

Little Skippers

Providing children, the tools for success

Parent Handbook

Welcome

Ahoy and Thank you for joining the Little Skippers Community!

Little Skippers started its journey when the founder and owner Sarah Nemitz reached her frustration point with childcare centers. Sarah started working in childcare in 2012 and worked her way to a Director position. Sarah noticed that facilities promised community and support to their families and continued to fall short. Questioning why this continued to occur it dawned on Sarah that it was to do with the way teachers were being treated. Many times, teachers would be asked to work long hours with short breaks due to being understaffed. Teacher turnover was unbelievable. Sarah ran her first childcare center on her own and made some major changes to the way she was trained as a director. Sarah's communication, advocacy for self-care, taking time to meet with teachers, and being visible and helpful in classrooms made a huge difference in creating the community feel she strived for. Teachers were more energetic, excited to talk to parents, attentive to the children, and supportive of other teachers. The community blossomed, the children were happy, the parents were happy, and each member of this community knew that they could reach out to Sarah with questions and concerns, THEN they would see follow thru on fixing the issues that arose.

Little Skippers started developing in Sarah's head after this success. Sarah's dream is to see Little Skippers be a place of community with the core understanding that the community is working on providing the tools for success to each child who comes through these doors. These tools are language development, motor development, educational development, socialization, care, compassion, empathy, sympathy, development of self-esteem, and an understanding that each individual is made unique.

This Handbook was created with the intent to cover any questions or Minnesota Licensing and Little Skippers Policies in regard to your child. Welcome aboard and please feel free to ask questions and mention concerns at any time during your adventure here with us at Little Skippers.

Sincerely,

Sarah Nemitz
Owner

CHILD CARE PROGRAM PLAN

Ages Served

Little Skippers is licensed for 8 infants (2021-2022)

Supervision

Teachers, staff, and volunteers who work directly with children at any time will supervise children 100% of the time. Supervision being within sight and sound.

Services offered, age, and ratios

Little Skippers will open with infant care. The age of infants as defined as 6 weeks-16months. The ratio of teachers to children will be maintained as 1 teacher to 4 children. There will be 8 infants in our care

Days and hours of operation

Little skippers will be open from 6:30 am to 5:30 pm Monday through Friday. Little Skippers will be closed New years Eve, New Years day or business day closest, Memorial Day, Juneteenth, Fourth of July, Thanksgiving day and day after, Christmas eve and day or the business day closest.

Part- time is available with a monthly schedule provided by parents so that Little Skippers can staff accordingly.

General Education method and Philosophy

Intellectual- Reading, art, nursery rhymes, music

Physical- walking, tummy time, crawling

Social- conversation, group time, play time, free play

Emotional- cuddling, massages, allowance to express emotions, explanation of emotions.

Little Skippers will be a place of community with the core understanding that the community is working on providing the tools for success to each child who comes through these doors. These tools are language development, motor development, educational development, socialization, care, compassion, empathy, sympathy, development of self-esteem, and an understanding that each individual is made unique. Little Skippers while housed in a church is not religiously affiliated.

Little Skippers will include any intellectual, physical, social, and emotional development of a manner consistent with the child's cultural background by seeking knowledge from culturally diverse families.

Program goals

Little Skippers will strive to meet the emotional, intellectual, physical, and social needs of the infants in their care. This will be done by speaking to each child, reading, encouraging tummy time, walking, and playing with age appropriate toys.

Program plan evaluation

Little Skippers program will be evaluated annually by the Owner and Director whom shall both be qualified as a teacher.

Conferences

Parent teacher conferences will be held twice a year. Once in the Winter and once in the Spring. Parents will receive written documentation on the intellectual, physical, social, and emotional development of their child. Additionally, a copy of this document will be placed in the child's file.

Infant Program Schedule (Sloops)6wks-9mths (Cutters)9mths-16

6:30-7:30	Arrival- Wash hands, free play
7:30-8:30	Morning Snack
8:30-8:45	Story Time
8:45-9:00	Prep Bottles/Tummy Time
9:00-9:15	Bottle Time
9:15-10:30	Nap
10:30-11:00	Art/ Nursery Rhymes
11:00-12:00	Lunch
12:00-12:15	Bottles
12:15-1:00	Songs/Dancing/Puzzles/Outside (weather permitting)
1:00-2:30	Nap
2:30-3:00	Snack
3:00-3:15	Bottles
3:15-4:00	Story Time/Tummy Time
4:00-5:00	Soft Toys/ Bubbles/ large motor
5:00-5:30	Free Play/Parent Pick Up

Infant Outside Schedule

12:15- 12:25	Wagon ride
12:25-12:35	Large motor play time under shade on blanket
12:35-12:45	Wagon ride

Quiet and Active activities

Infant teachers will incorporate age appropriate physical activities with the equipment provided by Little Skippers in compliance with DHS. These physical activities will be appropriate for indoor or outdoor activities. Active activities include climbing, rolling, walking, tummy time, tumbling, sitting, etc. Quiet activities such as reading, manipulative play, and coloring (when appropriate) will be directed by the teachers in the classroom.

Parent Program Plan

A copy of a program plan will be given to parents upon request and is written in Parent handbook.

Important Documents

- ❑ Health Care Summary filled out by doctor (will need by first 30 days)
- ❑ Immunization forms filled out by doctor (will need first day of care)
- ❑ Allergy action plan if child has allergies (provided by doctor)
- ❑ Roll over form (6 months and over)
- ❑ Meal information
- ❑ Medication form

Illnesses

Please keep your child home if you believe your child is ill. We are a community, and we need to ensure our children stay strong and healthy. Partnering with us to keep a healthy and safe community will help keep you in work as much as possible and our teachers seeing your children.

Please wash hands when entering the classrooms and your child's hands as well. This will help the teachers greatly.

Any child who becomes sick at Little Skippers:

Fever of 101.3 auxiliary- phone call- if sent to message will leave message asking child to be picked up. Child must stay home and be fever free for 24 hours without aid of medication. Child may return to school with documentation from a doctor.

Loose stools/ diarrhea- Loose stools is a sign that your child's tummy is upset. After three loose stools we will call to give you a heads up. Three diarrheas will send the child home. Child must be symptom free for 24 hours without aid of medication. The child may return to school with documentation from a doctor.

Throw up- If a child has thrown up during our care a call to come pick the child up will be made. Child must be symptom free for 24 hours without aid of medication.

Contagious illness- If a parent has brought their child to a doctor and has found their child diagnosed with a contagious illness the Director will write an email to families explaining about the illness your child may have come in contact with. The email will include symptoms to keep an eye out for.

FIRST AID CPR

Teachers are first aid and CPR certified in case of any serious injuries or emergencies. First aid will be administered on cuts up to more serious injuries. An injury form will be filled out by the teacher and a phone call made to parents by the teacher or staff member once the child has been taken care of. If CPR needs to be performed teachers will start performing CPR and call emergency personnel immediately and then a call to parents will be made. Parents will be informed of what hospital child is being taken to during this call. Director will fill out a serious injury/death form to be turned into DHS within 24 hours of a report from parents if surgery or major medical procedures are done. In case of nonemergency injuries, parents will be called by the teacher and an injury report will be created.

MEDICATION

Medication will only be administered with written consent made by parents for over-the-counter medication and will be signed off by the teacher or staff member that administers it. On this form will include the amount to be given, the time of day to be administered, and how to administer it. Little Skippers does encourage if there are multiple doses that need to be administered of any medication that the majority of them are administered at home. Any medications brought onto the Little Skippers premises needs to be in original box with original instructions from manufacturer or pharmacist. We will not administer any medication that is not in its original box or missing original instructions. Please also label your child's medication with first and last name.

FIELD TRIP

Little Skippers will not be going on field trips, in the event this changes parents will be made aware of it and must sign off on a permission form for their child to be able to attend.

MARKETING

If at any point Little Skippers would like to use photos or recordings of a child activity for marketing, research or experimental procedure the Director will seek written parent permission prior to usage.

PICTURES

Parents upon enrollment may opt to receive photos of their child throughout the day. Any photos that Little Skippers may want to use on their social media page must first receive written consent from the parent in order to use.

MEALS and SNACKS

Little skippers require parents to bring in all meals for their children. This includes and is not limited to bottles, formula, baby food, and table food meals. Please ensure that all food is labeled with first and last name of your child as well as the date when it was made. All foods will be in the refrigerator organized by child belongings.

Snacks will be provided by Little Skippers. Snacks will be cheerios, kix, oatmeal, for breakfast, nilla cookies, graham crackers, goldfish, animal crackers, ritz, cheez-its, and more for afternoon snack and early evening snack. Snacks will be stored in the Directors office in the cupboard until given snack times.

Nap and Rest

Any child who has napped or rested quietly for 30 minutes may be taken off their cot or out of their crib and given a quiet activity to engage in.

Napping and resting area will be in a separate area from children in activities to prevent them from waking children who are napping or resting.

All cribs will be always accessible at one side and spaced out with clear aisles. Cribs and cots will be placed directly on the floor and must not be stacked when in use.

All fitted sheets for cribs will be provided by Little Skippers and washed weekly or when visibly dirty. Blankets for cots will be provided by parents and sent home every Friday to be laundered for the next week. Blankets will also be sent home to be washed if the child is ill. Blankets are not permitted in cribs and may only be used on cots. A cot permission form must be signed by a parent if a parent would like their child on a cot. Permission forms are available when a child turns 12 months of age.

Little Skippers will reduce sudden unexpected infant death by following all medical advice given by the CDC and policies written by DHS. Infants will be placed on their backs.. Infants who roll onto their tummies and are under the age of 6 months will be placed on their backs. ALWAYS place ALL infants down to sleep on their back, even if they're over 6 months of age and roll over. Little Skippers must have documentation from a parent indicating that their 6 month old regularly rolls over and is able to remain asleep on their tummy, This form may be found in the office.

Little Skippers will place infants on firm mattresses with fitted sheets that are appropriate for the mattress size as well as overlapping the underside of the mattress so it cannot be dislodged by pulling on the corner of the sheet with reasonable force. The only items allowed in the infants crib will be a pacifier.

All infants if found asleep outside of a crib will be moved to a crib as soon as possible. If a child falls asleep in a teachers arm, the teacher must take into account the needs of all the children in their care to determine when to place the infant in their crib. When placed in cribs, infants will be placed on their backs children will be placed in such a manner as to allow continuous airway flow and their face to be clear of any objects excluding pacifiers.

DHS and the CDC recommends that infants are laid in their cribs without swaddling. Little Skippers must receive written permission from families to swaddle a child in their care. Little Skippers will no longer swaddle a child who is able to roll. Little Skippers may place the infant who has not yet begun to roll over on its own down to sleep in a one-piece sleeper equipped with an attached system that fastens securely only across the upper torso, with no constriction of the hips or legs, to create a swaddle.

An infant who independently rolls onto its stomach after being placed to sleep on its back may be allowed to remain sleeping on its stomach if the infant is at least six months of age or the license holder has a signed statement from the parent indicating that the infant regularly rolls over at home.

Each infant shall have their own crib that is inspected monthly and reviewed against all recalls annually.

BEHAVIOR GUIDANCE POLICIES AND PROCEDURES

The purpose of this policy is to protect the safety of children and staff persons within the licensed facility.

All teachers and staff employed by Little Skippers must ensure that each child is provided with a positive model of acceptable behavior. Be the person you want the child to strive to be.

Teachers and staff employed by Little Skippers must tailor materials to the appropriate developmental level of the children that the center is licensed to serve.

Teachers and staff employed by Little Skippers will redirect children and groups away from problems toward constructive activity in order to reduce conflict. Example: Maddie is climbing the cots, Teacher A is doing puzzles with two other children and Teacher B is taking children to the bathroom. Teacher A will walk over to Maddie and calmly ask Maddie to place her feet on the floor to stay safe. When Maddie climbs down or is assisted down Teacher A will then kneel down to be eye to eye with Maddie and explain that keeping our feet on the ground keeps our bodies safe. Teacher A will ask if Maddie wants to join in doing puzzles or if Maddie would like to do a different activity.

Teachers and staff employed at Little Skippers will be asked to teach acceptable social behavior when a problem or conflict arises in the classroom. Ex. Tanner takes a toy from Juliette, Juliette scratches Tanner. Teacher A comforts Tanner and ensures the proper care is given to Tanner. When Tanner is calm Teacher A will address Juliette, I see that you are mad. In the future if Tanner takes your toy let's use our words. Tanner, I don't like that you took my toy when I'm done playing with it I will share with you. Using our words is kind and Tanner will most likely share. Scratching hurts and won't solve the problem. Teacher A will turn to Tanner and say, Tanner if you would like the toy Juliette has next time ask for the toy or ask if she would be willing to share.

Persistent Unacceptable Behavior

If a child continues to have persistent unacceptable behavior the teacher and management will discuss with parents what has been observed and come up with a behavior plan to help the child become successful in the school settings. The documentation will be written and signed off by both parents and the teacher. Management will sign as a witness to the behavior plan and meeting.

Teachers will record and observe the child's behavior *only after* the initial meeting with parents. This will include how the staff responded to the behavior, what time the behavior occurred, and if any outside assistance by management was needed. If behavior persists it will be recommended that a specialist comes in to observe behavior and assist Teacher or advice parents on the next step to aid the child to be successful in a school setting.

Prohibited Actions

A teacher or staff person employed at Little Skippers are prohibited in:

1. Subjecting a child to corporal punishment, which includes but is not limited to:

- Rough handling
- Shoving
- Hair Pulling
- Ear Pulling
- Shaking
- Slapping
- Kicking
- Biting
- Pinching
- Hitting
- Spanking

2. Subjecting a child to emotional stress, which includes but is not limited to:

- Name Calling
- Ostracism
- Shaming
- Making derogatory remarks about a child or the child's family
- Using language that threatens, humiliates, or frightens the child

3. Separation of a child from the group except within rule requirements. *(No child may be separated from the group unless teachers have tried less intrusive methods of guiding the child's behavior which have been ineffective and the child's behavior threatens the well being of the child or other children in the center. A child who requires separation from the group must remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person. When separation from the group is used as a behavior guidance technique, the child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation, and the child must be returned to the group as soon as the behavior that precipitated the separation abates or stops. A child between the ages of six weeks and 16 months must not be separated from the group as a means of behavior guidance.)*
4. Punishments for lapses in toileting
5. Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior
6. The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm.
7. The use of mechanical restraints, such as tying.

PETS

Little Skippers is a fur free environment. Pets allowed on the premises are fish.

VISITING LITTLE SKIPPERS

Parents of enrolled children may visit Little Skippers any time during the hours of operation. We advise that as children develop and understand that their parent must go to work that visiting frequently may be difficult for your child emotionally. We will provide photos, updates, and the ability to call at any time for each parent if needed.

Program Grievance Procedure

In the event of a grievance parents may report to the Director in charge of the center. If the Director has performed the grievance, then parents may report to the Owner- sarah@littleskippers.com

Maltreatment and Mandated Reporter

All members of Little Skippers are Mandated Reporters. This is not a light matter nor something that is looked over. If a member of the Little Skippers team suspect, sees, or hears about abuse and neglect they must call the proper authorities for the safety of the child. (651) 431-2000

There will be no tolerance for disrespectful, abusive, or neglectful actions towards any children in or around our care. We have strived to make a promise to be advocates for our children by accepting the offer to work for Little Skippers.

Primary internal review: Alex Dobberpuhl (DIRECTOR)

Secondary internal review: Sarah Nemitz (OWNER)

CONCERNS ABOUT LITTLE SKIPPERS

If there are concerns about Little Skippers that a parent believes can not be handled through the grievance procedure please call the Department of Human Services (DHS) Division of Licensing 651-431-6500