FAMILY HANDBOOK

Red Balloon
CHILD CARE CENTER

Little Newtons All rights reserved.

Revised July 2026

This Family Handbook references Little Newtons, however the policies and procedures reflects policies at all of our partner schools, including those known as Little Sprouts, Little Newtons, Peace of Mind, Red Balloon, and Bright Beginnings Academy.

INDEX

ABOUT US

Welcome Letter from the President 4
Company Profile 5
Our Philosophy 5
What Makes Us Different 6
Purpose of this Handbook 6
Code of Excellence 6
Regulatory Agencies 6
Licensing Requirements 7
Consent 7
Non-Discrimination Policy 7
Children with Special Needs 7
Hours of Operation 7

THE CLASSROOM EXPERIENCE

Education Method 9
Religious Doctrines 9
Parent Conferences 9
Communication During the Day 9
Infant Program Plan 10
Toddlers Program Plan 11
Preschool Program Plan 12
School-Age Program Plan 13
Special Needs 13

YOUR CHILD'S CARE AND HEALTH

Food and Nutrition 15
Celebrations and Birthdays 15
Breastfeeding 15
Infant and Toddler Supplies 16
Clothing 16
Personal Belongings 17
Positive Guidance 17
Behavior Guidance Policy 18-19
Separation Policy 19-20
Parent Advisement Forms 21
Biting 21
Diapering and Potty Training 21
Early AM and Late PM Care 21
Nap & Rest Policy 22-23
Infant Sleep 23
Allergy Policy 24
Handwashing 24
Illnesses and Exclusion 24-26
Medical Records 26
Medication 27
Sunscreen and Insect Repellant 27
Health Records and Immunization 27
Public Health Nurse 27

YOUR CHILD'S SAFETY AND SECURITY

Confidentiality and Children's Records 29
Mandated Reporting Requirements 29-30
Missing Child 30
Cameras/Recording 30
Use of Children's Photos 30
First Aid and CPR 30
Emergency Drills 31
Equipment & Supplies 31
Pets 31
Signing In and Out 31
Picking up a Child 31
Transportation 31
Playground Safety 32

OPERATIONAL PROCEDURES

Drop off and Pick Up 34
Release of a Child to Others 34
Unauthorized Child Pick-up 34
Babysitting 34
Closures Due to Severe Weather 35
Holiday Closures 35
Grievances 35
Children Not Picked Up at the End of the Day 36
Lost and Found 36

YOUR ENROLLMENT INFORMATION

Registration and Enrollment 38
Documentation Requirements 38
Methods of Payment 38
Tuition 38
Late Payments 38
NSF Payment 39
Multiple Child Discount 39
Sick Days 39
Termination of Care 39
Tax Statements 39

Parent Handbook Acknowledgment 40

ABOUT US

Welcome to Little Newtons

Congratulations and welcome to the Little Newtons Family! We are delighted that you have chosen to join our community, and we are honored to partner with you in your child's early education journey.

At Little Newtons, we are committed to providing an exceptional early learning experience where children are encouraged to grow academically, socially, emotionally, and physically. We understand that choosing a childcare and early education provider is an important decision, and we are grateful for the trust you have placed in us. Our goal is to ensure your family's experience with Little Newtons is both rewarding and meaningful.

We believe every day in our schools helps build a strong foundation for lifelong learning. Through engaging educational experiences in a safe, nurturing, and stimulating environment, we strive to inspire a love of learning while helping every child reach their full potential. Above all else, the safety and security of every child in our care remains our highest priority.

Our mission is to prepare young learners for lifelong academic success by providing a safe and secure environment where they can thrive academically, socially, emotionally, and physically.

Everything we do is guided by our four Core Values:

INTEGRITY: We hold ourselves accountable by doing what we say with professionalism and most importantly we do the right thing even when no one is looking.

PASSION FOR EDUCATION: We are constantly innovating and learning so we can execute the highest quality programs while ensuring the best experience possible for our teachers, children, and families.

COLLABORATION: We know it takes a village to raise a child, so team members, students, and families all work together to learn, improve, and grow together and as individuals.

SAFETY & SECURITY: We pride ourselves on providing a safe and secure environment for the children, families, and team members in our care.

These Core Values shape every interaction and decision we make, ensuring your child receives the highest quality care and education. We are confident that our community of children, families, and educators will inspire and support your child throughout their early learning journey.

As we begin this partnership, we encourage you to share your ideas, feedback, and questions. Open communication between families and our team is essential to a successful experience, and we value the trust and collaboration that help every child flourish.

Thank you for choosing Little Newtons. We are excited to get to know your family and look forward to sharing many wonderful milestones together.

Jessica Sylvester

President, Little Newtons

Company Profile

Originating in 2009 in Plymouth, Minnesota, Little Newtons was founded with the vision of Little Newtons being recognized as providing the ideal early childhood program and will:

- Be considered the best place for parents/guardians to send their children.
- Be the community leader in high-quality early childhood programs.
- Be the best place to work for early childhood professionals. The best-qualified candidates will seek employment at Little Newtons.
- Be a premier teaching school.
- Have staff members who understand and project our vision to co-workers, parents/guardians, families, and children.
- Have a state-wide reputation for dedicated knowledgeable staff that "goes the extra mile."

Little Newtons now serves over a thousand families in 7 locations and 3 different states. And you are now part of that exciting growth!

Philosophy

Our philosophy is to change early childhood education and provide the highest standard of learning. To achieve this, Little Newtons offers state-of-the-art schools staffed by knowledgeable, professional, and friendly Team Members who are passionate about the early education industry. We've created a positive environment that fosters the development and enjoyment of learning, along with first-class childcare.

Little Newtons' philosophy is based on a mixture of teaching methods. We have developed a program that encompasses a great breadth of knowledge, excitement, and adventures. Little Newtons believes that, in a child's life, ages zero to five are imperative to their learning journeys and may be more important than their college years. We provide the most exceptional environment for children to reach such goals and exceed their potential. Our programs are designed to develop each child's five senses to their fullest potential. Each child learns at their own pace. Our programs and lessons help them to develop their social, intellectual, physical, and emotional skills. Many developmentally age-appropriate quiet and non-quiet activities and fun play experiences are provided each day that help children get ready for the next level of elementary school. To assist with everyday activities and play experiences, a variety of age-appropriate equipment and materials are provided to each classroom.

What Makes Us Different

We know you have a choice in childcare schools, and we also know what makes Little Newtons an industry leader.

- Experienced teachers who care for your child.
- Great curriculum.
- Low tuition rates while providing high value and many of the same amenities and conveniences as luxury schools.
- Flexible Programs.
- Digital real-time updates on your child throughout the day.

Purpose of this Handbook

This handbook was developed to answer many questions that children and families may have as well as offer a roadmap to navigate your journey at Little Newtons. The handbook contains information about child privileges and responsibilities. So, we ask that all families read and understand its contents. It can be a valuable reference during the school year. Little Newtons reserves the right to interpret the content of the handbook, including the rules and regulations governing the conduct of students and parents. This handbook is not a contract, nor is it intended to be construed as such. Our School reserves the right to modify and/or amend the content of this handbook at any time during the year as we deem appropriate. If you have any questions about the handbook or any of its policies, please contact your Executive Director.

Code of Excellence

Our staff sets the tone and image of our school, they consider the impact of themselves on others, have regular attendance and punctuality, work efficiently, and confidently, perform as leaders, and have the highest professional behavior.

Regulatory Agencies

Many of our schools operate with standards set above and beyond what is required by the state. If your state or local childcare licensing regulations differ from the procedures outlined in this handbook, the more stringent of the two always applies. If you have any questions regarding licensing or regulations, please see your Executive Director. Little Newtons schools are licensed by the respective states in which they operate. Our schools are subject to inspection by state and local health, fire, licensing, and building agencies. Regulations and inspections pertain to staff qualifications, the facility and playground, nutrition, health and safety matters, record-keeping, and child-to-staff ratios.

Licensing Requirements

Who Licenses Us: The State of Minnesota, Department of Human Services licenses our Minnesota locations. We are also inspected by the County Health Department (Dakota County for Burnsville, Hennepin for Maple Grove, Plymouth, Sherburne for Becker, and Washington for Woodbury). The State of Illinois licenses under DCFS and the City Health Department licenses our Food, Sanitary needs, etc. The State of Wisconsin, the Department of Children and Families (DCF), and the Health Department licenses our programs.

Regulations: We comply with MN state Statute 9503 and Rule 3 Guidelines. Department of Human Services (MN) contact information is 651-431-6500 We comply with IL DCFS code 407, Child Care Act of 1969, and all state and local codes. We comply with WI DCF 251 for Group Child Care Centers. DCF contact information is 608-421-7550 for the Little Sprouts Menomonie license is 8000586858/001

Consent

We will receive consent in the event of each occasion of research, experimental procedure, or public relations activity involving a child per statute. While we only have field trips for our school-age summer program (specific locations), we obtain written permission for each field trip to include the date, destination, intention of the trip, cost, and method of transportation.

Non-Discrimination Policy

We admit students of any race, color, religion, national, immigration status, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate based on race, color, sex, creed, religion, age, disability, immigration status, or national and ethnic origin in the source of payment or the administration of its educational policies, admission policies, or other center-administered programs.

Children with Special Needs

In acting in compliance with the Americans with Disabilities Act and other federal laws about the provisions of services for children with disabilities; our goal is to meet the individual needs of the child within the structure of our program while maintaining a healthy and safe environment for all children and teachers. We are not a special needs facility and are not equipped for a one-on-one student-to-child ratio.

Hours of Operation

Our Becker, Elmwood Park, Plymouth, and Woodbury locations are open Monday – Friday, 6:00 am –6:00 pm.

The Maple Grove, Menomonie, and Burnsville locations are open Monday – Friday, 6:30 am–6:00 pm.

If children are not picked up by the 6 p.m. closing time, we do have a late fee (see page 36). Our license is for care to end at 6 p.m. and can't provide services after we are closed.

THE CLASSROOM EXPERIENCE

Education Method

The educational method of Little Newtons is based upon learning through play and teacher-led structured activities. We believe that the first 5 years of a child's life is crucial to assist in wiring the brain development in each of the learning domains. At early infancy, it is believed by our program that children have the capacity and desire to learn. The windows of opportunity to help build that foundation begins at an early age. Throughout your child's day, we incorporate teacher-directed activities as well as child-directed activities. To ensure all children feel welcomed and important in our program, our curriculum also focuses on the social and emotional aspect of the child. We know that cultural awareness and diversity are important, and we want the children enrolled in our program to know that each one of us is unique and special. It is crucial for them to understand that we all have our strengths and creativity, and that is what makes the child one of a kind.

Religious Doctrines

We do not teach any religious doctrines, in part because many of the students come from different backgrounds and beliefs, but we teach how to love and get along with each other. We provide activities that are designed to promote the intellectual, physical, social, and emotional development of each student.

Parent Conferences

Formal conferences are held twice a year to provide you with a written assessment of your child's intellectual, physical, social, and emotional development, discuss your child's development, and any other concerns. Written assessments are kept in each student's file. Parents/guardians are welcome to visit the school any time during the hours of operation per Minnesota Statute, 245A.14, subdivision 15. If at any time you wish to have a meeting with your child's teacher or the Executive Director, please do not hesitate to call.

Communication During the Day

At Little Newtons, we make every effort to work with your schedule and we believe that every parent/guardian should be involved each step of the way. Communication among parents and our staff is a priority that reinforces the well-being and education of each student at the school. We encourage parents/guardians to stop in at any time during the day to visit the student or spend a little time with us to get an idea of what we are about and what we do daily. We are always available, at your request, to discuss your child's progress at the school. Management is available by both email and phone. Our phone is in our office, and we are so frequently in classrooms, outside, etc. that it is best to try to contact us through email or direct lines to ensure a prompt response. Daily written reports are on Kindertales and include information about your child's food intake, diapering schedule, and general behavior. A lunch menu will be provided. To make sure that we are communicating well, we email parents/guardians to follow up on any conversation to make sure that what we hear is what the parent/guardian was trying to communicate. If ever there is a disconnect between the parent/guardian and the school, we always ask that parents/guardians bring it up as soon as possible.

Infant Program Plan

Since learning begins at birth, we provide a safe, nurturing, learning environment for infants. Our program meets the basic needs of infants along with activities to promote their physical, intellectual, social, and emotional development. Some of the activities implemented throughout each day include reading books, fingerplays and songs, large motor and fine motor activities, and sensory and science activities. Infants are introduced to other languages, reading, and sign language. The objective of our infant program is to help each child reach all the important milestones of infancy such as rolling over, sitting unassisted, crawling, walking, copying gestures, using simple words, handling toys with intention, and many more milestones they will reach throughout the first months of their life. When your child transitions from the infant classroom into the toddler classroom the goal is that they will be able to walk, drink out of a sippy cup, eat from a bowl with a spoon, respond to their name, be ready to sleep on a cot, use non-verbal communications such as pointing, begin the transition to spoken words for objects, activities, and friends, learn object permanence, demonstrate an interest in peers, and anticipate daily routines.

- **What You Need to Provide Daily:** Diapers*, diaper cream if needed, formula, or breast milk in labeled bottles from home (must have first and last name, date), baby food, two complete sets of extra clothing, pacifier if needed, sleep sack if needed. All baby food containers must be labeled with your child's first and last name and the date. All leftover baby food will be discarded at the end of the day.
- **What We Provide Daily:** Wipes*, table food, vitamin D milk, and bibs.

*Note: May vary by location

Toddler Program Plan

As your child enters the toddler program, they are exploring their independence while also learning many important skills. We know that children at this age reach a variety of milestones at different stages during their time as toddlers. Therefore, we provide a room for both younger and older toddlers. We want to ensure your child is in a classroom that is developmentally age-appropriate with other children who are learning at a similar level. Personal care, attention, and individual needs are all met in the toddler classroom. Our program provides a variety of activities to promote the physical, intellectual, social, and emotional development of toddlers. Some of the activities incorporated throughout the day include learning language, math, reading, art, music, and dance. The objective of our toddler program is to help each child gain more independence and reach the milestones that are appropriate for their age such as how to use their words in many different situations, beginning potty training, learning to get dressed, playing with friends, pretend play, eating from a plate with utensils, and a variety of other skills. When your child transitions from the toddler classroom to the preschool classroom, our goal is that they will be potty trained, increase their language skills and knowledge of body parts, colors, shapes, numbers, and letters, be more conscious of their feelings and use words to express themselves, understand following directions, be more confident with self-help, demonstrate interest in learning and activities, and so much more!

- **What You Need to Provide Daily:** Diapers*, diaper cream if needed, two complete sets of extra clothing, a pacifier if needed, blanket for nap.
- **What We Provide Daily:** Wipes*, table food, vitamin D milk for children under 2, 1% milk for children 2 and over, and bibs.

*Note: May vary by location

Preschool Program Plan

Preschool children are eager to learn and when they have reached this stage of growth, they have developed a variety of interests. Students also reach developmental milestones during this important time in their lives. Therefore, we provide both younger and older preschool classrooms to ensure children are learning at their individual level and being challenged. Patience, hands-on experience, and meeting children where they are at with learning are provided in our preschool program. Our program provides a variety of activities to promote the physical, intellectual, social, and emotional development of preschool children. Some of the activities incorporated throughout the day include extensive reading, basic math, science, and art concepts. The objective of our preschool program is Kindergarten readiness. We teach children new skills such as getting dressed on their own, social cooperation, problem-solving, cause and effect, and help them to develop positive self-esteem. When your child transitions from the preschool classroom to the school-age classroom, our goal is that they are more confident in their social interactions, able to follow classroom rules, developed good listening skills, can take care of personal needs such as getting dressed, able to find solutions for problems, motivated to read, know the letters of the alphabet, how to write their name, know the numbers 1-20, and a variety of other skills to ensure they are ready for Kindergarten.

- **What You Need to Provide Daily:** Diapers and wipes if needed*, diaper cream if needed, two complete sets of extra clothing, blanket for a nap.
- **What We Provide Daily:** Table food and milk.

*Note: May vary by location

School-Age Program Plans

Age Five to Age Twelve (some locations)

Our school-age program is designed to give students more opportunities to explore their interests, investigate their world, and make discoveries. Our program provides a variety of activities to promote the physical, intellectual, social, and emotional development of school-age children. Some of the activities incorporated throughout the day include art, grammar, handwriting, math, technology, science, and service learning. The objective of our school-age program is to provide a safe, welcoming place of supervision for school-age children where there are opportunities to reinforce learning from school, teach social skills, and encourage kindness and being helpful in the community.

- **What You Need to Provide Daily:** Two complete extra sets of clothing.
- **What We Provide Daily:** Table food and milk.

Special Needs

If your child has any special needs, procedures stipulated in Rule 3 accordance with licensing, will be followed. An Individual Education Plan (IEP) will be developed to meet your child's needs. The plan will be coordinated with either the service plan and/or education plan with your child's physician, psychiatrist, or physiologist. The parents must be involved and approve all aspects of the planning.

YOUR CHILD'S CARE AND HEALTH

Food and Nutrition

We provide a variety of options for breakfast, lunch, and snacks. A menu is emailed monthly to families to outline our lunch. Each meal is per the USDA food program. We are a fully nut-free environment. To ensure the safety of all students, Little Newtons does not allow outside food brought into our schools except for our infant program (in accordance with licensing guidelines and outlined on the Infant Feeding Schedule in Kindertales) and/or when identified as a need on an ICCPP (Individual Child Care Program Plan). We can accommodate most menu changes due to allergies or a physician's note.

Little Newton's provides 3 meals per day which include breakfast, lunch, and afternoon snack.

- **Breakfast** – We offer a breakfast snack each morning between the hours of 7:00 a.m. and 9:00 a.m. Our breakfast snack typically consists of cereal, bagels w/cream cheese, pancakes, and fruit.
- **Lunch**- We offer lunch in between 11:30 am -12:00 pm. Our lunch is catered in, dished up into individual trays (some schools are served family style), and delivered to each classroom. We do have vegetarian options available for children who do not eat meat or if they have an allergy that is contained in the main dish.
- **Afternoon Snack**- After nap, we serve a snack around 3:00 p.m.

* All meals are served with either whole or 1% milk (based on the age of the child.)

Celebrations and Birthdays

Birthdays and other important dates are always a special time for our little ones, and everyone enjoys celebrating. We celebrate each student's birthday with a crown and happy birthday decorations. With that, you are encouraged to bring a small non-edible trinket or party favor in place of "treats" to share with the students. Your creativity is encouraged here, just no outside food.

Breastfeeding

Your preferences involving food and feeding practices for your child are very personal. We get that. While you're nursing, we provide you with a comfortable and nurturing environment. In addition, our schools are equipped to handle your expressed breast milk. Milk must be bottled in liquid form, not frozen. Please discuss your decision to breastfeed with your Executive Director to ensure we provide the right environment and support for you and your child.

Infant and Toddler Supplies

When it comes to the nutritional needs of infants and toddlers, families have a variety of preferences. That's why we typically require you to bring all food for infants until they begin eating table food. Once your child begins eating table food, nutritious meals, and snacks will be provided according to the school policy and current menu. Since meal services and requirements may vary, ask your Executive Director for details. Bottles must be brought to the school each day already prepared. They should be clearly labeled with the date, student's first and last name, and contents. School staff cannot mix formula bottles and cannot add cereal to bottles. Please do not leave bottles at the school overnight; their contents will be discarded. Due to the potential risk of tooth decay, bottles are not placed with children in cribs. For the safety of all our infants, we are unable to use glass bottles in our schools.

Clothing

We want to be sure your child has fun while playing and learning in our school. Because a full day can include such activities as singing, painting, playing both indoors and out, dancing, and eating, we recommend easy-fitting, comfortable, washable clothes. Be sure shoes are rubber-soled and closed-toe with a closed heel or heel strap. Flip-flops, sandals, and shoes with wheels are not appropriate in our environment. Shoes are required for all walking students.

- Please provide two complete sets of extra clothes, including socks, for your child. We request an extra pair of shoes and a sweater or sweatshirt be kept at the school, too. Clothing should be labeled with your child's first and last name, and reviewed periodically to make sure it fits.
- In hot weather, apply sunscreen to your child before arriving at the chool and dress your son or daughter in hats/visors and tightly woven clothing to help prevent sunburn during outdoor play. Please note: We require written authorization from you before we can apply sunscreen/sunblock to your child.
- In cold weather, provide appropriately layered clothing to create insulation, including mittens or gloves; caps, hoods, or hats; sweaters or sweatshirts; socks; and warm waterproof outerwear and footwear.
- For their safety, students will not be permitted to wear any shirts, jackets, sweatshirts, jewelry, or articles of clothing that tie around their necks or waists. Please remove all drawstrings.

We cannot assume responsibility for lost, stained, soiled, or torn clothing. Please be sure to label all extra clothing (e.g., jackets, sweaters, and hats) with your child's first and last name.

Personal Belongings

Be sure your student is dressed appropriately for the day. The students play hard and need durable clothes. Your child is to come to the school with appropriate outside clothing (coat, boots, mittens, etc.), as we will be spending time outside each day, weather permitting. Our team is not responsible for stains on any clothes that are related to activities performed at the school. Example: playing outside on the playground and shoes get dirty. Student's clothing and personal belongings should be marked clearly to lessen the chance the items will be lost. In addition, please remove all your child's belongings from his/her clothes hook on the last day that he/she attends each week. Toddler and Preschool students will need to have at least two spare sets of clothes (shirts, pants, underwear, socks, etc.). Each student will have an assigned cubby for their personal belongings. We are not responsible for any lost items in our care. We ask that you not send toys with your child to the school. The school has a variety of age-appropriate toys for the children to play with. Young children find it difficult to share their belongings with other children. In the event your child does bring a toy to the school, they will be asked to store it in their locker. The school will not take responsibility for toys your child brings to the school that get lost or broken.

Positive Guidance

Part of what students are learning in their early years is how to get along with others and what behaviors are appropriate in different situations. We take a proactive and preventive approach to guidance that reinforces appropriate behaviors rather than focusing on inappropriate behaviors. To do this, our teachers are trained to use various techniques including redirection, praise, and distraction.

In this positive guidance atmosphere, most inappropriate behaviors are avoided. However, in extreme situations and as a last resort, a student may be guided to an alternate activity away from the group for the benefit of the student and the rest of the children. Teachers use this strategy not as a punishment, but to help redirect the child when he or she returns to group activities. The child is allowed to return to the group activity when he or she feels ready to do so. This strategy is not used with infants or toddlers. By our corporate policy and state childcare licensing regulations, our staff never uses corporal punishment.

We welcome families as partners in teaching students about socially appropriate behaviors. As your child's most influential teacher, we may occasionally ask you to work with us to help extinguish inappropriate behavior. We understand these issues are sensitive and many different parenting styles are reflected among our families. We also ask that, while on our grounds, you refrain from using any form of guidance that is not consistent with our school's positive guidance approach or individual state childcare licensing regulations.

Please note: Any staff member who witnesses any form of physical or corporal punishment, even if administered by a family member, is required by law to report his or her observations to the appropriate local authorities.

Behavior Guidance Policy

We want to teach students how to use acceptable alternatives to problem behavior to reduce conflict and provide immediate and directly related consequences for a student's unacceptable behavior. All staff shall display a positive model of appropriate and acceptable behavior. We teach them to use their words not negative actions. Children learn from what you do not what you say. This policy is tailored to the developmental level of each child that is in attendance. Students are praised for positive skills and redirected from problems towards constructive activities to reduce conflict. At all times, the safety of the students and staff is continuously protected.

If persistent unacceptable behavior continues, the Executive Director will follow these procedures:

The Executive Director and the student's lead teacher will meet with the parent/guardian to address the behavior and discuss possible solutions to help the child be successful in our program. The Executive Director will document the conversations along with any ideas presented.

- The Executive Director and all staff members teaching the child will discuss ideas based on their conversation with the parent/guardian and their ideas to implement within the classroom.
- Ask staff members in the classroom to complete a behavior log to log any unacceptable behaviors/incidents which will identify the
    - Student's name.
    - The time and date of the incident occurred.
    - What happened before the behavior occurred.
    - The behavior observed and the teachers' actions to redirect or reduce the behavior.
- The Executive Director will also review the tapes to observe the behaviors based on the behavior log and make notes as to what is observed.
- The Executive Director will observe the classroom and ensure the staff are following the policies as well as the schedule. They will ensure the classroom is running smoothly and positive redirection is being used.
- The Executive Director will review any incident reports for the child to support the staff members with ideas on how to redirect the child or prevent the behavior from occurring.
- If the Executive Director along with the staff are unable to curb the unacceptable behavior to protect the safety of the students and staff, a behavior plan will be developed for the child. If the behavior continues, this could lead to the transition of a child.
- If persistent, non-acceptable behavior continues after following the behavior plan, Executive Directors will do a permission to refer. Then expulsion if needed.

Prohibited Action by Staff

Bear hugging any children, Corporal punishment such as rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, or spanking. Emotional stress: name-calling, ostracism, shaming, making derogatory remarks about the child/family, threatening language or language that humiliates or frightens the child. Emotional abuse, punishment for lapse in toilet habits, withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior. The use of physical restraint, other than to physically hold a child where containment is necessary to protect a child or others from harm; and it is prohibited to use mechanical restraints such as tying. In addition: it is prohibited to separate a student from the group except within the rule requirements.

Behavior Guidance Policy Cont.

Strategies to use to help behaviors in the program:

- Shadowing biters throughout the day. Teaching them that “biting hurts”.
- Having a child sit in the front of a group or next to a teacher.
- Show the child the mark they have caused so they can connect the act with the result.
- Maintaining classroom order, and schedule, and following the curriculum.
- Busy and engaged students are less likely to act out.
- Give positive praise when children are doing things well.
- Give them the why: Why can’t we throw chairs? Why can’t we push friends? Why should we listen in groups?

Separation Policy

We believe that with the proper positive environment, students will thrive. The following actions are in place before any student would ever be separated from the group.

- The staff provides less intrusive methods to guide the student’s behavior positively. If the less intrusive methods to guide are ineffective, the student will be separated from the group.
- If the student’s behavior at any time threatens or endangers the well-being of the child or another student in the program, the student will be separated.
- If a student requires separation, the child will remain within an unenclosed section of the classroom and will be continuously seen and heard by a program staff member. The student will be returned to the group upon the contingency that the student has stopped or brought the behavior that precipitates the separation under control, and the student will also be allowed to return to the group when the student’s unacceptable behavior abates or is under control. When the unacceptable behavior that precipitated the separation stops, the student must immediately be returned to the group.
- Students who are separated from the group are documented and parents are notified. There is a separation log in each location’s log binder. Students between the ages of six weeks and 16 months are never separated from the group.

Separation log: All separations from the group must be noted on a daily log. The license holder must ensure that the notation in the log includes the student’s name, staff person’s name, time, date, and information indicating what less intrusive methods were used to guide the student’s behavior and how the child’s behavior continued to threaten the well-being of the child or other students in care.

If a student is separated from the group three times or more in one day, the student’s parent shall be notified, and a notation of the parent notification shall be indicated on the daily log. If a student is separated five times or more in one week or eight times or more in two weeks, it is considered persistent unacceptable behavior, and a behavior plan must be developed.

Separation Policy Cont.

When it is Appropriate: If a student is injured and you need to give first aid or get an ice pack, if a student needs to use the restroom, in the case of an emergency, or if there is a sick child.

When it is Not Appropriate: Staff taking students with them to the office to get supplies, taking students out of their classrooms for a behavior without a behavior plan. Children between 6 weeks old to 16 months are never separated from the group as a means of behavioral guidance.

Why We Don't Use Time Outs: Time-outs are not effective for group settings. Giving a timeout is a form of "shaming" a child in front of their peers (which is prohibited). Children need extra support when experiencing behaviors and time-outs are not effective.

Separation Steps

Step 1: Before separating a student, teachers will use less intrusive methods to guide the behavior positively.

Step 2: If other methods are ineffective and there is a serious safety concern or endangerment for either the staff, other students, or the child exhibiting the behaviors—the teacher will separate the student.

Step 3: The student will remain within an unenclosed section of the classroom and be seen and heard by a staff member.

Step 4: The student will return to the group upon the contingency that the child has stopped or brought the behavior that precipitated the separation under control and as soon as the behavior abates or stops. The student must be immediately returned to the group.

Step 5: All separations must be logged in the separation log on-site.

Separation Log: Must include the following information: Student's name, staff name, time, date, information indicating what less intrusive methods were used to guide the behavior before the separation occurred, and how the behavior threatened the well-being of the child or other students in care.

*If a student is separated from the group three times or more times in one day, the parent/guardian will be notified, and documentation of that notification will be recorded on the daily log.

Parent Advisement Forms

We take every precaution to make sure your child is safe, and that you receive communication regarding accidents or injuries. This includes a comprehensive safety-awareness program, as well as frequent inspections and maintenance of our buildings, playground, and equipment.

Despite all our efforts, accidents do happen. If your child is injured at the school, you will receive an Parent Advisement Form at pickup time. In the event of an emergency, we have your permission on your behalf to take proper measures to ensure the safety of your child, including ambulance transportation, first aid, and any other emergency services that, in the sole discretion of the school, are necessary. You are responsible for any costs associated with this.

Biting

Little Newtons understands that occasional displays of aggression, like biting, are typical in young children as a form of communication and part of normal early childhood development. To protect other students, repeated incidents of biting will not be tolerated. Our objective is to ensure that each school maintains the highest level of safety within our environment and that our staff responds appropriately to aggressive behaviors. Biting can lead to a behavioral plan or possible dis-enrollment.

Diapering and Potty Training

Diaper changing is provided every 2 hours while awake. Without parent preference, we do not wake children to change their diapers. For example, if a child is changed before nap at 11 am and sleeps until 1:30 pm, they would be outside every 2 hours for diaper change, unless a parent wants us to wake at 1 pm for the next scheduled diaper change.

We potty train at least every 2 hours, if parents prefer a different schedule (potty training boot camp) we can accommodate that schedule. We support what parents are doing at home to be consistent at school. Because accidents happen, please make sure to have extra sets of clothes for your child. We do have spare clothing at each location, but sometimes our clothes go home and don’t come back, and we run out of spare clothing for an accident.

Early AM and Late PM Care

Groups of children may be combined at the beginning and at the end of any given day. Being that we are open in the early morning and late afternoon we have activities which meet the individual needs of the children during those time periods. Activities at the beginning and at the end of the day will be designed for a wide age range of children working and playing together. Children will have the opportunity to rest, use materials, and engage in activities that do not duplicate activities planned for the other parts of our day. Rooms may be combined at the beginning/end of days and staff-to-child ratios based on the age of the youngest child in the group are always maintained.

Nap and Rest Policy

1. All children are provided with a quiet place to nap or rest.
2. The quiet area is set aside from any play area and/or children that could distract the napping environment.
3. If any child (infant, toddler, or preschool), is unable to take a nap, they are allowed to get out of their crib or off their cot after 30 mins of quiet time. Also, if a child awakens after 30 mins their nap time is considered complete. Children may do quiet activities after their 30-minute rest time.
4. Separate bedding must be provided for each child in our care. They may bring their bedding or blankets from home, individual bedding and blankets must be washed weekly and if soiled or wet. Blankets must never cover a child's head.
5. All blankets must be placed either in the cubby, locker, or on the individual cot—not all together and sent home weekly or when soiled to be washed by parent/guardian. The extra school blankets/bedding will be washed when soiled or every week.
6. Cots should be placed on the floor.
7. Cots are put out after children begin eating, not before.
8. If a cot needs to be shared, it needs to be sanitized before and after the use.
9. All cots should be sanitized on Friday evenings, or if soiled by a child.
10. Cribs and cots are placed directly on the floor and are not stacked while in use with clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment.
11. Children over the age of 16 months are also allowed to bring a snuggle item with them for comfort during nap time.
12. A crib must be provided for each infant for which the school is licensed to provide care. The equipment must be safe and sturdy construction that confirms federal crib standards under Code of Federal Regulations, title 16, part 1219 for full-sized baby cribs, or Code of Federal Regulations, title 16, part 1220 for non-full-size baby cribs. See Minnesota Statute, section 245A.146, subdivision 4, for additional crib safety standards including routine crib inspection requirements.
13. At least monthly, the license holder shall perform safety inspections of every crib or portable crib of rigid construction including full-size and non-full-size cribs used by or that are accessible to any child in care, and must document the following: A. No mattress supports can be easily dislodged from any point of the crib. B. No screws, bolts, or hardware are loose or not secured, and there is no use of wood screws in compartments that are designed to be assembled and disassembled by the crib owner. C. No sharp edges, points, or rough surfaces are present. D. No wood surfaces are rough, splintered, split, or cracked and E. No unacceptable gaps between the mattress and any sides of the crib are present.
14. A crib is provided for each infant in the number of the licensed capacity.
15. All infants are placed to sleep on their backs unless there is a physician's (or APRN) directive form, approved by the commissioner, on file for an alternative sleeping position. This form must be kept on file at the licensed location.

Nap and Rest Cont.

16. An infant who rolls onto its stomach after being placed on their back may be allowed to remain sleeping on its stomach if the infant is at least six months of age, or there is a signed statement from the parent indicating the infant rolls over regularly at home.
17. Infants must be placed on a firm mattress with a fitted sheet that is appropriate to the mattress size that fits tightly on the mattress and overlaps the underside of the mattress, so it cannot be dislodged by pulling on the corner of the sheet. Nothing must be placed in the crib with the infant except the pacifier as defined in the Code of Federal Regulations, title 16, part 1511.
18. If an infant falls asleep before being placed in a crib, the staff must move the infant to a crib as soon as practicable, while remaining within sight of the infant until safely in the crib.
19. When an infant falls asleep while being held, the licensee holder must consider the supervision of others when determining how long to hold the infant before placing them in their crib.
20. All infants must not be positioned where the airway can be blocked or anything covering their face.
21. While it is not recommended and prohibited for any infant that can roll over on its own, with the written consent of a parent or guardian, an infant may be placed to sleep in a one-piece sleeper equipped with an attached system that fastens securely only across the upper torso with no construction of the hips or legs. Before swaddling, a parent must sign the form provided by the Commissioner. Once the infant can roll, both forms must be signed, and use discontinued.
22. All cribs and cots are placed with clear aisles and unimpeded access for adults and children on one side of each crib or cot. Sleeping equipment is directly placed on the floor and never stacked when in use.
23. Crib checks are mandatory in the infant room every 5 minutes.
24. Children should never be permitted to stand or walk on cots.
25. All children must be under supervision during nap time; the shades may be down and the lights off, but staff must be able to see each child clearly with proper supervision.

Infant Sleep

Infants sleep according to their needs and the individual plans prepared by you, in cooperation with your child's teachers. Your Executive Director will let you know about the required bedding linens and give you information on washing all sleep items. In keeping with the recommendations of the American Academy of Pediatrics, all infants will be placed on their backs to sleep unless a documented medical condition requires alternate sleeping positions.

Allergy Policy

Please let the Executive Director know at the time of enrollment if your child has any allergies or if he/she develops one at any time during enrollment. We do require action plans to match the correctly documented health care forms. This will help us take better care of your child's health. Any food brought into the school must be peanut-free. We are required to create an ICCP plan for your child, paired with the most current health form, a new action plan annually or if there are relevant updates and train all our staff on the ICCP plan and action plan. Any required medication your child may require for their allergy must be provided by the parents/guardians and not expired.

Handwashing

Following potty training and diapering the staff and the student wash their hands—this does include infants. Sometimes during the winter months, this can cause dryness to occur on their hands. We do believe the best way to eliminate illness is by frequent hand washing.

Illnesses and Exclusion

Sick Children

In case of illness, such as fever or diarrhea, your child may not be brought to the school to limit the spread of illness. If your child stays at home, please notify the Executive Director. If your child becomes ill at the school, and we feel it would be better for him/her to be at home or see a doctor, we will contact you or the emergency contact person to come pick him/her up as soon as possible. Until the parent arrives, the ill child will be always supervised and isolated in a quiet area away from the other children. The program staff will: 1. Continue to assess the child's condition frequently 2. Take his/her temperature every 30-60 minutes if fever is present 3. 911 will be called if the situation appears to be an emergency.

Certain symptoms in children may suggest the presence of communicable diseases. Students who have one or more of the following symptoms should be excluded from the childcare setting until 24 hours after symptoms have subsided or a physician has certified that the symptoms are not associated with an infection agent, or they are no longer a threat to the health of other students. Parents must report any communicable disease to the school.

<u>Symptoms</u>

Fever: auxiliary temperature of 100 degrees or higher.

Respiratory: difficult or rapid breathing or severe coughing Child makes a high-pitched croup or whooping sound after he/she coughs. The child is unable to rest comfortably due to a continuous cough.

Diarrhea: three or more times since admission on one day. Observe the child for other symptoms such as fever, abdominal pain, or vomiting. The child must be symptom-free for 24 hours before returning to daycare.

Eye/Nose Drainage: thick mucus or pus draining from the eyes and or nose.

Sore Throat: especially when fever or swollen glands are present.

Rash: skin rashes undiagnosed or contagions, drainage, or crust on the skin.

Illnesses and Exclusion Cont.

Itching: persistent itching of skin or scalp.

Appearance/Behavior: The child looks or acts differently, is unusually tired, pale, lacking appetite, confused, irritable, and different in walking.

Unusual Color: eyes or skin yellow (Jaundice).

Stool: grey or white.

Urine: dark-tea colored – these symptoms can be found in hepatitis and should be evaluated by a doctor.

Vomiting: two or more times since admission on one day.

Specific Disease Exclusion Guidelines

AIDS: exclude an infected child if he/she exhibits biting behavior, has open skin sores, or any bleeding disorder.

Chicken Pox: until all blisters have dried into scabs about six days after onset of rash.

COVID-19: Quarantine and exclusion guidelines are directed by the Department of Health, CDC, and Licensing body.

Giardiasis: for those with diarrhea only; may return once stools are normal.

Hand, Foot & Mouth: Fever free for 24 hours without the aid of medication, no open sores, and the child is well enough to participate in normal activities.

Hepatitis B: no exclusion is necessary unless the child is biting or has open soars.

Impetigo: until all sores are healed or can be covered with bandages and until the child has been treated with antibiotics for at least 24 hours.

Lice: until first treatment is completed, and no lice are seen. Cannot return with nits or lice.

Measles: until 4 days after the rash appears.

Mumps: until the swelling subsides, usually five days, but may be as long as nine days after the swelling begins.

Oral Herpes: no exclusion necessary.

Pertussis: until five to seven days after antibiotic treatment has been started.

Pink Eye (Conjunctivitis): 24 hours after treatment has started and no discharge is seen.

Pinworms: 24 hours after an antibiotic treatment has been started.

Febrile: 24 hours after an antibiotic treatment has been started.

Ringworms: 24 hours after an antibiotic treatment has been started.

Roseola: must be fever-free for 24 hours.

Rubella: after five days are rash appears.

Scabies: until 24 hours after treatment begins.

Streptococcal Scarlet Fever: 15 MINUTE TEST WILL NOT BE ALLOWED. A 24-hour test is mandatory through the school, the child must be on an antibiotic for 24 hours and be fever-free before returning.

Illnesses and Exclusion Cont.

Cytomegalovirus: no exclusion necessary.

Fifth Disease: no exclusion necessary.

RSV – fever-free for 24 hours and breathing normally.

Parents are encouraged to secure backup care for the time their child is not allowed at the school because of illness. You are still responsible for paying your regular childcare fees if your child is absent because of illness. If there is an epidemic, such as the flu or other illness that is becoming hard to manage with staff and children, Little Newtons has the right to close for up to one day for cleaning or recuperation when we do not have enough staff to handle normal operation for the childcare.

Medical Records

Prior to your child's/children's first day, you will provide the school with all necessary state licensing/ medical/school documents/forms to complete your child's/children's in-school file. If your child's/ children's file is not complete/approved by school management, your child/children won't start in the school. On an ongoing basis, it is your responsibility to keep your child's/children's file 100% up to date and understand that your child/children will not attend without an approved file by school management.

From infant to toddler and toddler to preschool:

- Minnesota: New Health Care Summaries and Immunization records are required–We will drop the rate to the next age group when the child has met the age required (i.e., 16 months for toddlers and 33 months for preschool) and the forms are received.
- Illinois: A Medical Exam Form is required at enrollment and every 2 years. Additionally, we are required to receive a copy of the student's birth certificate.
- Wisconsin: Health history and immunization information is due at enrollment. Documentation of each student's most recent physical examination must be received in accordance with the following schedule.
    - Each child under 2 years of age shall have an initial health examination not more than 6 months prior to or no more than 3 months after being admitted to the school, and a follow-up examination at least once every 6 months thereafter.
    - Each child who is at least 2 years of age shall have an initial health examination not more than 6 months prior to or no more than 3 months after being admitted to a school, and a follow-up health examination at least once every 2 years thereafter.
    - Children 5 years of age and older are not required to have a health exam.
    - Health examination reports shall be made on an electronic printout from a licensed physician, physician assistant, or other EPSDT provider or on a form provided by the department that is signed and dated by a licensed physician, physician assistant, or other EPSDT provider.

Medications

For us to administer medicine safely and healthily to your child, we require that all medications be labeled with first and last name, dated, in the original packaging, and prescribed by a licensed physician. All over-the-counter medications will be administered only by following the labeled instructions A “medication authorization form,” that we provide on Kindertales, must be filled out by the parent every day your child has to be administered medicine while at the school.

Sunscreen and Insect Repellant

When you bring sunscreen or insect repellant to the school for your child, you will be asked to complete a “Permission to Administer/Apply” Form. Childcare licensing requires that these items must have current expiration dates and, in the case of a prescription, have been prescribed to the student in question.

The label must include the following information:

- Expiration Date.
- Student’s Name.
- Specific directions for dosages/applications and times to be given or applied.

Sunscreen and insect repellants must be administered according to label directions, including obtaining instructions from your doctor if your child falls into an age range for which the label states to ‘consult a physician. Your child’s teacher can help guide you in the proper procedures for this.

The school has HVAC and keeps all doors always closed. Whenever outside or at the playground all children are kept away from food, garbage, and flowers and are required to wear shoes. Parents may provide an insect repellent. It will be applied using the manufacturer’s instructions with parents’ written permission.

Note: Sunscreens and insect repellants are stored in labeled storage areas that are locked. It is unsafe to leave them in your child's cubby, backpack, or diaper bag. Please ask for assistance from the childcare staff for proper storage of these items. If items are out of date or abandoned, we will dispose of them accordingly.

Health Records and Immunization

The Center for Disease Control (CDC) has vaccination guidelines for young children that we strongly recommend that parents follow. We file and keep track of all immunizations of each student at the school as required by State Law. An immunization record is required on your child’s first day of attendance.

Public Health Nurse

We have a Public Health Nurse once a month at the school. She assesses all health procedures and is available for any questions you may have regarding your child’s health. Please let the Executive Director know if you have any specific health questions and she will contact the nurse for your family.

YOUR CHILD'S SAFETY AND SECURITY

Confidentiality and Children's Records

Within Little Newtons, confidential and sensitive information will only be shared with Team Members who have a "need to know," to care for your child most appropriately and safely. Confidential and sensitive information about faculty, other parents, and/or children will not be shared with parents, as Little Newtons strives to protect everyone's right to privacy. Confidential information includes, but is not limited to:

1. Names
2. Addresses
3. Phone Numbers
4. Enrollment status of a child or presence at the facility
5. Disability Information
6. Financial Information
7. Health-related information

When confidential and sensitive information regarding a child is requested by a party outside of Little Newtons, that information will only be shared when the parent of the child has given express written consent, or as required by law. Occasionally, records may need to be viewed by a regulatory, legal, or accreditation agency. Information concerning your child will not be released, whether orally or written to any individual without the written permission of the parent/guardian, unless such disclosure is mandated by licensing rules, other statutes, or by a court of law. While at Little Newtons, you may observe children who are disabled or who exhibit behavior that may appear inappropriate (i.e., Biting, hitting, or spitting.) You may be curious or concerned about the other child. **Our Confidentiality Policy protects every child's privacy. Team Members of Little Newtons are strictly prohibited from discussing anything about another child with you.** Child/Family information is stored in the director's office and is only accessible by the child's teacher, management, and state officials when applicable. Child information/assessments are used to set individual goals to help teachers plan appropriately.

Mandated Reporting Requirements

It's our mission to ensure all children in our schools are safe and well cared for — not only while they are at our school, but always. The law requires everyone who works directly with children to report suspicions or evidence of child neglect or abuse to individual state childcare licensing agencies or law enforcement agencies.

As mandated reporters, our staff cannot be held liable for reports made to any agency, per State law, which was determined to be unfounded, provided the report, and was made in "good faith."

Mandated Reporting Requirements Cont.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

1. Unusual bruising, marks, or cuts on the child's body.
2. Severe verbal reprimands.
3. Improper clothing relating to size, cleanliness, season.
4. Transporting a child without the proper child restraints (e.g., car seats, seat belts, etc.)
5. Dropping off or picking up a child while under the influence of illegal drugs or alcohol.
6. Leaving a child unattended for any amount of time.
7. Leaving a child unattended in a car.
8. Failure to attend to the special needs of a disabled child.
9. Sending a sick child to school overmedicated to hide symptoms, which typically would require the child to be kept at home until symptoms subside.
10. Children who exhibit behavior consistent with an abusive situation.

Those who fail to report according to individual state childcare licensing regulations can be held accountable under the law. The law prohibits interference with an individual's attempt to report child abuse or neglect. If you're interested in the mandatory reporting requirements of your state, please ask your Executive Director for more information.

Missing Child

In case of a missing child, we will notify all staff members, the Police Department, and the parents of the student immediately. Everyone will be searching for the child.

Cameras/Recording

Our schools have cameras in all our classrooms, offices, and some hallways. We do use this recording for quality assurance as well as for ensuring that our children/staff are safe. For example, in the event of an injury, we could review the tapes to see how a child got injured. The recordings are not public and are not released to anyone outside of our Company but to a governing official (due to the privacy of other children).

Use of Children's Photos

We may take photos and/or videos of children from time to time. These images may be used in children's portfolios, hung on walls within the school, used in the school's newsletter, used in our social media posts, etc. The school may also use the photos and/or videos in our marketing materials. If you choose to not have your child's picture taken, please let the Executive Director know.

First Aid and CPR

Our staff maintains current certifications in First Aid and CPR.

Emergency Drills

Emergency Drills, which include Fire, Tornado, and Lock Down are practiced and completed in preparation for an emergency. Each School has site-specific information for its Emergency Plan that includes where to go for evacuation, their routes for fire, and where the “Shelter in place” areas are (Tornados), Nuclear evacuation, etc.

All Schools adhere to the following information:

- Shelter-in-place guidelines.
- Fire Drills monthly.
- Lockdown Drills bi-monthly.

Equipment & Supplies

We conduct daily maintenance checks on all equipment and supplies for safety purposes. Cribs are inspected once a month and logged.

Pets

At present, we do not have any pets. However, if in the future we would consider a school pet, we will notify all parents and check all our records for any allergies and/or medical conditions. We always keep safety in mind, always.

Signing In & Out

Kindertales logs each student to their respective classroom. Please make sure to swipe your card upon entering the building and as a safety mandate, please don’t allow people in the building without their fob. We have the fob system with our doors locked to ensure those who enter our building are secure. If you have misplaced your fob, please let our directors know so they can deactivate your fob and issue you a new one! We do have a 7.00 charge for fobs outside of the 2 issued at enrollment.

Picking Up a Child

None of the students will be released to anyone who appears to be intoxicated. Any adults (other than the parents) picking up a student are required to show a valid State ID and will have to be on the list of authorized adults submitted by the parents that we keep on file.

Transportation

We do not provide transportation of any kind to the students attending the school. Parents are asked to park their cars in the parking lot and walk their children into the building each day. Please follow these rules as they are mandated by the Cities we do business in. Please be aware some of our parking lots are a one-way traffic flow. It is for the safety of our students. Please drive slowly and be aware of your surroundings!

Playground Safety

We do not take children on field trips outside of our school, except during the summer camp. We also occasionally bring in special guests to give children exciting opportunities. Many new things are learned every day by children just by playing, and they do plenty of that inside. They also need an outdoor play area to breathe fresh air, jump, run, and enjoy the seasons. Our playground area is located right in our backyard. Despite all the large muscle equipment, children can run, roll, and do various other outdoor activities. The surface material is wood chips and is maintained as needed. The children are educated on the safe use of playground equipment. Staff members position themselves so they can supervise the children in all areas of the playground while always respecting the staff/child ratio. We also ask that you provide us with appropriate clothing dependent upon the weather, as well as sunscreen (required waiver).

OPERATIONAL PROCEDURES

Drop off and Pick Up

To ensure each student's safety and to encourage daily communication between families and staff. Parents/guardians must accompany each child into the classroom and confirm that their child is under adult supervision before leaving the premises. Families are required to re-enter the school when picking up children at the end of the day.

Please note students must always be under direct adult supervision while on the premises and parents or guardians are responsible for students once they are checked out. Students will be released only to parents, legal guardians, or persons whose names are listed on the Child Release form. Authorized persons picking up children by guardian request will be required to show a photo ID. For the safety and trust of the students in our care, we will not release children to a person they do not know. On occasion, you may wish to allow friends, coworkers, or family to visit your child(ren) at the school. The names of those permitted to visit must be specified in writing. All visitors will be asked to present a photo ID and sign the Visitor's Log.

Release of a Child to Others

We will only release your child to someone, other than yourself when you have properly authorized us to do so. This may be done at the time of enrollment in your Enrollment Application & Agreement form, where you may list persons who may pick up your child at any time. This may also be done later by completing our "Authorization to Release Child" form. In issuing an authorization form, please be certain that it is delivered to our receptionist or the Executive Director.

In rare emergencies, you may give us your signed authorization by email, with the notation "by email" and the signature of the staff member who received the email. We will confirm by comparing the parent's signature appearing in our records.

In all cases in which you authorize the release of your child to a person who has not picked up your child before, and whom we do not know, we will ask the person for appropriate identification.

Unauthorized Child Pick-Up

If an unauthorized person attempts to pick up a child, the child will be moved to a safe location. We will then contact the custodial parent. The police will also be contacted.

Babysitting

We discourage staff members from providing private childcare or babysitting services on their own time. If a staff member does provide babysitting services, the staff member is acting in his or her capacity. We will not be responsible for the performance of babysitting services by members of our staff, including transportation of your child(ren). If you recruit a team member from our school who leaves our school for your personal use, you will be liable for the school's cost of hiring and training the team member(s). In addition, you will be liable for the team members' six month fulltime wage.

Closures Due to Severe Weather

Little Newtons will make every effort possible to be open during inclement weather days; however, safety for your child and our staff members will be the prime consideration for closing the school. If there is any question about whether the school will be open, we will communicate through Kindertales/email. Information concerning cancellation, or a delayed opening, will be sent first thing in the morning. In the case of a severe mid-day storm, please refrain from calling the school. We will call you if your child needs to be picked up, before closing. The program administration takes into consideration the affect on all families. We take every precaution necessary to protect the children and the staff. School closings will be based on the determination of threats to the safety of children and the staff. Full tuition is charged if the school is closed due to bad weather, power outages, or other emergencies that may impact our ability to provide care.

In excessively hot weather, students will be provided with adequate water supplies and during outdoor play will remain in shaded areas for the majority of their playtime. During severe weather, students will remain inside for an alternative gross motor activity period.

Holiday Closures

We are closed on the following Holidays:

- Memorial Day
- Juneteenth
- 4th of July
- Labor Day
- Indigenous People Day
- Thanksgiving Day
- The Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day

If the holiday follows on a weekend, we will be closed the business day closest to the holiday. For example: If the 4th of July is on a Saturday—we would be closed on Friday. If it is on a Sunday—we would be closed on Monday. Please see the published yearly calendar for specific dates.

Grievances

During your child's attendance, there may arise a problem the parent feels should be corrected. The parent can first bring the problem to the teacher. If the problem is not resolved to the parent's satisfaction, the problem is to be presented to the Executive Director.

Children Not Picked Up at the End of the Day

A Late Pick-Up Fee of $35 will be charged for each child, 1 minutes after the school is closed, and an additional $20 for each 15-minute increment, or portion thereof, until the child is picked up from the school. Legal authorities including local police and child protective services will be contacted for a child or children that are left at the school more than 30 minutes after the closing time of the school if there has not been contact established with the parents/guardians and all emergency contacts of the child(ren) have been exhausted.

Lost and Found

All items turned in to the Lost and Found will be held for 30 days. If not claimed, they will be discarded or donated to a charitable organization.

YOUR ENROLLMENT INFORMATION

Registration and Enrollment

Initial and continued enrollment will be at the discretion of Little Newtons based upon, among other factors, the best interest of the child, the expectation that he or she will benefit from the program, the welfare of the other enrolled children, and the best interest of Little Newtons. Little Newtons reserves the right to dismiss any student, for any reason deemed necessary, at the sole discretion of Little Newtons.

Documentation Requirements

Little Newtons requires specific documentation to be provided for each child before the first day of classroom attendance. This documentation may include, but is not limited to, the following:

- Enrollment Application and Agreement
- Tuition Rate Agreement
- Current Certificate of Immunization
- Current Photograph of your child and one of the family including the child
- Appropriate documents, such as legal custodial documents, shall be attached if a parent is NOT ALLOWED to pick up the child.

Methods of Payment

Our preferred method of payment is automatic withdrawal through our app, Kindertales, which is supported by Stripe. We accept credit cards albeit with a 3% surcharge convenience fee. There is no convenience fee surcharge with the automatic withdrawal method of payment.

Tuition Increases

Due to our increasing costs outside of our control, we raise our rates annually in the fall. Under unusual circumstances, we may need to increase the rates outside of our annual increase if we encounter a large cost unexpected and out of our control. We offer a 30-day notice for across-the-board rate increases.

Late Payments

If a family has a balance overdue on their account, services will be suspended until the balance is paid in full.

NSF Payment

The school will charge a $30.00 fee for any payment that is returned NSF. By consideration of the school, enrollment may be ended if frequent NSF payments are presented.

Multiple Child Discount

We provide a 10 percent discount for the older sibling.

Sick Days

To maintain the high quality of teachers and educational services provided to children at the school, we must maintain our daily costs. Full tuition will be charged even if your child does not attend every weekday – a week being defined as Monday through Friday.

Termination of Care

A 30-day (4 week) written notice must be given to the Executive Director when parents wish to terminate care. There will be no refund of your enrollment fee and you still must pay 30-days (4 weeks) of childcare fees no matter what your reason is or if your child(ren) attends or not. We cannot prorate or charge for partial days for the 30-day notice (4 weeks). The child's family will pay any legal fees incurred while enforcing this contract.

Tax Statements

Little Newtons will provide annual statements to Families to support tax filings made available on Kindertales by logging in to the application. If unable to access, please contact your Executive Director.

FAMILY HANDBOOK ACKNOWLEDGMENT

I (we) have received the Little Newtons' Family Handbook and applicable information specific to school and state policies. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures of the Little Newtons' Family Handbook. In addition, I understand that this handbook reflects Company-wide policies and that supplemental school and state-specific policies may apply. By signing below, I acknowledge receipt of these materials and agree to abide by them.

I understand that it is my responsibility to address any questions I may have regarding the policies procedures and information contained in the Little Newtons' Family Handbook directly with school management. Information contained in this handbook may be subject to change.

I have read, understand, and accept the conditions noted above.

Parent or Legal Guardian Name (Please Print) _____

Parent or Legal Guardian Signature_____

Date_____