go home
- If the child's temperature is between 100 and 100.9 and does not fall below 100 within one hour of providing Tylenol they are required to go home.
- If the child has vomited at daycare
- If the child has had three irregular bowel movements

Please refer to the following criteria for returning to Little Blessings:

Abdominal Pain	When symptoms are no longer present
Chicken Pox	Until all sores have dried and crusted, usually after 6 days
Conjunctivitis (pink Eye)	Until 24 hours after treatment begins
Croup	When symptoms are no longer present
Diarrhea	Until diarrhea stops for 24 hours or a medical exam indicates that it is not due to communicable disease
E-Coli	Physician clearance required
Fever	Fever of 101 or higher they have to be excluded for 24 hours fever free without any medication.
Hand-Foot-Mouth Disease	When the child does not have exposed open sores and they are crusted over
Head Lice	When all signs of lice/nits or other infestations are absent for a period of 24 hours and the child has to be cleared by Little Blessings staff
Impetigo	Until treated with antibiotics for 24 hours and sores are drying and completely covered
Influenza	Until the fever is less than 100 degrees Fahrenheit in an unmedicated state
Lyme Disease	When fever is no longer present
Measles	Excluded until four days after onset of rash
Pertussis (whooping Cough)	Physician clearance required
Pneumonia	When symptoms are no longer present
Rash	Excluded until a physician has determined it is not a communicable disease
Ringworm	Excluded until 24 hours after treatment has been started and sores are covered
Roseola	When fever is no longer present
Rubella	Excluded until seven days after onset of rash
Scabies	Excluded until 24 hours after treatment has been started and sores are covered
Shingles	Physician's clearance required
Strep Throat	Excluded until 24 hours after treatment has been initiated
Vomiting	Excluded until child is free of symptoms for 24 hours. If the child has vomited in the last 24 hours they will be excluded the next day.
RSV	Upon diagnosis exclude for 8 days after symptoms appear

Covid	Exclude 5 days from positive test fever free 24 hours without medication
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Medical Records and Vaccinations

Birth	Hepatitis B (Hep B)
2 months	Hep B; polio (IPV); Diphtheria; Tetanus; Pertussis (DTaP); H influenza type B (HIB); Pneumococcal (PVC)
4 months	IPV; DTaP; Hib; PCV
6 Months	Hep B; IPV; DTaP; Hib; PCV
12-15 Months	DTaP, Hib; PCV; Measles, Mumps, Rubella (MMR); Varicella (chicken pox); Hepatitis A (Hep A) (2 doses 6 months apart)
4-6 years	IPV; DTaP; MMR; Chicken Pox

*Hib series vary and can be 3 or 4 doses

Medications

Little Blessings will administer medicine in a safe, healthy manner to your child. We will only administer dated, labeled, prescribed medications (or authorized, “over-the-counter” medications). Over-the-counter medications will only be administered in accordance with the labeled instructions unless otherwise authorized in writing by a licensed physician. The following guidelines will be followed before any medication will be administered to your child.

- We recommend that the parents’ responsibility is to administer medications prior to arriving or leaving Little Blessings, if possible.
- If parents do not administer the medication, we request an authorization form to be filled out to administer either prescription or non-prescription medications or to apply topical nonprescription medications. On the form you must indicate the number of days we are allowed to administer the medication and how often to administer. Other items that require a signed authorization form are: chap-stick, hand sanitizer, lotions, and topical products.
- Parents must give daily written permission for OTC medications via Procare App, messaging, email, or you can fill out a medicine form.
- All medication will be administered only if it is in its original container. Clearly label the container and bag with our child’s first and last name.
- Prescription medication must include a prescription label with specific dispensing instructions and a current date.
- Upon arriving at Little Blessings, please hand over the medications to the Head Teacher in your child’s room.
- Do not mix medications with food, formula, or juice.

- In May, parents must provide sunscreen for summer activities along with a signed authorization form to apply sunscreen.

Shaken Baby Syndrome

Shaken baby syndrome is caused by the brain moving back and forth inside the skull and being bumped, bruised or twisted. Little Blessings Daycare requires any care provider, employee, or substitute who provides care and supervision to children under age 5, to be trained in recognizing what Shaken Baby Syndrome is, how it is caused, what the symptoms of the syndrome are, and how to prevent it.

Provision of Medical Care

Our center is not licensed to provide medical care; nor are our teachers trained to provide such care. Our employees do not provide invasive medical care such as administering insulin injections nor do they determine the dosage of medication a child may be administered. An Emergency Medical Care Authorization form must be filled out and returned to the daycare office with the child's enrollment paperwork.

Hazardous Materials

Little Blessings Daycare requires all staff to be trained in the area of Universal/Standard Precautions. Universal/Standard Precautions require persons to have a barrier between any infection substance and the workers skin, eyes, nose, and mouth. Little Blessing Daycare requires any care provider, employee, or substitute who provides care and supervision to children to follow the Universal/Standard Precautions recommended by the center for Disease Control and Prevention (CDC) in handling any fluid that might contain blood or other bodily fluids. Universal/Standard Precaution require treating blood and fluids that may contain blood or blood products as potentially infectious.



Security

In addition to the built-in security system that monitors all the rooms, door, and hallways with 23 monitoring cameras, we follow these procedures for arrival and departure to assure that your child's safety is always being monitored.

Upon entering the daycare, each authorized parent or guardian will be set up on our security system with their individual pin number. All parents/guardians must enter through the front entrance so that our staff can monitor and screen parents/guardians via our monitoring system which has cameras stations at all doors. Parents are required to sign in each child on the computer upon arrival each day and to personally take your child to their teacher in the classroom where they will be greeted by their teacher. We will release your child only to parents or guardians with legal custody or person over the age of 18 who are designated by you on the Emergency Contact and Child Release Authorization form and who have been given an authorized pin code. Parents are responsible for the safe entry and exit from the building each day.

In case of emergency, a parent may call the center to make emergency arrangements. The law states that in the case of separation or divorce both parties have legal access to visit or take their child from the daycare, unless a copy of a court order is given to the daycare stating otherwise. Children are to be picked up by 6 p.m. A late fee is charged for parents picking children up past 6:00 p.m.

If an undesignated person or no one come to pick up the child, the designated person from the emergency list or the parent will be called. If an incapacitated person or a person suspected of child abuse attempts to pick up a child the police may be notified.

We will not use photos or videos of child without permission from the parent which is posted on the back of your enrollment sheet.

Accidents

Little Blessings takes every precaution to ensure your child is provided with a safe learning environment. This includes frequent inspections and maintenance of our buildings, playground and equipment. However, we realize that children occasionally do injure themselves during the day. If this would happen to occur with your child and we feel that they need medical attention, you will be called immediately. In the event of an emergency, we will ensure that your child receives any emergency treatment needed. An accident report will be written up for every accident.

Safety Drills and Severe Weather

Little Blessings Daycare has an Emergency Preparedness Plan on file in the daycare office. Each Little Blessings Daycare staff member has received a copy of the Emergency Preparedness Plan in their Employee Handbook to prepare for fire, severe weather or disaster evacuation, we have regular drills and practices so your child will know how to react in a safe and orderly manner. If an actual emergency requires evacuation of our center, we will notify you as soon as the children are safe. The building will be evacuated using designated and posted fire exits. The teacher or an assistant shall lead the children out of the building to a designated area. Fire extinguishers are properly located in the building and are checked annually. Directions for use of the fire extinguisher are posted.

In the event that the Civil Defense sirens should sound to warn of a tornado or other notification of a tornado, the children will be taken to a designated area. Everyone will remain there until the all clear is sounded. A tornado drill will be held in the months of March and August and recorded in the appropriate log. All staff will be informed of emergency procedures to follow.

Roll call will be taken to insure all children have evacuated the building and emergency services will be contacted. Parents will not be able to pick up children when the tornado warning sirens are activated.

Closings due to severe weather will be announced on the LBD website and on the procare app. If the weather changes during the day, further announcements will be made on the webpage and procare app, and you will be notified by Little Blessings staff.

Two lockdown drills will be conducted a year. Lockdown procedures will be briefly discussed appropriately with students, based on their age, to inform them of what to do in case of an actual threat. Parent may request a copy of the Lockdown Plan from the Little Blessings Daycare Management.

Transportation

Little Blessings has licensed and insured buses to transport children to and from daycare sponsored field trips. Child passenger restraint systems will be used and each vehicle will only carry the number of children allowed by the vehicle capacity. Child safety seats must be provided by parents for children less than 40 pounds if riding in a vehicle other than the bus. Little Blessings staff are prohibited from transporting children in their private vehicles. Parents are required to sign a permission slip in order for children to be transported to activities.

Field Trips

Field trips provide your child with hands-on real-world learning experiences. Our local trips include visitation of parks, museums, library, and other learning environments. Families will be notified at least one week in advance of each field trip with the time, schedule, location, and extra costs that may be involved with the trip, and a permission slip. All classrooms are filled to ratio and if your child is not able to participate in the field trip, please make other arrangements for your child that day.

Confidentiality

All information contained in your child's file including your personal information is confidential and locked in a cabinet. Anyone who is not directly involved in the care of your child or affiliated with child care licensing will not have access to your files. If there is a request from an outside source to obtain documentation from a confidential file, the source must submit the request in writing with a signature from the person or legal guardian of the file being requested.

Mandated Reporting Requirements

Any person may voluntarily report abuse or neglect. Federal law requires everyone who works directly with children to report suspicious or evidence of child neglect or abuse to individual state child care licensing agencies or law enforcement. Those who fail to report according to state child care licensing regulation can be held accountable under the law.



Enrollment

Parents/Guardians are required to schedule a tour with the center Educational Director before taking an application for enrollment. During the visit, parents/guardians will be given a tour and supplied with an enrollment packet. Your child will be enrolled upon completion of the enrollment application and payment of the registration fee. A current immunization record is required by the State of South Dakota licensing standards before any child may attend the daycare. Immunization records must be kept current and files updated as needed.

Fee and Payment Policy

As we continue to maintain the highest quality daycare for your child, tuition fees will be reviewed annually and adjusted accordingly.

Registration

A non-refundable \$100.00 registration fee is due at the time of enrollment.

Payments

Tuition is due Monday beginning the week of care. We offer Tuition Express which is an automatic debit posting for payment of your child's tuition. If payment is not made by closing of the daycare on Tuesday, a \$10.00 late fee will be charged. Payments by check may be dropped in the countertop located in the check-in area. If you pay with cash, you must make your payment in the daycare office.

Returned Checks

If your check is returned for any reason, you will be charged a \$30.00 fee. If this happens more than once, you will be required to make future payments in cash or by automatic withdrawal.

Delinquent accounts

Accounts two weeks in arrears or repeated failure to pay tuition by the due date may result in the termination of services.

Behavioral Issues

Because it is our mission to continuously provide a safe, loving, and nurturing environment for your child to grow in, we must be concerned for the welfare and safety of all of our children and staff. When a particular child's or parent's behavior threatens the safety of or becomes abusive toward other children in the center, we reserve the right to disenroll the child immediately.

Withdrawing Your Child

Any parent wishing to withdraw their child from care must sign a Parental Notice of Withdrawal. We require a two-week notice for parental withdrawals. Parents are responsible for childcare costs until two weeks from the date that the Parental Notice of Withdrawal is signed and received in the office. Accrued vacation time for the current year may be used toward the two-week notice.

Vacations, Sick Days, and Absences

An email request must be sent to littleblessings@fwcsd.com by Thursday of the 'previous' week if the child's schedule changes. Otherwise, Thursday, we will assume your child will repeat the current week's schedule. Refunds are not given for missed or sick hours/days.

Absences

If your child is to be absent from daycare for any reason, please notify us by 9 am. If your child is gone and we have not heard from you we may call to check in. Absent days cannot be deducted from the weekly tuition.

Vacations

All full-time children are allowed 2 weeks of vacation (10 days) per year at which time, we will continue to hold your child's spot without pay. For the first year of enrollment and the last year of enrollment, vacation time will be prorated based upon the number of months during the year that the child has attended Little Blessings for the current year. The parent/guardian must notify the daycare a week in advance of their vacation plans due to the staff schedule is determined and based upon required ratios.

We are excited to have
your family at Little
Blessings Daycare.

It is important every child thrives here spiritually,
intellectually, emotionally, physically and socially.
Together we can do amazing things to prepare your child
for what lies ahead!