

# Lexi's Littles

1234 Little Street.  
Bismarck, ND 58504  
[www.lexislittles.com](http://www.lexislittles.com)  
701-123-4567

# Lexi's Littles Parent Handbook

Welcome to Lexi's Littles! This handbook contains information regarding my child care program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you may have about the program.

## About the Center

### Mission/Philosophy

- Our program strives to provide a safe and nurturing environment for your children to thrive in. We are able to offer this by providing for the children's physical, health, safety, social, and emotional needs. We hope to help your child develop confidence in their abilities and discover a love for learning during their time at Lexi's Littles.

### Hours/Days of Operation

- Monday – Friday 7:30 a.m. – 5:30 p.m.
- Our program observes the following holidays and will be closed as a result:
  - New Year's Eve and New Year's Day
  - Easter weekend (to include Good Friday and the following Monday)
  - Memorial Day
  - Independence Day
  - Labor Day
  - Veteran's Day
  - Thanksgiving Day (to include the following Friday)
  - Christmas Eve and Christmas Day

### Staff

- **Lexi Selzler:** Owner and Care Provider
  - My Educational Background:
    - Bachelor's degree in Early Childhood Education (University of Mary, Bismarck)
    - Bachelor's degree in Elementary Education (University of Mary, Bismarck)
    - First Aid trained and CPR certified
- All Staff members and substitutes must submit to the following requirements before interacting with the children:
  - Criminal history background check
  - Finger printing
  - First aid training and CPR certification
- A staff member with current CPR and First Aid will always be on duty whenever children are present.
- Staff/child ratios:
  - At Lexi's Littles, our maximum group size is 9 children. In our program, we can care for up to 7 children, plus 2 additional school-age children. This may be broken down into the following scenarios:
    - Either Lexi's Littles can care for up to 3 children under the age of 24 months with additional children over 24 months
    - OR we can care for up to 4 children under the age of 24 months when not caring for additional older children.
    - Two school-age children can be added to either scenario.

## Enrollment

### Eligibility

- We accept children ages 6 weeks to 11 years (or the end of their elementary school years). Lexi's Littles does not deny enrollment on the basis of race, creed, color, national origin, gender, age, or disability.
- We require preadmission visits in which parents come to discuss and view the facility, program, and policies. Parents are also provided written notice of any significant changes in program services or policies.
- PLEASE NOTE: The following forms are required prior to enrollment of your child/ren in Lexi's Littles. These forms also must be updated annually, with the start of each new year (January).
  - Immunization records(SFN or doctor's records)
  - Registration/child information form (SFN) Must verify identification of children in care— birth certificate, certified school records, passport or other documentary evidence.
  - Health records (SFN ) must be completed annually
  - Parent consent forms
  - Food program form
  - Enrollment form
- ❖ All records provided to Lexi's Littles are confidential. If the information needs to be updated at an time it is the parent's responsibility to notify the director in writing of the updates.

## **Fees**

- Tuition rates and other fees are as follows:
  - Infants (birth-12 months): \$775/month
  - Toddlers (13-36 months): \$750/month
  - Preschoolers (3-5 years): \$700/month
  - School-age children (5+ years) (September-May): \$350/month
  - School-age children (5+ years) (June-August): \$650/month
  - Early drop-off/late pick up fee: \$10.00/quarter-hour, with a quarter-hour minimum.
  - Service fee for late payment or bounced check: \$10.00/day beginning on the day payment is due (Friday). Come Monday the original fee plus the \$30 in late fees are due before the child is allowed to return to care. If the fee is not paid the child may not attend care and the \$30 late fee will continue to accrue until day 10 the payment is late. On day 10 parent will be asked for the two week notice of the termination for the care of their child. Payment is still required for the two week notice, whether the child attends or not.
- Payment Policy –
  - Tuition fees are due bi-weekly, on the first and the third Friday of each month. Payments must be made prior to your children receiving care.
  - Lexi's Littles accepts cash, checks, and credit/debit cards as payment. If writing a check, please make the check payable to "Lexi's Littles," with your child/ren's name on the memo line. Checks and cash can be dropped off in the payment box inside the facility.
- Family Discounts:
  - If you have more than one child attending Lexi's Littles, the second and third child will receive a \$25/month discount on their tuition fees.
- Part time tuition rates
  - Part time tuition rates will be either 25% or 50% of the full-time tuition rates for each age group. If the child is attending 1-1.5 days per week, the family will be charged 25% of the full-time tuition rates; if the child is attending 2-3 days per week, they will be charged 50% of the full-time tuition rates. Any child attending more than 3 days per week will be charged full-time tuition rates.

## **Changes in Enrollment**

- Withdrawals
  - If a parent wishes to withdraw their child from the program, they must give Lexi's Littles two weeks' notice. If the parent fails to give the director two weeks' notice of the child withdrawing, they will be charged for the full amount of the next payment due.

## **Probationary Period/Termination Policy**

- The first two weeks of your child's enrollment will be considered as a probationary period. If we/you feel things are not working out, we reserve the right to give notice for removal. If after the probationary period or any time prior to that, we feel that we cannot meet the needs of the child, we may ask for the two week notice for your child.

## **Schedule** (explain your procedures on the following topics)

- Attendance
  - Due to the limited number of enrollment spots at Lexi's Littles, each family will be billed for all days their child/ren is scheduled whether or not they use the services (due to vacation, illness etc.).
  - If your child will not be attending due to any reason, please contact Lexi's Littles to let us know as soon as possible.
- Scheduling Miscellaneous
  - Inclement Weather Closing
    - Lexi's Littles will be closed due to inclement weather any time the public schools close due to the same. Parents will be notified of these scenarios via text/email from the director, or they may also view it on Lexi's Littles Website.
  - At Lexi's Littles we require parents/guardians to sign children in and out during each drop-off and pick-up. This helps us to ensure the safety of the children, as well as keeping record of who has dropped the children off and picked them up.
    - The sign in/out sheet will be posted next to the entrance next to the clock on the wall which parents/guardians should use to write their time down.
  - Waiting list
    - If you would like to get on the waiting list for Lexi's Littles, you will need to fill out the attached application with the child's information. Priority will go to families of children who are already enrolled. There is no fee for securing a spot on the waiting list.

## **Center-wide Policies and Procedures**

### **Authorization to pick up child**

- For the safety of the children, children will only be released to persons whom the parents/guardians have listed on the Pick-Up Authorization form, which is attached. Parents/guardians must provide the full name, relation to the family, and current phone number of each authorized individual. In order to release the children to a person whom is not on the list, parents/guardians must provide the director with the name, phone number, relation to the family, and a current picture of the individual in order for the children to be released to the individual.
  - In the case of a divorce or legal custody agreement between parents/guardians, please provide us with the necessary documents giving us information on who is allowed to pick the children up on certain days.
- If the director on duty has reason to believe the person picking the child/ren up is impaired due alcohol/drugs, the children will not be released into their care and another guardian or person authorized for pick-up will be contacted. If needed, police will be contacted.

### **Birthday Parties**

- Birthday treats are welcome in our facility to celebrate your child's birthday! Please consult the director at least 3 days prior to bringing homemade treats into the facility to get a list of current

allergies within the program. Store-bought treats are also welcome. If your child is bringing treats into the facility, there must be enough treats for all children to have one (excluding infants who are on formula).

### **Children's Arrival and Parents Departure**

- Offer suggestions on successfully dropping children off and successfully picking children up.
- Parents/guardians dropping children off and picking children up must walk the children into the facility and verbally speak to the staff. It is suggested that whomever is dropping the children off help them put their belongings in their cubbies before leaving, if they are unable to do so themselves. All children must be sign in/out on the sign in sheet located near the door.
- Parents/guardians will be called after 30 minutes if their child does not arrive when scheduled and the director has not been notified of the absence.
- Parents/guardians should remove their infant from the car seat as well as any outerwear upon arrival.
- Parents/guardians should place their own child in their car seat and secure the car seat safety straps when departing with the child.

### **Emergency Procedures**

- **I have plans/procedures in place for the following emergencies: fire, tornado, lock-downs, lock-outs, and evacuations.**
- Fire and tornado drills will be practiced once a month.
- The records for all drills will be kept in my desk inside the storage room of the daycare. The procedures will also be posted in picture form near the door to the back yard.
- In the event of an emergency, our point of evacuation will be House of Prayer ELCA Church, located at 1470 S. Washington Street, Bismarck, ND 58504. Should an emergency occur in which we would need to evacuate the house, I will be sure to have my cell phone on me (701-425-4869), which you will be able to contact me at, or you can contact me by calling the church at 701-223-2202.

### **Liability Insurance**

- Liability insurance is required and my center does have it. However, if an accident or injury does occur, the center's insurance is secondary and parent's insurance will be required to cover injuries for each child.

### **Meals and Snacks**

- Snacks and meals are prepared onsite.
- Licensing requires:
  - Food supplied meets USDA requirements
  - Food must be properly prepared, sufficient in amount, and served at appropriate hours and in safe and sanitary manner.
  - We offer nutritious, varied diets according to the children enrolled
  - Children in care for more than 3 hours shall receive a snack or meal
  - Children in after school care are served snacks
  - Weekly menus are posted
  - Menu planning and feeding schedules include information from parents to tailor a child's needs. Parents, please fill out the attached allergy form and return to me before the first day your child attends at the center.
  - Children are encouraged to eat, no coercion or force feeding
- Full-time children will receive a morning snack between 9:30-10:30 a.m. Lunch will be served between 11:30-12:30 p.m. An afternoon snack will be served between 3:00-4:00 p.m.

- Children with food allergies will be provided food which has been prepared separately from any food which contains the allergy. They will also be sat at a different table while eating snack/lunch to prevent the sharing of these foods between children.
- The staff member preparing all meals/snacks must wash hands before touching any food or utensils.
- Food contact surfaces will be properly sanitized before and after snack/meal time (tables, counters, highchair trays, etc.).
- All food brought from home must be brought in a lunch box with the child's name on it.

### **Nap and Rest Time Policy**

- Nap cots will be provided for each full-time student. Parents will be expected to provide a clean nap time blanket for their child each week. Space will be provided in a separate room for the children who do not take naps.
- Non-nappers can choose to play quietly in the main room of the basement, read books, play with manipulatives, or do art. Occasionally, a movie will be played for non-nappers after the napping children have fallen asleep.
- It is the parent's responsibility to wash nap items weekly (blankets, stuffed animals, etc.).

### **Outdoor Policy**

- Children will have at least one hour of outside time each day (30 minutes in the morning, 30 minutes in the afternoon) as long as the temperature permits. Lexi's Littles follows the National Standards for Child Care which recommends children be taken outside when temperatures are above 15 degrees F (wind chill or temperature) and below 90 degrees F (heat index).
- Parents/guardians are responsible for providing weather appropriate clothing and shoes for active/outside play.

### **Toys from Home**

- We request that all children leave their personal toys at home. This is simply due to the fact that toys may be misplaced or damaged if they are brought into the facility. The exception to this rule is nap comfort items or toys brought specifically for show and share.

### **Visitors**

- Parents are welcome to visit at any time during the day. For safety reasons, all visitors are required to check in on the visitor sign-in sheet, located next to the child sign in/out sheet. We love having parents come visit!

## **Program**

### **Curriculum Overview**

- At Lexi's Littles, we believe children learn best in a safe and social environment, where they have the freedom to choose what they would like to do along with the guidance necessary to keep each child safe.
- Parents will be provided with a written monthly schedule of themes which we will be basing our individual and small group activities on, appropriate to the age of each child. These activities will foster social, intellectual, emotional and physical growth in your child.

### **Daily Schedule**

- Due to the wide range of ages at Lexi's Littles, daily schedules are very flexible and are used more as a guideline (for example, on a beautiful summer day we might spend an hour outside in the morning and in the afternoon).
  - 7:30-8:00 – Greetings & breakfast
  - 8:00-8:30 – Free play at centers
  - 8:30-8:45 – Circle time (story time, songs, movements, show and share, etc.)
  - 8:45-9:30 – Art, fine motor play, sensory exploration
  - 9:30-9:45 – Morning snack

- 9:45-10:00 – Potty breaks/diaper changes (every child is checked during this time. Children are also checked and allowed to use the bathroom at other times if necessary).
- 10:00-10:30 – Group Activity (Toddlers, Pre-K, School-age) nap time for infants
- 10:30-11:00 – Outside time (if indoors, exercise, dancing, tumbling)
- 11:00-11:30 – TV time (while Ms. Lexi fixes lunch)
- 12:00-12:45 – Lunch
- 12:45-1:00 – Lunch clean-up and potty breaks
- 1:00-3:00 – Quiet/nap time
- 3:00-3:15 – Wake-up & potty breaks
- 3:15-3:30 – Afternoon snack
- 3:30-4:00 – Outside time (if indoors, exercise, dancing, tumbling)
- 4:00-5:00 – Free play at centers
- 5:00-5:30 – Goodbyes & pick-up

## **Guidance and Socialization (Discipline) Policy**

### **Positive Guidance**

- Lexi's Littles follows the North Dakota Century Code for licensing when it comes to disciplining children at our program. NDCC states that discipline must be constructive or educational in nature, including diversion techniques, separation from the problem situation, talking with the child about the situation, praising appropriate behavior, or gentle physical restraints such as holding if the child is hurting himself or others.
- Our disciplinary guidelines will be interpreted to anyone who may be substituting at Lexi's Littles.

### **List items that will not occur in your center**

- At Lexi's Littles, we do not use the following as punishment:
  - Physical punishment
  - Withholding food for unacceptable behavior
  - Non-gentle physical restraints
  - Physical harm
  - Fear techniques
  - Humiliating the child

## **Parents in the Program**

### **Daily Communication**

- The Parent Information Board will be located on the wall directly above the children's sign in/out sheet near the entrance. This is where we will post upcoming events, closed dates, and other Lexi's Littles news for your information. Each child will also have their own folder in which the director may put daily notes, concerns, monthly newsletter, and incident reports specific to each child.

### **Grievance Procedure**

- There will also be a complaints/concerns file located on the Parent Information Board.

### **Mandated Reporter**

- Licensing of our center requires that all staff members are mandated reporters and they report any suspected child abuse or neglect as required by North Dakota Century Code 50-25.1-03. Lexi's Littles does not take this lightly, and will report any suspected abuse or neglect without contacting the parents of the child first.

### **Newsletters & Website**

- We will be sending home a monthly newsletter the first week of each month which will detail the upcoming themes for learning, monthly schedule of days the center may be closed, and other news from the center. The same information will also be updated at least monthly on Lexi's Littles website.

## Health and Safety

### Incident Procedure

- Incident reports will be written up when a child gets is injured, becomes sick, complains of an injury or illness, has major behavior issues, or hurts another child. Parents will be notified of the incident when picking the child up.

### Children with Special Needs

- All children are welcome at Lexi's Littles. All children with diagnosed special health needs are required by our facility's licensing to have a current care plan signed by a parent/guardian, as well as a health care provider. The care plan must be updated at least yearly, or any time there are changes in the care plan.
- Emergency medication and/or equipment specified in the care plan should be made available at the program at all times in the case of an emergency.

### Medical Emergency

- For a medical emergency that requires immediate attention, 911 will be called depending on the urgency of the situation. If the situation is not urgent, but the child does still require attention, the parents will be called first. Parents must sign the emergency care authorization form, detailing health information of the child.

### Guidelines for Exclusion Due to Illness

- For the safety of all of the children at Lexi's Littles, we ask that you please keep your child at home in the case of an illness. Common child illnesses for which your child should stay at home include blood in the stool, diarrhea, fever, rash, respiratory illness, vomiting, etc. as well as children who cannot participate comfortably in care and if illness results in greater need of care than staff can provide. Unless the child has been seen by a health care provider whom has given permission for the child to be at the center, children with the above illnesses should stay at home to prevent the spreading of illnesses within the center.
- Please note: Lexi's Littles reserves the right to override any health care provider's orders if we believe it is in the best interest of the other children at the center.
- Parents should immediately inform the center of any contagious illnesses the child is diagnosed with, as well as anything which might affect the care the child receives from the center.
- Lexi's Littles has an appropriate first aid kit on site at all times. Any person who is to come into contact with the children is required to be CPR certified as well as trained in first aid safety. Should a child get injured while in the care of Lexi's Littles, the director will first assess the injury to determine if emergency care is required, or if parents should be contacted. Parents will always be made aware of any injury a child receives at the center, no matter how small.

### Handwashing Policy

- Children must wash hands before and after snack/meal times, after using the restroom, and after playing with messing materials (paints, clay, etc.)
- Adults must wash hands before handling or feeding infants, after changing infant diapers, before preparing snacks/meals, and after each potty break assistance.

### Infant Sleep Policy

- For the safety of the children, all infants under the age of 12 months will be placed flat on their backs for sleep in a safety approved crib or playpen. If parents request that their infant is placed in an alternate sleep position or in another device/equipment for sleep, parents must provide a written order from a health care provider stating the medical reason and time frame to



follow the order as well as written parental permission. Lexi's Littles has the right to refuse care if they do not feel comfortable following the request.

- Our center's licensing requires written parental permission to use a blanket, sleep sack, security item, or pacifier for all infants.
- All infants will sleep within sight.
- A sound monitor will be used in the infant nap room at all times. Visual checks will be done every 10-15 minutes.

### **Immunization Policy**

- Child immunization records must be provided by parents. Children are asked to be up-to-date with their immunizations before they receive care.
- According to North Dakota's Century Code, we cannot refuse to provide care to unimmunized children who are otherwise eligible if parents present a valid exemption from immunization requirements. However, if a vaccine preventable disease to which children are susceptible occurs at the program, it is recommended for unimmunized children to be excluded for the duration of the possible exposure.

### **Medication Policy**

- Our center's licensing requires written parental permission to give prescription or OTC medication. Written permission and instructions from a health care provider and the child's parent are needed to be obtained to administer prescription and over-the-counter medications.
- Your child's medication should be given to staff and should not be left in diaper bags/backpacks or placed in cubbies. All medication on site will be in a lock box to prevent children from accessing the same.
- Written parental permission is also required to apply any over-the-counter products such as sunscreen, insect repellent, diaper cream/ointment, etc.

### **Clothing**

- Parents are responsible for providing extra clothing (appropriate size and for season) for each child in case they become soiled.

### **Water Hazards**

- I must have your parent permission and a description of your child's swimming ability in writing before I will allow your child to use the swimming/wading pool.
- Types of water play provided at Lexi's Littles:
  - Wading pool
  - Sprinklers
  - Water toys (small buckets, shovels, etc.)
  - Water table
- I will not be involved in any activity other than directly supervising the child(ren) during water play; children will be kept in sight at all times during water play.

**By signing this contract, parents/guardians and provider agree to abide by the written policies as stated in this handbook.**

\_\_\_\_\_  
Director's Name (print)

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Name (print)

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Name (print)

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**Attention parents.**

**Licensing requires all parents to be given a copy of our center parent handbook.**