

Little Readers Family Handbook & Contract



Please review each page and initial at the bottom,
as well as completing contract page.

About Ms. Emily

In 2017 I decided to quit my office job and open a home daycare. I have always loved working with children and sharing a love of reading with them hence Little Readers was born. I enjoy books, movies, traveling, history, board games, and spending time with friends and family. I started family childcare in Elk River, MN and relocated to Ely in 2022 to be near family. I continuously take additional training to improve my program and completed my BA in Child Development in August 2022. I currently use 1-2-3Learn curriculum and DRDP assessments with the children. It is my joy to spend time with children and nurture their growth and development. Family childcare is a unique and special loving home environment for their children to grow, socialize and learn in. The continuity of care is a huge benefit for children as they have me as a sole provider from birth to kindergarten. The other major benefit of family childcare is mixed age learning because older children learn to be teachers and leaders while the younger children play at a more complex level because of their older peers. I believe strongly in the benefits of a family childcare program and the research supports play-based learning, time outdoors, and physical activities that prepare children for success in school!



Rates



Ages 6 Weeks to 2 years	\$200/week
Age 2+	\$165/week
Part Time/Drop-In Care	\$50/day
Before/After School	\$90/week

Payments



Payment is due for the following week of care on Fridays by 12 p.m.

Invoices will be sent through Brightwheel each week and can either be set up to autopay or manual payments. **Late fees of \$25/day will apply after 12 p.m. Fridays.** Three or more late payments are grounds for termination.

Please initial that you have reviewed these policies _____

Enrollment Deposit



There is a two-week enrollment deposit required to enroll. This will be applied to the last two weeks of care when giving notice and is non-refundable. I also reserve the right to charge a weekly holding fee to hold an open spot longer than two weeks.

Licensing

I'm licensed by the MN Department of Human Services to provide family childcare in my home. I have a Class C2 license, so I can care for 12 children, with no more than 10 children under school age, of these 10 children, a combined total of no more than 2 children shall be infants and toddlers. Of these 2 children, no more than 1 child shall be an infant. I meet the safety, training, and child development requirements as required by Minnesota Rule 9502.0315 - 9502.0445 A copy may be found at



<https://www.stlouiscountymn.gov/Portals/0/Library/Dept/Public%20Health%20and%20Human%20Services/Divisions/CFS/ChildCare/Minnesota%20Rules%20Regarding%20Child%20Care.pdf?ver=2019-11-15-113831-717>

or a printed copy is available upon request. Your children are important to me and I want to work in partnership with you, so this written policy is my way of being clear with you about what you can expect from me and what I need from you.

Hours of Operation Monday-Friday 7:00 a.m. – 4:30 p.m.



Please ensure your child is here by 8:30 a.m. each day unless you've made prior arrangements that have been approved. We do activities and trips and need everyone here to be able to start our day! *Pick-ups before 3 p.m. should be rare and require prior approval, outside of emergencies. Mid-day pick-ups are hard on our routine and impact everyone's rest time.* **Please provide at least 24-hour notice for any schedule change requests.**

Supplies Needed at Daycare

Parents are responsible for supplying the following items: diapers/pull-ups, two changes of clothes, sweatshirt, swimsuit(summertime), shoes, pacifier (under 2 only), medications and/or specialty items. **No jewelry or hair clips, toys or other items from home for safety reasons. Daycare supplies stay at daycare to minimize back and forth each day. Please make sure clothes and shoes fit appropriately, are easy on and off and weather appropriate for the day.** We do get dirty and have fun, so I don't recommend any special clothing items!

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Meals & Food

Breakfast, lunch and afternoon snack will be served at roughly 7:30 a.m., 11:30 a.m., and 3:30 p.m. **Please have your child here by 8:00 a.m. at the latest if they need breakfast for the day!** All meals provided will be nutritious and balanced appropriate to their age.

I prefer no outside food unless there are special dietary requirements. All food brought from home must be labeled and approved. **If your child eats prior to drop-off, please make sure they are cleaned up and do not bring food into the house.**

Rest

Sleep is very important for children. All children will be required to rest between 12:30 pm and 2:30 pm. I will not wake your child before 3:00 pm per requests. I believe this causes sleeplessness at night and moodiness as well. If a child sleeps, they need it and they will wake up when their body is done resting.

Safety & Sanitation

We hold monthly fire and storm drills to teach the children how to deal with emergencies. My home meets the State's requirements for safety and sanitation. I am CPR certified and have had First Aid training. All children have their own bedding for naps and their own drinking cups. I change diapers in the way specified in the Daycare Licensing Rule and do my best to minimize the spread of illness by using good basic sanitation procedures. **I ask that items not be brought back and forth to daycare to minimize germs and clutter.**

Drugs/Alcohol

I will not abuse any prescription drugs or alcohol during business hours that would prevent me from giving your child quality care. If you come to pick up your child under the influence, I will express my concern and suggest an alternative pick up, and if you choose to leave intoxicated, I will immediately have to notify the authorities.

Sick Child Policy

It is important that children with contagious illnesses stay home and get extra TLC. If your child is too sick to participate in activities for the day, then they should be home resting. If a child becomes ill while in my care you will be required to pick up your child within 1 hour of my phone call.

I will require you to pick up if your child is vomiting, having unexplained loose stools or rashes, or a temperature over 100.4. **The child may not return until he/she is vomiting, medication and fever free for 24 hours.** *I will not administer fever medication unless you are on your way to pick up your child since they need to be fever free without medication to return to daycare.* If you are unsure about bringing your child, call/text me first (any time day or night). **If you have multiple children in my care and one of them is sick, I**

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require they both stay home until one or both are no longer contagious. If a child has a cough or excessive runny nose, I will require them to wear a child face mask to limit spread of germs or send home. The reason childcare programs have so much illness go through is because children are often brought when they are sick. Staying home when ill, washing hands, teaching children to keep toys and hands out of their mouths and teaching them to use tissues and catch their coughs are some of the best ways we can minimize the spread of illness.

Please call me or let me know if your child is diagnosed with any contagious diseases so I can inform other parents. Your child's name will not be disclosed to other families. I am required to notify the authorized agent or Minnesota Department of Health of any suspected case of reportable disease specified in Rule 4605.7040. **Please contact me and inform me if your child will be absent for the day or if there are any changes to your contracted drop off/pick up times.**

Records

I am required to have certain written information and permissions from you in order to care for your child. I'll provide you with the appropriate forms; please return them to me promptly and update the information whenever changes occur. Information about your family is kept private, except for the reporting I must do to my county licenser. I am also required by Minnesota law to report any suspected cases of child abuse or neglect to Social Services.

Insurance

I do carry liability insurance for Little Readers Childcare.

Smoking

There is no smoking on my property at any time. Thank you for respecting the health of the children in my care. I also have an extreme asthma reaction to smoke smell, if you have recently been smoking or around smoke, I ask that you wait outside, and I will be happy to get your child ready to meet you at the door.

Termination of Care

I will make every attempt to provide at least two weeks' notice in the event that I can no longer care for your child, I ask that you provide the same notice when leaving. Full payment will be required for those two weeks even if you decide not to continue care for the duration. I reserve the right to terminate any child from my care at any time due to incompatibility.

Nondiscrimination

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

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Transportation

I have car seat training required for transportation. I require permission for transport so we can do field trips and activities. We also go off site for walks in the neighborhood, parks, and library. I do carry emergency information with us as well as a first aid kit and my cell phone. If outside normal pick up or drop off times please be aware of this and let me know so we can be home or you can meet us!

Pets

I have two cats named Ruby and Simon. They are current on all vaccinations.

Communication & Grievances

I ask that my families have open and honest relationships with me and discuss any concerns with me first. Feel free to call, email or arrange a time to talk outside of the busy drop off & pick up times. I will make every possible attempt to resolve any problems.

The best way to reach me is text message. I'm more than happy to talk in person or on the phone, but a lot of times I will text in order to have it on record to go back to. I will also be taking advantage of Brightwheel for messaging and updates, so please be sure you check your notifications there as well. **If you receive a message from me, please acknowledge you received it, even with a simple ok.** With all the technology today it's important to verify that my messages are going through. I will also be sure to acknowledge messages you send me as quickly as possible.

Outside of emergencies, please respect my time off and refrain from messaging me about daycare during vacation, as well as before 6 a.m. or after 9 p.m. If you want to share some cute picture, video or family news with me outside of business that is perfectly okay, but if it's questions about care or business-related items, please be aware I may not respond until the next business day.

Any questions or concerns about me or my program we are unable to resolve please reach out to St. Louis County Licensing at 218-726-2064, or my assigned licenser Kevin Feldt at 218-471-7179 or feldtk@stlouiscountymn.gov.

Brightwheel

I use Brightwheel for billing purposes to keep track of invoices as well as communications, logging information about our day, and child observations for assessment purposes.

Parents will receive an invitation to create an account linked to their child upon enrollment. All invoicing will be done through Brightwheel, as well as messaging, attendance, meal tracking, etc. I require parents to check their child in/out through Brightwheel upon arrival and pick up. Brightwheel has many great features and is always working to add features. If you have any suggestions for things you would like to see on the app feel free to let me know, and if it's not currently available they are always taking new ideas into consideration.

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My one caveat regarding this communication tool is that every moment I spend logging information on my phone or sharing information with parents throughout the day is time spent not with the children. I think it's a fabulous tool and I will use it to the best of my ability to share what is going on in our day here, but my first priority is the children and making sure they are heard, loved, and cared for, not sharing updates. It is great to see what your children are busy doing each day but I'm only one person and the children always come first.

Declared Emergency/Pandemic Policy

In the event of a declared emergency or pandemic that requires Little Readers to shut down per licensing, city, or state guidelines families will be required to pay a half rate weekly tuition to hold their spot in childcare. I will make every effort to work with families in each unique situation, but this policy is to ensure there will be a childcare space to return to when Little Readers is granted clearance to reopen.

Vacations, Holidays, Sick Time, & Closures

Holidays- I will be closed Memorial Day, July 4th, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day December 24th through New Years Day January 1st. If a holiday falls on a Saturday I will be taking the Friday before as my holiday, and if a holiday falls on a Sunday I will be taking the Monday after as my holiday instead. I will receive full payment for these days.

PTO & Sick Days- I allow myself up to 14 paid time off days for the year for vacation, professional days and bereavement as well as 3 designated sick days. Any time outside of these days will be taken as unpaid.

Closures- I will make every effort to give at least a month's notice of any closures with the exception of emergencies or illnesses.

Immunization Policy

I keep required vaccination information on each child. I believe vaccines are a highly personal medical choice and that it is up to each parent to decide what is best for their child. I do not discriminate against those families that may be unvaccinated or on a modified vaccination schedule. I of course work to keep all children and families protected and expect everyone to follow illness policies and have open communication.

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Little Readers Contract

This contract is between parent(s)

and provider

Emily Chase

for the care of

Childcare will be provided during the following contracted days and times:

Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____

Parent will pay _____ week/day (circle) and is due the Friday at noon the week prior to care. **Late fees of \$25/day will be applied after noon on Fridays.** *Continual late payments, or 3 consecutive late payments are grounds for termination of contract.* Parents who fail to pick up their child on time will pay a \$15 late fee for every 15 minutes late. *Continual late pick up is also grounds for termination.*

Provider will be closed the following holidays: Memorial Day, July 4th, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve Day December 24th through New Year's Day January 1st. Parent will be responsible to pay for these days.

Provider will take up to 14 days paid PTO, to include vacation days, professional development days, and bereavement, as well as 3 sick days annually. Parent will be responsible to pay for these days. Any additional closures beyond this will be unpaid.

Parent must pay for childcare regardless of attendance.

The contract may be terminated by the parent by giving a two-week written notice. The provider may terminate the contract at will (without notice).

By signing this contract, the parent(s) agrees to follow all the provider's written policies. A copy of the handbook with policies has been given to the parent(s).

Parent Signature_____ Date:_____

Parent Signature_____ Date:_____

Provider Signature_____ Date:_____