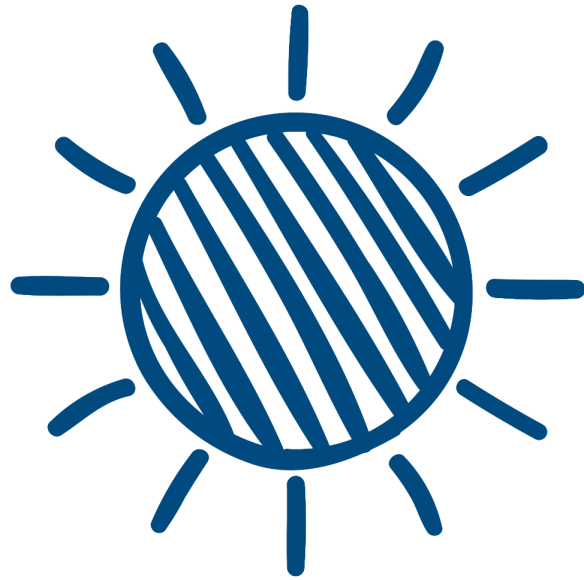




LITTLE MIRACLES

Richland After School Program

RICHLAND AFTER SCHOOL PROGRAM PARENT HANDBOOK

Welcome to Little Miracles Richland After School Program!

We would like to thank you for choosing the Little Miracles After School Program and assure you that we have a commitment to all parents and children enrolled. 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.

Enrollment

State Mandated Forms needed: Child Information Sheet, Parent's Statement on Health of Child, Immunization Record, and a copy of child's birth certificate. Little Miracles also requires a Parent Contract, Procure App Photo & Video Consent Form, Social Media Consent Form, Parent Permission Agreement, and a Tuition Express Automatic Payments Authorization form.

Tuition

- After School Program Daily Rates:
\$15/day/per child
- Payment
All payments for care are due in advance.
Payments are due on Fridays, for the following pay cycle: two weeks or four weeks.
It is crucial to have up to date Calendars turned in so you are paying accordingly.
- Adjustments
Rates will be evaluated each Summer and posted before enrollment with the new school year.

Fees

- 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. If payment is one week or more past due, care may be discontinued at the discretion of the Little Miracles Admin. Team 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 and Richland Administration.

- **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 5:30 PM. We understand that unknown circumstances can happen. If you are going to be late we ask that you call (or message via Procure) and let the center know immediately.

Also note the following:

- Picking up a child past hours of operation (5:30PM) will result in an additional fee of \$10/minute per child.
 - 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.

Daily Schedule

We will have time for play, homework, and a snack daily.

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

Monthly Calendars

Little Miracles will require a monthly attendance calendar to be turned in by the 1st of each month. This will help us plan staffing needs accordingly. We understand things come up & plans may change at the last minute. We ask you to communicate any changes ASAP through Procure with our After School Program staff.

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 result in an undue burden, *i.e. significant difficulty or expense*.

6. Policies & Procedures

Hours of Operation

Little Miracles Richland After School Program is open Monday through Friday, 3:00 PM - 5:30 PM during the school year, when there is school that day.

Closings

The After School Program will follow Richland #44 Public Schools for closings, late openings, and early dismissals.

Weather Related Closings

The After School Program 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.

- If Richland #44 Schools are closed due to inclement weather, there will be no After School Program.
- If Richland #44 Schools are closing early due to inclement weather, there will be no After School Program.

Emergencies & Disasters

In the event of an emergency, such as a fire or other disaster, and the After School Program must be evacuated. All staff and children will walk across the street to meet (at the church) and determine the next steps. If the ASP must relocate, all staff and children will first relocate to the 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 pick up schedules so Little Miracles staff know when a child should depart. In the event that a child does not arrive when they typically do, Little Miracles will first message via Procare Childcare App. asking if the child will be attending ASP 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.

Visitation

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

Communication

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

Parents are encouraged to communicate with their child's teachers through the Procare Childcare App. under the Classroom Chat. Parents may communicate with the Little Miracles Admin Team in the Office Chat. Parents 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 Little Miracles and the ASP staff.
 - Notify Little Miracles if your child is ill by 12:00PM
 - Notify Little Miracles if your child will be absent by 12:00PM
 - Notify Little Miracles of any contact information updates (address, cell or work phone numbers, authorized pick-up persons, etc.)
 - Provide up to date immunization records
 - Provide no less than a 2-week notice to Little Miracles 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.

Authorized Pick Up

Parents are required to disclose all individuals authorized to pick up each child in advance. Little Miracles ASP 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 ASP 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 ASP 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 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.

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.
- 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 after school program. Immunizations will need to be kept up to date.

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 ASP 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 ASP 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 After School Program. If a child is sick and requires medical attention Little Miracles ASP will call 911 and notify parents immediately.

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

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:

- A. An illness that is preventing your child from participating comfortably in activities.
- B. 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.
- C. 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.
 - c. *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.*
 - d. **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.

- e. **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.
- f. *Families will be charged if there is a covid exposure in the childcare setting (staff or child) or in the community.*
- g. **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.
- h. **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.
- i. **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.
- j. **Fever** - A child with a fever of 100.4 degrees or higher must leave the after school program. The child may return when they are fever free for at least 24 hours without the use of fever reducing medications.
- k. **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.
- l. **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.

- m. **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 ASP if you have a confirmed case.
- n. In addition, staff will be checking daily to make sure your child is nit free.
- o. **Hepatitis A** - All symptomatic children and child care staff should be excluded. Children and staff can return seven days after onset of symptoms.
- p. **Hib (Haemophilus influenzae type B)** - Children should be excluded until a health professional determines they are no longer contagious.
- q. **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.
- r. **Influenza** - Children and staff can return when they are fever free for 24 hours without the use of fever reducing medicine.
- s. **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.
- t. **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.
- u. **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.
- v. **Mumps** - Children and staff should be excluded for five days after symptom onset.
- w. **Norovirus** - Children and staff may return 48 hours after diarrhea and/or vomiting has resolved.

- x. **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.
- y. **Pinkeye** - Children must have at least one round of eye drops in before returning.
- z. **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.
- aa. **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.
- bb. **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.
- cc. **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.
- dd. **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.
- ee. **Scabies** - Children and staff should be excluded. Children and staff may return when the first treatment is complete.
- ff. **Shigellosis (Shigella)** - Children and staff can return 24 hours after diarrhea has resolved and one negative stool sample is obtained.
- gg. **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.
- hh. **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.

- ii. **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.
- jj. **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.
- kk. **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

Little Miracles After School Program will not be administering any medications under any circumstance. Please contact Little Miracles Admin Team with any questions regarding this at: littlemiracles.nd@gmail.com or (701) 469-2009

Accident | Injury

If a child is injured during care and medical attention is required, Little Miracles ASP 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.

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. Little Miracles may bring children to the Aber City Park to play at the playground and/or Aber Splash Pad. 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 2-week written notice is required for discontinuation of care.

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 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

At Little Miracles ASP 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 aggressively
- 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 after school program. 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 Little Miracles Admin. Team shall contact references.
- Will be interviewed by the Little Miracles 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 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 ASP.
- 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 the ASP staff. If your questions or concerns are not resolved, contact the Little Miracles director or assistant director.

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 Richland ASP 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, 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 2-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.