



**TIFFS TINY TOTS**

LICENSED FAMILY CHILD CARE

POLICY

HANDBOOK

TIFF TUPY

952-393-3345

806 1ST AVE SE, NEW PRAGUE MN 56071

[TIFF.TUPY@GMAIL.COM](mailto:TIFF.TUPY@GMAIL.COM)

[TIFFSTINYTOTS.COM](http://TIFFSTINYTOTS.COM)

**Hours of Operation:**

Tiffs Tiny Tots is open:

September - May      Monday - Friday      7:30 am - 4:30 pm      3 Months - 4 years

June - August      Monday - Thursday      7:30 am - 4:30 pm      3 Months - 4 years

**Rates, Holidays & Provider PTO**

All tuition rates are per week and based on full-time attendance. Please reference the current tuition rate sheet for current rates, Holidays, and PTO.

**Helpers and Substitutes:**

If I do choose to use a Helper or Substitute, he or she will have a completed background study, along with the required training needed.

**Fires and Storm Drills:**

Fire Drills will be performed once a month, our meeting spot is located in the backyard along the back fence/playset. Storm Drills will be performed once a month as well. For severe weather, our designated spot is in the daycare bathroom located in the basement.

**State Licensing Requirements:**

Tiffs Tiny Tots is licensed and complies with all applicable licensing regulations and standards. These standards relate to my home, staff, health, safety procedures, nutrition, caregiver-to-child ratios, and record keeping. My home is subject to inspection by state and city health, fire, and licensing officials. The licensing agency will have access to the records I have on your child. I will not disclose any record to any other person other than you, the parent of the child, the agency, and the department. I also want to reassure you that I will not discuss your child's development or behavior with anyone except you. A complete copy of the Family Child Care Licensing Rule is available to all parents, they may obtain a copy from Tiffs Tiny Tots, the county, or on the Internet. I have a Class C Family Day Care License. (up to 12 children)

**Mandated Reporter:**

I am a Mandated Reporter, I will report any suspected abuse to the appropriate authorities.

**Non-Discrimination:**

I will not and can not discriminate on the basis of race, color, creed, national origin, religion, sex, or disabilities.

**Liability Insurance:**

I do carry Daycare Liability Insurance, My Policy is through Markel Insurance Company.

**Transportation:**

I will not be transporting children in Kindergarten and above to and from school.

**Payment Policy/Attendance:**

Invoices are automatically sent out on Thursdays for the following week, payment is due by Friday at 3 pm. If payment is late, a \$25 late fee will be charged per day including weekends. It must be understood that to hold your child's space, payment must be paid whether your child attends or not. Late starts and early releases do not warrant a discounted rate. Payment is based on your contract, not attendance. Holding Fee: \$400 non-refundable guarantees a spot. The holding fee will not be applied to tuition. When you are on vacation or time off you will be required to pay unless you are using your vacation days. When I take vacation or time off you don't pay unless I use one of my Personal/Vacation/Sick days. A leave of absence will be granted due to a work lay-off, loss of job, taking the summer off, maternity leave, and holding a spot for an unborn child. This is also for teachers that have summers off. If you would like to hold the child/children's spot there will be a fee of \$100 a week per child up to 6 weeks, teachers children up to 12 weeks. After your weeks are up you will be required to pay a full-time rate to continue to hold your spot or that spot will be filled. The \$100 a week will not be applied to tuition. Tuition increases yearly are at my discretion, increases will be sent out two weeks before the effective date.

**Public Health Emergency:** In the event of a public health emergency where the program is mandated by the State of Minnesota or Le Sueur County to close the childcare business, tuition at 50% will be due for up to 4 weeks. The provider may elect to utilize the remaining personal days but is not obligated to.

**Termination:**

I will give you a two-week notice, and you will also need to give a two-week notice. This notice is to be given in writing from either party. I will require payment for the two-week notice, even if your child does not attend. If a child is given medication before drop-off without my knowledge, the child's contract will be IMMEDIATELY terminated. I also reserve the right to terminate immediately. Upon immediate termination, prepaid tuition will be refunded in 3-5 Business days.

**Arrival and Departure:**

Please drop the child/children off dressed for the day. Please keep in mind that your child/children are here to play and create, and this is often messy. Do not bring them in outfits you do not want to get dirty or stained. Keep the weather in mind also and dress your child/children accordingly. You as a parent are responsible to call/text if you are running late at the end of the day. I will charge a fee of \$5 for every 5 minutes you are late. I close at 4:30, which means all children should be gone by 4:30. I only allow one drop-off and one pick-up. If a

child is not here by 9 am, I will assume they are absent and begin our day. No one other than the parent or person designated by you will be allowed to pick up your child without advanced written permission indicating the person's name and relationship to your child. If there is a court order keeping one parent away from the child, I must have a written note from the custodial parent in my file to that effect. Otherwise, I cannot prevent the non-custodial parent from picking up the child.

**Supplies Needed at Daycare:**

- Parents are responsible for supplying the following items:
- Weather-appropriate clothes, shoes that lace up or Velcro and/or stay on feet (no flip-flops please)
- Comfort object for rest time, if desired. This item will only be taken out at naptime
- 2 -3 changes of clothes
- During the winter months, you may keep extra snow attire here for your child/children.

**Please label all of your child/children's items.**

When admitting a child in my care, we will discuss together and agree upon issues of a child sleeping, feeding, behavior guidance practices, toilet training, allergies, health problems, and whatever other areas of concern. If needed, special instructions from the parents will be obtained in writing.

**Health Matters:**

Sick children will be excluded based on symptoms, not potential or supposed diagnosis.

Parents agree to keep your child home if they have:

|                               |   |                         |
|-------------------------------|---|-------------------------|
| Fever of 100.4+               | Pink eye with white or yellow discharge | Ringworm                |
| Vomiting                      | Covid 19                                | Impetigo                |
| Diarrhea                      | Influenza                               | Chicken Pox             |
| Persistent cough              | Croup                                   | Profuse Nasal Drainage  |
| Undiagnosed rash or sores     | Strep Throat                            | Hand Foot Mouth Disease |
| Gastroenteritis (Stomach Flu) | RSV                                     | Mumps                   |
| Ringworm                      | Lice                                    | Communicable Diseases*  |

\*Known or suspected communicable disease (must let me know within 24 hours as I have to let other parents know of exposure listed in the MN Department of Health 4605.700.)

These are just "examples" of contagious illnesses when your child needs to stay out of daycare. Each individual case is different and may require more or less time out. This is for your child's protection, all other daycare children present, and the daycare provider. It is my hope to keep the daycare as germ-free and sick-free as possible. Once ONE child comes to the daycare sick, he or she is exposing everyone to that illness. It can be a horrible sick cycle

Children will be sent home if:

- If your child feels too ill to participate in our daily activities
- If your child has difficulty breathing, is wheezing or coughing a lot
- Runny nose needs to be wiped 4+ times in 60 minutes
- If your child has a bad stomach ache
- Inconsolable Crying
- Fatigue
- Uncharacteristically Poor Appetite
- Lethargy

In the event that your child becomes ill and needs to be sent home, I will call/text you and let you know. Once I have called/texted, you have 1 hour to come and pick them up. The time over 1 hour will be billed at \$25 per 15 minutes.

Your child must be symptom-free for at least 24 hours before returning to childcare.

If medication is needed, the child must be on it for 24 hours before returning to daycare. This is to protect all the children in my care from unnecessary illness.

If I become ill during the evening, I will text you 1 hour before my doors open.

If I become ill during the day, I will text you and you will need to have your child/children picked up within 1 hour.

Illness Closure I reserve the right to close for sanitation purposes due to an outbreak of illness within daycare. These sanitation days will be paid and will be no more than two days.

**Medication:** I will **NOT** administer prescription and nonprescription medication while a child is in my care. If a child is given an over-the-counter medication such as a fever reducer or cough suppressant is grounds for termination. Parents are required to notify the provider if their child has been ill.

**Immunizations:** When a child receives vaccines, they will need to stay home for 24 hours to be monitored by their parents/guardians. A delayed schedule is accepted. I currently do not enroll unvaccinated children. The Influenza Vaccine and Covid-19 vaccine are optional.

**Local, state, or national public health emergencies:** all policies in this handbook will default to the guidance provided by public health officials if that guidance is more restrictive than policies already in place. The provider will attempt to keep families updated, sharing information via email, text message, or written notice. The provider reserves the right to adapt health and safety policies on an as-needed basis.

**Diaper Policy:**

I will supply Pampers diapers. If a parent prefers a specific brand, those diapers will need to be provided by the parent. Diapers are changed every two hours or as needed.

**Toilet Training:**

I am more than happy to encourage potty training if the child is ready (typically between 2 and 3 years old). The initial start needs to be done at home for at least two weeks with success before it can be effectively started at daycare. I will supply pull-ups. Children will be allowed to come to daycare in cotton training pants/underwear after being accident-free for at least two weeks in pull-ups. Communication between parents and the daycare provider is imperative for a successful transition from diapers to toilets.

**Meals & Snacks:**

Breakfast Time: 8:00 AM

Morning Snack: 10:00 AM

Lunch Time: 12:00 PM

Snack Time: 3:00 PM

\*Snack and lunch times are subject to change

If a child/children arrive after 8:15, they will need to have breakfast at home. Parents may provide a special treat for birthdays or holidays if desired but must have prior approval because of the possibility of allergies in children. Store-bought baked goods must have an ingredient label is attached so that I can approve the item.

**Nap/Rest Time:**

Infants, up to 12 months, will sleep in an approved portable crib. Older children will rest/nap on a cot or mat on the floor. Clean and separate bedding for each child will be provided. Typically, children 12 months and younger will take a morning nap as well, moving toward one nap a day schedule between 12 and 18 months. I do not swaddle Infants. Typically, children 6 months and younger may need a third nap during the day, which can be incorporated into their late afternoon schedule. All children have at least a two-hour rest period every day. No child will ever be forced to sleep, however, they are encouraged to remain quiet and on their mat during this time. I strongly discourage pick-ups during nap/rest time(12:30 - 3:30 PM)

**Pets:**

We have a Female Chocolate Lab dog in our home. Daisy is updated on all her required shots. Children will have contact with Daisy throughout the day, most of the day she will reside upstairs. Daisy is very friendly with children.

**Drugs, Alcohol & Smoking:**

There is absolutely no drug use in our home. There is no drinking alcohol or smoking tobacco use during childcare hours. Absolutely no one will be under the influence of any chemicals that diminish the quality or ability to care for children.

**Wading Pool:**

In the summer months, we will utilize a wading pool with no more than 24 inches of water. You will need to sign a permission slip and review “Risks of Wading Pools”

**Behavior Management & Discipline:**

I believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. I also try to teach the children in my care manners, kindness and to be respectful of others. One of the ways in which I do this is by the example I set. I understand that actions and reactions speak much louder than words. The children are frequently reminded of the daycare rules, so they know what is expected of them. Once a child is old enough to understand the rules and disobeys them by exhibiting inappropriate behavior (hitting, aggression, etc.), hurting others, or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

**Positive Reinforcement:**

The child will be encouraged when he or she is demonstrating acceptable behavior.

**Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.

**Take a break:** The child is separated from the group for an age-appropriate amount of time (one minute per one year of age) in the corner of the room. This technique is only used when a child will not follow directions or listen to my words, is exhibiting temper tantrum-type behavior, or hurting themselves, others, or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.

### **Communication**

I strive to make my home an extension of your family. It is important that an open relationship exists. It is essential that we discuss our differences and our problems, and that we also share our successes and achievements. If I am unable to answer any questions that you have regarding your child due to the needs of another child, please feel free to set up a time for us to discuss your questions or concerns. I will try to utilize the Brightwheel app for communications.

If we cannot come to an agreement on an issue regarding your child/children you, as a parent, and I as a provider have the right to contact my licensor at Le Sueur County (507-357-8288).

By signing this policy/contract you as the parent understand and agree to follow the terms and conditions.

Thank you,  
Tiffs Tiny Tots

Tiff Tupy

X \_\_\_\_\_  
Parent Signature Date

X \_\_\_\_\_  
Parent Signature Date

X \_\_\_\_\_  
Provider Signature Date

Notes: