



PARENT HANDBOOK

Revised 11.21.2025

Appendix

1. Welcome
2. Mission
3. Tuition
 - a. Rates
 - b. Payment
 - c. Adjustments
4. Fees
 - a. Registration Fee
 - b. Infant Security Deposit
 - c. Late Pick Up Fees
 - d. NSF Fees
 - e. Damages
 - f. Fire Pull-Down
5. About our Center
 - a. Classrooms
 - b. Items Needed
 - c. Schedules
 - d. Calendars
 - e. Non-Discrimination Statement
6. Policies & Procedures
 - a. Hours of Operation
 - b. Employee Training Days
 - c. Holidays
 - d. Weather Related Closings
 - e. Vacations
 - f. Monthly Calendars
 - g. Visitation
 - h. Communication
 - i. Personal Belongings
 - j. Authorized Pick Up
 - k. Child Custody
 - l. Health & Safety Practices
 - m. Health & Fire Inspections
 - n. Immunizations | Health Forms
 - o. Enrollment of Special Needs Children
 - p. Care Plans
 - q. Illness | Exclusions
 - r. Procedure for Excluding a Child
 - s. Medications
 - t. Sunscreen Permissions & Precautions
 - u. Bite Policy
 - v. Accident | Injury
 - w. Breastfeeding Policy
 - x. Transportation Policy
 - y. Water Activity Policy
 - z. Withdrawal
 - aa. Discipline
 - bb. Mandated Reporting
 - cc. Hiring Policy
 - dd. Grievance
 - ee. Correction Orders
 - ff. Non-Disparagement Clause
 - gg. Additional Terms & Conditions

Welcome to Little Miracles Learning Center!

We would like to thank you for choosing Little Miracles Learning Center and assure you that we have a commitment to all parents and children enrolled in our center. Children learn best in a nurturing, play based environment that fosters self-confidence, trust, creativity, autonomy and acceptance of individual differences. Our mission is to provide a safe and affordable educational experience for children by establishing positive personal interaction, nurturing each child's growth and education.

3. Enrollment

State Mandated Forms needed:

Child Information Sheet,

Parent's Statement on Health of Child,

Immunization Record,

And a copy of birth certificate.

Little Miracles also requires a Parent Contract page, Infant Safe Sleep form(if applicable), Child Emergency Information sheet, and a Water Activity Permission form.

4. Tuition Rates

Weekly Tuition Rates:

- 6 weeks thru 24 months - \$250/week
- 2 years - \$235/week
- 3 years - \$220/week
- 4 & 5 years - \$205/week
- School Age: Before/After School - \$100/week
- School Age: Non-School Day - \$20/additional/day
- School Age: Summer Program - \$190/week

Your child's tuition decreases from their current tuition rate to the next rate the following month past the child's birthday.

- E.g. Jane turns 3 on January 15th. The new rate will begin on February 1st.

Tuition Payment

At the time of enrollment, you must pay the first week's tuition. This is not a deposit and is non-refundable. This takes care of your first week's tuition.

If you enroll your child at Little Miracles Learning Center and then decide not to bring your child, you will forfeit the Registration Fee, Infant Security Deposit, and first week's tuition.

All payments for care are due in advance, beginning on the first day of enrollment. Payments are due on Fridays. A billing calendar will be available yearly. Parents will choose which payment plan is preferred at the time of enrollment:

- 2 Week Cycle
- 4 Week Cycle

Tuition Adjustments

Little Miracles will do Semi-Annual tuition adjustments in January & July of each year. This is due to the volatility of the economy, supplies, etc. Little Miracles may make tuition adjustments at any time, if the Admin Team deems it necessary. Families will be notified of the adjustments at least 1 month prior.

4. Fees

- Registration Fee
 - A non-refundable, one time family registration fee & intent contract will be collected at the time of registration. This is to secure your spot with the intent of enrolling. After one year, if you have not enrolled your child, your registration fee will expire.
 - Single Child Family Registration Fee \$100
 - Multi-Child Family Registration Fee \$150
- Infant Security Fee
 - A \$200 security fee is due upon registration of your infant. This is a non-refundable fee to secure your child's spot.
 - If multiple children (twins or triplets) start on the same start date, only one security fee is required.
 - If adding a sibling at a later date, an additional security fee will be collected. After one year, if you have not enrolled your child, your security fee will expire.
- NSF Fees & ACH Returns
 - There will be a \$50 fee for NSF checks.
 - There will be a \$50 fee for ACH Returns.
- A late fee of \$10 per day will be added if a tuition payment is not received by the beginning of the business day on Monday (or the beginning of the business day on Tuesday if the center is not open on Monday). If payment is one week or more past due, care may be discontinued at the discretion of Little Miracles until payment, including late fee, is paid in full.

- Any damages over \$10.00 done to the property, this includes the building or the objects in it, the playground or the objects in the playground, will be reimbursed by the parent unless it is deemed an accident by the Little Miracles Admin Team.
- Weather Related Closings & Late Pick Ups
 - In the event Little Miracles closes early due to inclement weather, it is the responsibility of the parents to pick up within 1 hour of Little Miracles announcing early closure. Failure to pick up within 1 hour will result in an additional fee of \$50.
- Late Pick-Up Fees

We ask that if it is within your power, that you please respect the time of our staff and pick up your child by 6:00 PM. We understand that unknown circumstances can happen. If you are going to be late we ask that you call (or message via Procare) and let the center know immediately.

Also note the following:

 - Your child(ren) may only be in care for a **maximum** of **10 hours per day**.
 - Picking up a child past the 10 hour daily limit, will result in an additional fee of \$5/minute, after 10 minutes it will be \$10/minute.
 - Parents are responsible for planning their drop off and pick up times accordingly.
 - Picking up a child past hours of operation (6PM) will result in an additional fee of \$10/minute.
 - Little Miracles will try to contact parents to see why parent(s) are late. With no response from parents, after 20 minutes proper authorities will be contacted.
 - Parents will be asked to sign a form each time you are late, agreeing to the time the child was picked up & the fee that will be added to their account.
 - If habitual late pick-ups occur, Little Miracles may terminate care and the contract immediately.
- As written above, fees are payable in advance. However, if Little Miracles must resort to measure to collect on your overdue account by way of collection agency or any other legal action, parents will be responsible for not only the account balance, but the costs incurred by Little Miracles for such action, including attorney fees, plus 15% interest of any outstanding balance.

5. About our Center

Little Miracles is divided into 5 different classrooms:

- Infant Room
 - 6 weeks - 12 months
 - Adjusting to daycare, introduced to baby foods and transition to table foods, bottles transition to sippy cups.
 - Learn to start babbling, roll over, sit, crawl, pull themselves up, learn to walk, practicing sign language, and mimicking words.
 - Each child will have their own pack-n-play to sleep in. Each pack-n-play will be sanitized daily, and washed weekly, or more if needed.
 - By the time children move to the next room, they are able to feed themselves on complete table food, transitioning to/on whole milk in 360 sippy cups.
- Early Toddler Room
 - 12 - 24 months
 - No bottles. Learning to sit at the table and being introduced to use 360 sippy cups/utensils.
 - Continue learning sign language and practicing new words along with singing songs.
 - Children sleep on cots. Each cot is wiped down & sanitized daily, or more if needed.
 - By the time children move to the next room, they are using regular cups, utensils, have begun potty training or are fully potty trained, and are learning to do more tasks independently.
- Toddler Room
 - 2 years
 - Continue learning to sit at the table and use cups/utensils independently.
 - Introduced to calendar time, learning colors, shapes, introducing more numbers and letters, continue sign language while practicing new words along with singing songs.
 - Children practice learning more independence by clearing their plates after meal times, taking shoes off/putting on by themselves, putting their jackets on by themselves.
 - Children sleep on cots. Each cot is sanitized daily, or more if needed.
 - Potty training has begun.
 - By the time children move to the next room, they are identifying colors, singing along with action songs, able to sit at table while using regular cups and utensils, have begun potty training or are fully potty trained, and continue to do more tasks independently.
- Early Preschool Room

3 years

- Learning to hold writing utensils correctly and to do scissor/glue skills independently, learning to do tasks independently with little help. Learning to spell their names, identify shapes, colors, some letters and numbers.
- Continue potty training, if not fully potty trained already.
- Children sleep on cots. Each cot is sanitized daily, or more if needed.
- By the time children move to the next room, they are able to spell their name, identify shapes, colors, some letters and numbers, are fully potty trained and can do tasks independently with little to no help.

4 years

- Continue learning to hold writing utensils correctly and to do scissor/glue skills independently, know how to spell their names, able to do tasks independently. Spend time daily on writing, reading, math, and science activities as well as developing social skills.
- Children take shorter naps or do not take naps and have a “quiet rest time” to read quietly and/or rest their bodies.

- School Age Room

5 years +

- Can complete daily tasks independently.
- Spend time daily on writing, reading, math, and science activities as well as developing social skills.
- Children do not take naps. Instead have a “quiet rest time” to read quietly or rest their bodies.

Children will transition to the next room when they are at the minimum age or when they show they are ready to transition. Each child transitions differently; we will go on a case-by-case basis.

Items Needed for your Child:

Please bring the following for your child, according to their age. All items must be clearly labeled with the child's first & last name.

- All blankets, nap mats, and water bottles are sent home weekly to be washed, sanitized, and returned the following week.
- All baby bottles are sent home daily to be washed, sanitized, and returned the following day.

Please bring a backpack for your child to hang on their hook for storing items.

Infant Room

6 weeks - 12 months :

- Backpack for hallway hook
 - Nap items, extra clothes, etc. will be stored in this backpack.
- Diapers
- Wipes
- Diaper cream
- 2-3 complete changes of clothing (season appropriate) in a ziplock bag
 - These will be kept in your child's backpack
- Pacifier, *if used*
 - NO pacifiers with clips or stuffed animals attached allowed.
- (Optional) Bottle bag
 - A small bottle bag to put rinsed bottles in, to go home each night.
- Bottles
 - Must be labeled with the child's first & last name.
 - Please bring in enough bottles for each day. Bottles will be sent home each night to be washed, sanitized, & returned the following day.
- Formula or Breastmilk
 - Must be labeled with the child's first & last name and the date.
 - We can store a formula container in the cupboard.
 - We can only store enough breastmilk for 1 week at a time. (this includes freezer & fridge storage space).
 - We will notify parents via Procure when low on formula or breastmilk.
- Baby food for the first year
 - Please only provide baby foods you have already tried at home with your child to prevent allergic reactions.
 - Little Miracles will provide food when transitioned to whole foods & meal times.
 - Infant Food Menu form must be filled out - ONLY foods highlighted on this list will be offered.
- Sleep Sack or Blanket
 - Your child may have a sleep sack and/or one thin blanket for naps, if you wish.
 - Infant Safe Sleep Form must be filled out if under 12 months of age.
- Sunscreen & Insect Repellent, *when child is old enough*

Early Toddler Room

12 - 24 months :

- Backpack for hallway hook
 - Nap items, extra clothes, etc. will be stored in this backpack.

- Diapers / Pull-ups
- Wipes
- Diaper cream
- At least two complete changes of clothing (season appropriate)
 - If potty training, an extra pair of shoes (season appropriate)
- Blanket or a Nap Mat
- Pacifier, *if used*
 - Will transition away from use
- Water bottle (Dishwasher safe)
- Sunscreen & Insect Repellent

Toddler Room

2 years :

- Backpack for hallway hook
 - Nap items, extra clothes, etc. will be stored in this backpack.
- Diapers / Pull-ups
- Wipes
- Diaper cream
- At least two complete changes of clothing (season appropriate)
 - If potty training, an extra pair of shoes (season appropriate)
- Blanket or a Nap Mat
 - May bring a small pillow, *if desired* - must be able to fit in backpack
- Water bottle (Dishwasher safe)
- Sunscreen & Insect Repellent

Early Preschool Room

3 years & 4 years :

- Backpack for hallway hook
 - Nap items, extra clothes, etc. will be stored in this backpack
- Pull-ups & Wipes, *if used*
- Blanket or a Nap Mat
 - May bring a small pillow, *if desired* - must be able to fit in backpack
- At least one complete change of clothing (season appropriate)
 - If potty training, an extra pair of shoes (season appropriate)
- Water bottle (Dishwasher safe)
- Sunscreen & Insect Repellent

School Age Room

5 years+

- Backpack for hallway hook
 - Extra clothes, etc. will be stored in this backpack.
- At least one complete change of clothing (season appropriate)
- Water bottle (Dishwasher safe)
- Sunscreen & Insect Repellent

Schedules

Each classroom will have their daily schedule posted as well as their weekly activities. Classrooms have a set time for calendar time (learning what day it is, singing days of the week, months of the year, practice counting) and circle time (learning colors, letters, shapes, animals, spelling their names, etc.), music time, large motor play, story time, and station play.

Children may be shown child-appropriate movies on special days.

Monthly Calendars

Little Miracles will have a monthly menu calendar and a monthly center events calendar available the 1st of each month. These calendars will be posted in the entry.

Please make sure dates around the holidays, you read each calendar carefully as we do sign-up sheets to determine if it's an option for Little Miracles to stay open and how many staff will need to work. Thanks for your help and cooperation!

Non-Discrimination Statement

Little Miracles will not discriminate against any individual based on disability regarding the full and equal enjoyment of the goods and services of Little Miracles. Little Miracles will also not discriminate against any individual because of the known disability of an individual with whom the individual is known to have a relationship or association.

Little Miracles will make reasonable modifications to its policies, practices, or procedures when necessary to afford its goods and services to individuals with disabilities, including children with developmental disabilities, unless Little Miracles can demonstrate that making the modifications would fundamentally alter the nature of its goods and services. A reasonable modification may include providing personal services, such as diapering or toileting assistance, for children who need it due to a disability, regardless of age, when such personal services are provided to other children.

Little Miracles will take such steps as may be necessary to ensure that no individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids and services, unless the entity

can demonstrate that taking such steps would fundamentally alter the nature of the good, service, facility, privilege, advantage, or accommodation being offered or would results in an undue burden, *i.e. significant difficulty or expense*.

6. Policies & Procedures

Hours of Operation

Little Miracles is open Monday through Friday, 7:00 AM to 6:00 PM.

At 9:30AM, staff/child ratios are reviewed and staff cuts are made if necessary. It is the parents' responsibility to notify the center by 9AM if your child will be absent or late on any given day. If cuts were made with no notification (on a late arrival), Little Miracles will not be able to provide care that day.

Staff Development/In-Service Days

Little Miracles will be closed 3 days per annual year for staff development/in-service days. These days are intended for staff members to complete required annual training, lesson planning, and deep clean their rooms/the center. These days can be found on the yearly billing calendar and are included in the weekly tuition.

Holidays

Little Miracles will be closed for the following holidays which will be included in the weekly tuition:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day & Friday after

Little Miracles will be closed for the week of Christmas, which will not be charged in the weekly tuition.

Little Miracles may be closed the day before or after a holiday. E.g. If a holiday falls on a Saturday, Little Miracles may be closed the Friday before the holiday. If a holiday falls on a Sunday, the center may be closed the Monday after the holiday. If Little Miracles has enough available staff to work these shifts and there is enough interest in families, we will see if it's a possibility for our center to remain open by having a sign up sheet.

Weather Related Closings

Little Miracles will follow Richland #44 Public Schools for closings & late openings due to inclement weather. If Little Miracles closes, closes early, or opens late you will be notified via Procure.

- The center will close within **1 hour** of the time Richland #44 Public Schools **announce** early closure due to weather.
- Failure to pick up within this time frame, will result in an additional fee of \$50.

Emergencies & Disasters

In the event of an emergency, such as a fire or other disaster, Little Miracles must be evacuated. All staff and children will walk across the street to meet (at the Post Office) and determine the next steps. If Little Miracles must relocate, all staff and children will first relocate to the Walcott Lutheran Church. Parents will be contacted as soon as possible, with everyone being safe.

When an emergency or disaster happens, Little Miracles will first contact parents and if we are unable to reach the parents, we will continue down their authorized contacts list until we are able to reach someone. If parents are unable to pick up their child because of an emergency or disaster, Little Miracles will work with the parents to figure out a plan to safely reunite the child with parents or an authorized contact person.

Accountability Procedure

Little Miracles will be responsible once a child is checked into their classroom. Little Miracles is not responsible before/after a parent has checked in/out and is in the hallway, the parent/guardian then has the child in their possession and will be held responsible.

Little Miracles has parents provide drop off/pick up schedules so Little Miracles staff know when a child should arrive/depart. In the event that a child does not arrive when they typically do, Little Miracles will first message via Procure Childcare App. asking if the child will be coming to Little Miracles that day. If there is no response, a phone call will be made to parents. If Little Miracles is unable to contact parents/guardians, Little Miracles will start to contact the child's emergency authorized contacts until someone is reached. If Little Miracles cannot reach anyone, the police will be contacted.

For School-Aged children traveling on the school bus, Little Miracles will be responsible for the child once they have entered the building from getting off the school bus. In the event, a child does not come off the bus when they are supposed to, Little Miracles will talk with the bus driver, contact the school and the child's parents/guardians (if unable to reach the child's parents/guardians, Little Miracles will contact authorized contacts until someone is reached) to see why the child was not on the bus and help locate the child.

Vacations

To sustain a consistent schedule and budget for Little Miracles, it is our policy that all family and/or school vacation days require regular tuition payment to reserve your child's enrollment at the center. Tuition is due prior to vacation(s).

Visitation

Little Miracles has an open door policy for parents; parents are always welcome to stop by, message us on Procure, or call the center at any time.

Communication

Little Miracles will use Procure to check in/out, communicate with parents, send daily reports, and TuitionExpress through Procure for tuition billing. The Procure Childcare App. is at no cost to parents.

It is the parents responsibility to check your child in and out of the center each day.

Parents are encouraged to communicate with their child's teachers through the Procure Childcare App. and may also call or email the center:

Center phone: (701) 469-2009 | Email: littlemiracles.nd@gmail.com

- Parents agree to communicate the following:
 - Make a concerted effort to consistently communicate your family schedule with the center.
 - Notify the center if your child is ill by 9:00 AM
 - Notify the center if your child will be absent or late by 9:00 AM
 - Notify Little Miracles of any contact information updates (address, cell or work phone numbers, e-mail, etc.)
 - Provide up to date immunization records
 - Provide no less than a 4-week notice to the center when terminating care.

Personal Belongings

A small amount of storage is available for each child. Each child has a hallway hook that should have their backpack containing a complete change of clothes in case of a spill or accident, nap items (a nap mat or blanket). Children should not bring toys/belongings from home unless it is show & tell day. If it is show & tell day, your child's personal item should still be able to fit in their backpack/bag on their hallway hook.

Little Miracles will not be responsible for any lost or broken items.

Nap time Drop Off/Pick Up

Please try to avoid dropping your child off or picking your child up between the hours of 12:30 - 2:30 PM. Please drop off/pick up before or after this quiet time as this can be a disruption to the children that are napping during that time.

Authorized Pick Up

Parents are required to disclose all individuals authorized to pick up each child in advance. Little Miracles will release a child only to parent or guardian, or other adult as authorized by Parent. Any person picking up a child not known personally to Little Miracles staff will be required to present a picture ID.

Child Custody

Child Custody is in most cases, both Mom and Dad continue to have equal rights where their children are concerned. Little Miracles staff will not become involved in custody battles. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the Director. Unless your court order is on file with us, we must provide equal rights to both parents.

Health and Safety Practices

Good health, hygiene and safety are promoted for our staff and children:

- Handwashing - Hands will be washed before and after meals, after bathroom use, after diaper changes, after wiping noses and after handling a sick child.
- Diaper changing - Staff members wear gloves when changing diapers. The diaper area is sterilized before and after each use.
- Soiled clothing - A child's soiled clothing will be changed immediately. We are unable to wash soiled clothing due to health regulations.
- Health care - only children who are up to date on immunizations shall be enrolled in the daycare center. Immunizations will need to be kept up to date.

Health and Fire Inspections

Health and fire inspections will be done annually and are completed by local authorities. The results are kept on file. We will conduct fire drills once a month as required by ND Human Services.

Immunizations | Health Forms

Immunizations

Parents are required to keep their children's immunization records up to date in compliance with state licensing requirements. Parents agree to provide the center with a current immunization record for each child. Parents further agree to provide an updated copy of this record each time a child receives any additional immunizations.

Children may be exempt from immunization requirements for the following reasons:

1. Medical Exemption: Requires a certificate signed by a licensed physician stating that the physical condition of the child is such that immunization would endanger the life or health of the child.
2. History of Chickenpox Disease: Requires a certificate signed by the parent or guardian stating that the child has a history of chickenpox disease.
3. Philosophical, Moral, or Religious Belief Exemption: Requires a certificate signed by the parent or guardian whose sincerely held philosophical, moral or religious belief is opposed to such immunizations.

Enrollment of Special Needs Children

Children with special needs are welcome at Little Miracles however, parents will be asked to discuss special needs with the Admin Team and staff who will be involved with the child. Little Miracles does not train staff to deal with every special need. Therefore, a trial period is needed to determine the facility, staff, and the parents feel comfortable with the type of care Little Miracles can offer.

Care Plans

A written health care plan is required by licensing for children with a diagnosed special need. The plans give child care providers the vital information they need to manage the child's condition on a daily basis, what to do in an emergency, and how to help the child participate as fully as possible in the child care program.

Illness | Exclusion

If your child is sick, payment in full is still required. Your child must be symptom free for 24 hours before returning. Parents will be notified when their child has signs or symptoms that require exclusion from the center. If a child is sick and requires medical attention Little Miracles will call 911 and notify parents immediately.

We expect a sick child to be picked up within 60 minutes of a parent being contacted.

If you have multiple children enrolled, all siblings must be picked up and/or stay home as well.

We ask if Parents/Guardians are ill, they do not come into Little Miracles.

We reserve the right to turn parent and/or child away if you bring your child back earlier than the policy states. We may require a written note from your child's doctor.

Reasons a child may be excluded are as follows:

1. An illness that is preventing your child from participating comfortably in activities.
2. An illness that has resulted in a need for greater care than the center can provide without compromising the health and safety of other children.
3. The child has any of the following conditions:
 - a. **Bacterial meningitis** - A child with bacterial meningitis must be excluded from daycare until a health professional determines they are no longer contagious.
 - b. **Chicken pox** - If your child has chicken pox they must stay out until all blisters have dried into scabs and no new blisters have started for 24 hours or in immunized individuals without scabs, until the blisters are resolving. Usually by day 6 after the rash began.

Chicken pox can occur even if someone has had the varicella vaccine. These are referred to breakthrough infections. Breakthrough infections develop more than 42 days after vaccination, are usually less severe, have an atypical presentation (low or no fever, less than 50 skin lesions), and are shorter in duration (4 to 6 days). Bumps, rather than blisters, may develop; therefore, scabs may not present. Breakthrough cases should be considered infections. These cases should be excluded until all sores (bumps/blisters/scabs) have faded or no new sores have occurred within a 24-hour period, whichever is later. Sores do not need to be completely resolved before the case is allowed to return.
 - c. **Clostridioides difficile** - A child may return when stools are contained in the diaper or child is able to control diarrhea and stool frequency is no more than two stools above that child's normal frequency.
 - d. **Coronavirus** - With many changes occurring, we are required to follow the most up to date decision tree provided by the State of North Dakota. At Home COVID-19 tests are NOT accepted within the State of North Dakota of childcare. PCR tests are required for ND childcares. If you have any reason to be tested, your child MUST be picked up BEFORE the test, and excluded from childcare until a negative test result. If positive, please contact us immediately so we can help determine a return date.

Families will be charged if there is a covid exposure in the childcare setting (staff or child) or in the community.
 - e. **Diarrhea** - A child with uncontrolled diarrhea will be sent home from the center. A child will be sent home if they have more than 2 loose stools. The child may return when their stools return to a regular consistency. Any underwear or clothing that has feces on it or in it will be either bagged or

thrown depending on your request. Please note that we are unable to dispose or clean out any feces.

- f. **E. coli O157:H7 and all other Shiga toxin-producing E. coli (STEC)** - Children and staff can return when diarrhea resolves and two consecutive negative stool samples are obtained at least 24 hours apart and 48 hours after completion of antibiotics.
- g. **Eye infections** - Parents will be notified if their child has signs or symptoms of conjunctivitis. Child must be taken to a doctor and put on medication before returning.
- h. **Fever** - A child with a fever of 100.4 degrees or higher must leave the center. The child may return when they are fever free for at least 24 hours without the use of fever reducing medications.
- i. **Fungal Infections of the skin** - (Ringworm, Athlete's foot, etc.) Children with ringworm can attend child care as long as treatment has been started. When possible, the affected area should be covered. If staff find your child has a fungal infection, parents will be contacted to pick up child and must start treatment before returning.
- j. **Hand, Foot, Mouth** - Doctors recommend 5-7 days out of childcare. Little Miracles requires a minimum of 3 days out of childcare. Your child must be fever free for 24 hours, without the use of fever reducing medication. Your child may return when blisters/sores are completely scabbed over and no new blisters/sores have appeared.
- k. **Head Lice** - The incubation period is one to three weeks. Your child may return after treatment with medicated lice riding shampoos and all nits are removed from the hair. Please check your child's head if you have been exposed and notify Little Miracles if you have a confirmed case. In addition, staff will be checking daily to make sure your child is nit free.
- l. **Hepatitis A** - All symptomatic children and child care staff should be excluded. Children and staff can return seven days after onset of symptoms.
- m. **Hib (Haemophilus influenzae type B)** - Children should be excluded until a health professional determines they are no longer contagious.
- n. **Impetigo** - Child is required to be gone for 24 hours after cream/antibiotic is applied. Children can return after starting treatment and as long as exposed lesions can be covered.
- o. **Influenza** - Children and staff can return when they are fever free for 24 hours without the use of fever reducing medicine.
- p. **Measles** - Children and staff should be excluded. Children and staff who are infected with the measles virus can return after the rash has been present for four days. Unvaccinated people who have been exempted from measles

immunization for medical, religious, moral, or philosophical reasons must be immunized within 72 hours of exposure. If unvaccinated people are not vaccinated within 72 hours, they should be excluded from all activities until the NDDoH determines it is safe for them to return.

- q. **Meningococcal meningitis (Neisseria meningitidis)** - Children and staff should be excluded. People should be excluded until at least 24 hours after antibiotic therapy was started and the illness has subsided.
- r. **Monkeypox** - Children and staff who test positive for monkeypox should isolate themselves at home. Isolation precautions should be continued until all lesions have resolved, the scabs have fallen off, and a fresh layer of intact skin has formed. *People identified by public health officials as close contacts of someone with Monkeypox are rated based on low/intermediate/high risk. Based on risk, individuals may be offered vaccination doses. Asymptomatic close contacts do not need to be excluded but are recommended to self-monitor for symptoms.
- s. **Mumps** - Children and staff should be excluded for five days after symptom onset.
- t. **Norovirus** - Children and staff may return 48 hours after diarrhea and/or vomiting has resolved.
- u. **Pertussis (Whooping cough)** - Children and staff should be excluded. Symptomatic contacts (contacts with a cough) of pertussis cases also should be excluded from activities until five days of antibiotic treatment are completed. Contacts without symptoms do not need to be excluded. Children and staff may return after they have completed five days of appropriate antibiotics or if they have been coughing for more than 21 days.
- v. **Pinkeye** - Children must have at least one round of eye drops in before returning.
- w. **Pneumonia** - If a child is diagnosed with Pneumonia they may return once they are fever free for 24 hours without the aid of fever reducing medications and the child is well enough to participate in routine activities.
- x. **Respiratory Syncytial Virus (RSV) Infection** - If a child has RSV they may return once they are fever free for 24 hours without the aid of fever reducing medications and the child is well enough to participate in routine activities.
- y. **Rashes** - All rashes on a child must be evaluated by a health care professional. If a rash is found on your child, they will be sent home to be evaluated.
- z. **Roseola** - If a child has been diagnosed with Roseola they may return once they are fever free for 24 hours without the aid of fever reducing medications. If the rash is still progressing, then they are to stay out until it stops.

- aa. **Rubella** - Children and staff should be excluded for seven days after rash onset. If unvaccinated people are not vaccinated within 72 hours, they should be excluded from all activities until the HHS determines it is safe for them to return.
- bb. **Scabies** - Children and staff should be excluded. Children and staff may return when the first treatment is complete.
- cc. **Shigellosis (Shigella)** - Children and staff can return 24 hours after diarrhea has resolved and one negative stool sample is obtained.
- dd. **Shingles (Herpes zoster)** - Children and staff do not need to be excluded unless lesions cannot be covered. Children and staff who are excluded may return after the lesions have crusted.
- ee. **Strep Throat** - A child with strep throat will be sent home from the center. The child may return when they have been on antibiotics for at least 24 hours.
- ff. **Tuberculosis (TB)** - Children and staff with TB disease should be excluded until cleared to return by a medical provider. Children and staff with latent TB infection can participate in all activities whether they are receiving treatment or not. Children and staff with TB disease should be excluded from care until the sputum cultures are negative (about two to four weeks after the beginning of treatment) and cleared to return by a medical provider.
- gg. **Typhoid Fever (Salmonella Typhi or Paratyphi)** - Children and staff may return when diarrhea resolves and three consecutive negative stool samples are obtained at least 24 hours apart and 48 hours after antibiotics are completed.
- hh. **Vomiting** - If a child has vomited, they will be sent home from the center. The child may return when they have been vomit-free for 24 hours and they are able to tolerate foods.

Procedure for Excluding a Child

As stated in Child Care and School Infectious Disease Exclusion Guidance

1. Ask the child's parent or guardian to pick up the child as soon as possible. The emergency contact person listed may be called if parents/guardians cannot be reached.
2. Staff will provide care for the child in a place where the child will be comfortable and away from other children, while still being supervised. The child should continue to be observed for new or worsening symptoms.
3. Follow the advice of the child's health care professional or the NDDoH. Excluded children do not always need to have a visit with a healthcare professional to return to child care.

4. Contact the NDDoH if there is a question about the reportable communicable disease. Please call 800-472-2180.
5. Document actions in the child's file with date, time, symptoms, and actions taken (and by whom); sign and date the document.
6. Sanitize toys, equipment, and surfaces used by the child. Everyone who has been in contact with the child should wash their hands.

Medications

All prescribed and over-the-counter medications must be brought in the original container. A medication permission slip must be completed for each medication type and request to dispense. These forms will be provided to you upon request.

A new authorization form must be completed each time, **before** you are requesting any medication to be given to your child(ren).

Little Miracles will not give any medications not brought in the original labeled container.

Sunscreen Permissions and Precautions

All rooms have outside time daily. Little Miracles follows ND ChildCare Aware guidelines for outside time according to the weather. These weather charts are posted in the classrooms.

- **Sunscreen is not recommended for children under 6 months of age.** Children under the age. Children under the age of 6 months should be kept out of direct sunlight at all times. Written permission and instructions from a health care provider should be obtained if parents request sunscreen be used on a child under 6 months of age.
- Sunscreen is considered to be a non-prescription product. **Signed written parental permission is needed before applying sunscreen to a child.**

See Authorization for Non-Prescription Product Form

- **Signed, written permission is needed if parents request sunscreen NOT BE used on a child who is over 6 months of age.**

See Parent Request for No Sunscreen Form

Bite Policy

Little Miracles recognizes that biting is expected, though unfortunate, when toddlers are in group care. While we feel that biting is never the right thing for toddlers to do, we know that they bite for a variety of reasons. When biting occurs, these are our four main responses:

- Care and help for the child who was bitten
- Help for the child who bit so that they learn other behavior
- Examination of our program to stop the biting
- Have parent come in to shadow child for a few days

For the safety of staff and other children at Little Miracles, we may remove a child for excessive biting. If a child bites 3 times in one day, parents will be notified and must pick up the child immediately.

Accident | Injury

If a child is injured during care and medical attention is required, Little Miracles will call 9-1-1 and parents will be notified immediately. For burns, 9-1-1 will be called immediately. For poison ingestion, the Poison Control will be called at 1-800-222-1222. It is vital that emergency contact information is kept up to date.

Breastfeeding Policy

Little Miracles is committed to encouraging breastfeeding and providing ongoing support to breastfeeding mothers and employees.

1. Breastfeeding mothers and employees will be provided a place to breastfeed or express their milk.
2. A refrigerator/freezer will be made available for storage of expressed breastmilk.
 - a. Breastfeeding mothers and employees may store their expressed breastmilk in the refrigerator and in the freezer.
 - b. Bags of breastmilk will be stored separately for each child. Bags of breastmilk for each child will be placed in a separate labeled sealed plastic bag or in a separate hard-sided container as bags tend to spill or leak.
 - c. Mothers must provide their own milk storage bags/containers, clearly labeled with the child's name and date the milk was expressed. Unlabeled containers of breastmilk will not be used or accepted.
 - d. Breastmilk will be stored in the refrigerator/freezer according to the guidelines from the Academy of Breastfeeding Medicine.

Milk Storage Guidelines

- Freshly expressed milk may be kept at room temperature (up to 77°F/25°C) for 6 to 8 hours. Temperatures greater than 77°F/25°C may not be safe for room temperature storage. Containers should be covered and kept as cool as possible; covering the container with a cool towel may keep milk cooler.
- Milk may be stored in an insulated cooler bag with ice packs for 24 hours.
- Milk may be safely refrigerated (39°F/4°C) for up to 72 hours. Store milk in the back of the main body of the refrigerator, where the temperature is the coolest.

- The type of freezer in which the milk is kept determines timetables for frozen milk. Generally, store milk toward the back of the freezer, where the temperature is most constant.
- Freezer compartment located inside the refrigerator (5°F/–15°C): 2 weeks
- Refrigerator/freezer with separate doors (0°F/–18°C): 3 to 6 months
- Chest or upright manual defrost deep freezer that is opened infrequently and maintains ideal temperature (–4°F/–20°C): 6 to 12 months

3. Sensitivity will be shown to breastfeeding mothers and their babies.

- a. We will work with parents prior to their infant's first day in child care to transition their infant to a bottle or cup feedings.
- b. We will work with parents to make an emergency plan for feeding their infant in the unexpected event that there is no breastmilk available at Little Miracles.
- c. We will develop a feeding plan with each family including infants on demand as we observe hunger cues and coordinating the last feeding of the day to meet the mother's feedings needs (either to feed or await mother's feeding), with the understanding that we will feed the infant if the infant is inconsolable and in distress.
- d. Infant formula and solid foods will not be provided unless requested by the mother and brought in by the parents.
- e. We will feed an infant in a way that mimics breastfeeding. Infants will be held closely and upright. We will switch infants from one arm to the other midway through a feeding to provide equal eye stimulation and facial muscle development, help pace feedings, and prevent infants from developing a preference for one side. Bottles will never be propped.
- f. We will communicate the infant's changing schedule so a mother can adjust her schedule for pumping and/or visiting to feed her infant.
- g. We will provide daily communication for parents that document times/amounts of each feeding, along with diaper changes, naps, etc.

4. Staff will be trained in handling, storing, heating, and feeding breastmilk.

- a. We will follow the breastmilk guidelines from the Academy of Breastfeeding Medicine and the Centers for Disease Control and Prevention
- b. Gloves are not required when handling breastmilk, but are recommended if staff have open wounds on their hands. Waterproof bandages can also be used to cover open wounds.
- c. Staff will prepare a clean work space to prepare a bottle by sanitizing the counter or by placing a clean paper towel on the counter.

- d. Staff will wash their hands at a “clean sink” before and after handling or feeding breastmilk. **NOTE:** A “clean sink” is defined as a sink that is not used for diapering/toileting or a sink that has been disinfected.
- e. All containers/bags/bottles of breastmilk will be checked closely before serving to ensure the correct breastmilk is given to the correct child.
- f. Infants will be held when given a bottle, or if they are able to hold their bottle themselves, they will be kept within an arm’s reach to ensure other infants do not have access to their bottle. Special attention will be given to ensure no bottle is left within reach of children.
- g. If breastmilk is mistakenly given to the wrong child, Little Miracles will follow the protocol recommended by Caring for Our Children: National Health & Safety Performance Standards, Guidelines for Early Care and Education Programs, Third Edition (Standard 4.3.1.4: Feeding Human Milk to Another Mother’s Child, page 167, www.cfoc.nrckids.org).
- h. If parents request that breastmilk is served to their child once the child is no longer bottle fed, it must be served in a controlled manner to prevent an exposure incident. Breastmilk will be served in a sippy cup and kept out of reach of children. The cup will be given directly to the child and immediately returned to a place out of reach when the child is finished drinking.
- i. Breastmilk that is in an unsanitary container, is curdled, smells rotten, and/or has not been stored correctly, will not be served and will be returned to the infant’s mother.
- j. **Breastfeeding employees will be provided flexible breaks to accommodate breastfeeding.** Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breastmilk for their child.. The time allowed would not exceed the normal time allowed to other employees for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave may be used, or the employee can come in a little earlier or leave a little late to make up the time.

Transportation Policy

Little Miracles will not be transporting any children.

Water Activity Policy

Little Miracles will not be taking children to any water parks and/or swimming pools. Little Miracles may have water activity days. These days may include sprinklers, water tables, and/or splash pads. Parents will be informed of these days ahead of time to bring a swimsuit and towel for their child. Little Miracles will ensure all staff-to-child ratios are followed and appropriate to the ages and abilities of the children participating. Little

Miracles may not permit any child to participate in aquatic activity without written parental permission, which includes parent disclosure of the child's swimming ability.

Withdrawal

Voluntary -

A 4-week written notice is required for discontinuation of care.

Regular payment is still required regardless of whether your child continues or not.

Termination -

Little Miracles may terminate the contract by giving a 2-week notice, payment as usual is required during this time.

Reasons for possible termination are as follows:

1. Consistent disruptive behavior by a child causing excessive management problems for the staff.
 - a. Documentation will be given.
 - b. Parent involvement will be suggested.
2. Lack of cooperation from parents to support the following guidelines:
 - a. Habitual early drop off and/or late pick up of your child.
 - b. Out of date health, immunization and/or emergency forms.
 - c. Verbal, physical, or psychological abuse of staff or children.
 - d. Continued delinquency of payment.

Little Miracles will not tolerate aggressive behavior from any parent. Little Miracles has the right to terminate the family immediately.

Discipline

If your child is having a difficult time following directions and/or they are treating others or equipment with disrespect, developmentally appropriate guidance techniques are used.

These techniques are as follows:

- Positive reinforcement
- Redirection
- Diversion
- Acceptable choices (give the child two choices acceptable to the teacher)
- Take a break/reset from current activity
- Removal from room to sit with the director or a supervisor to calm down

At Little Miracles the following discipline techniques will never be used:

- Corporal punishment of any kind, including hitting, spanking, shaking, pinching, etc.
- Abusive or profane language
- Screaming or raising voices

- Putting a child in isolation or out of view of the teacher
- Withdrawal of food
- Removal of outside play time

For repetitive, difficult behavior we will schedule a conference to discuss if the center is the right fit for your child. It is not the right fit for every child. The children are in active groups all day long. For some, this is simply too much stimulation. We need to consider the health and well-being of your child as well as the others in the center. For repetitive/serious behavioral issues, the following steps will occur:

- Call parent to talk to child about behavior
- Remove child for the day
- Expel child from childcare center

Mandated Reporting

Licensing requires that all staff members are mandated reporters and will report any suspected child abuse or neglect as required by the ND Century Code 50-25.1-3.

A parent or staff member may report a complaint of suspected child abuse or neglect by calling the Statewide toll-free Child Abuse & Neglect Reporting Line at 1-833-958-3500, or 9-1-1 if a child is in imminent danger.

Hiring Policy

All employees:

- Fill out an application and the Admin. Team shall contact references.
- Will be interviewed by the Admin. Team.
- Will be fingerprinted and need to pass a criminal background check before they can state employment and start working.
- Will need Pediatric CPR/AED, First Aid certifications
- Need to take a 15 hour basic child care training course within the first three months of employment.
- Take a SIDS course, yearly, if working with infants.
- Take yearly, state approved training. The hours of training are based on the hours of weekly employment. There is a minimum of 7 hours of training and a maximum of 13 hours needed yearly.
- Must shadow a teacher for at least 8 hours and go through orientation specific to the rules and regulations of the center when they first start at Little Miracles.
- All potential employees must wait until Little Miracles has received the results of their background check before coming in to start any mandated online training hours.

Yearly, the Admin team will meet to discuss each staff members' performance. The Admin Team will then have a meeting with each staff member individually to discuss strengths, what needs improvements, ask feedback on the center, and discuss wage.

Grievance Policy

Questions/Concerns

- Share questions or concerns directly with your child's teacher. If your questions or concerns are not resolved, contact the director and/or owners.

Parents may contact Little Miracles regarding a grievance at any time.

Email: littlemiracles.nd@gmail.com | Center phone: (701) 469-2009

If needed to go further, you may contact our licensor, Kristine Albers

Email: kalbers@nd.gov | Phone: (701) 403-5351

Parents or staff may contact the Early Childhood Department

Email: dhsec@nd.gov | Phone: (701) 328-2115 or 1-800-997-8516

Correction Orders

Little Miracles will post a correction order within three business days until the violations have been corrected or for five days, whichever is longer.

Non-Disparagement Clause

Non-Disparagement restricts individuals from taking any action that negatively impacts Little Miracles Learning Center, its reputation, products, management, or employees.

Additional Terms and Conditions

Parent agrees to:

- Pay for Absences
 - Parents agree to pay for days in which their child is absent. There is NO CREDIT given for illness, funeral, or any other absences.
 - There is NO CREDIT given on inclement weather days when the center is open for any portion of the day.
- Provide a 4-week written notice when discontinuing care.
 - Parents agree to pay regular payment regardless of whether your child continues or not, until last day of notice.