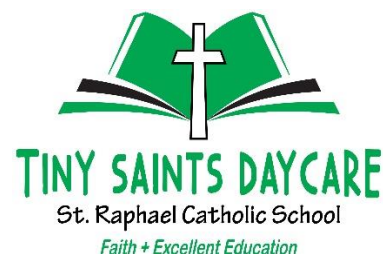


Tiny Saints: St, Raphael Catholic School Daycare  
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## Tiny Saints Policy Handbook

### Children Currently in Care:

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Age: Infant through school age

License Capacity: 12 children

Ages and numbers of children (including provider's own children): 1 Infant (under 12 months), 1 Toddler (12 to 24 months), 8 Preschoolers (24 months to age 5), 2 School Ageds (5 to 11).

### Licensing:

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Brown County Family Services licenses the Tiny Saints St. Raphael Catholic School Daycare. Brown County Family Services telephone number is (507) 354-8246. This daycare facility is licensed as a class C2 group childcare center and follows the rules and regulations set by Brown County Family Services.

### Mission and Philosophy:

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As part of St. Raphael Catholic School, our Daycare follows the schools' philosophy. We believe that children are a gift from God and made in his image. We believe that each child needs to be educated; spiritually, academically, emotionally, physically, culturally, and socially. Our mission is to bring students to a deeper relationship with Jesus while providing them with excellent care and education. We will provide an educationally stimulating environment. Tiny Saints daycare has developed a schedule of daily activities that are developmentally appropriate. Tiny Saints daycare believes that these activities will aid the child in his or her spiritual, academic, emotional, physical, cultural, and social growth. Our staff will maintain a clean and safe environment in which the children can grow and develop.

### Educational Method:

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Tiny Saints: Saint Raphael Catholic School Daycare will be an educational partnership between the parents and the school. Partnership between home and school is all about understanding children as they make that big transition from home to school and back home again. We consider our working relationship with parents as vital to the success of the children in the daycare. Keep us informed of significant events that may affect your child. We will also keep parents informed of any significant events in his or her day at daycare.

### Days and Hours of Operation:

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Care shall be provided from 7:30am until 5:00pm Monday through Friday, year round. The daycare will be closed on holidays as listed in this policy handbook.

### Daycare Schedule:

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7:30-8:15 Arrival / free play  
8:15-8:30 Wash hands / prepare for breakfast  
8:30-9:00 Breakfast  
9:00-9:30 Clean up / diaper change & bathroom break  
9:30-9:45 Circle time / story time / music & movement  
9:45-10:15 Small manipulative activities / arts & crafts  
10:15-10:30 Diaper change & bathroom break  
10:30-11:15 Gross motor (outside / gym)  
11:15-11:30 Wash hands / prepare for lunch  
11:30-12:00 Lunch  
12:00-12:30 Clean up / diaper changes & bathroom break / quiet activities  
12:30-3:00 Nap / quiet time  
3:00-3:30 Diaper changes / bathroom break / prepare for snack / snack  
3:30-5:00 Free play / departure

\*Diaper changes / bathroom breaks will happen every 2 hours if needed, unless needed sooner. Most bathroom breaks will take place across the hall in the school bathroom, a space that is also used by other students and staff occasionally. Infant needs are on demand with feeding, napping, diapering and activities.

Infants and toddlers learn by experiencing the environment through their senses, by physically moving around and through social interaction. Non-mobile infants absorb and organize information about the world around them. Caregivers talk and sing with them and bring them objects to observe and manipulate. Caregivers stroll and carry infants around the environment to show them events and people.

### Holidays:

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The following are paid holidays when they fall on a day regularly scheduled for care. Tiny Saints daycare will be closed on New Years Eve and New Years Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving and the Friday after Thanksgiving, and Christmas Eve and Christmas Day.

### Meals and Snacks to be Served:

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Breakfast- 8:30am  
Lunch-11:30am  
Snack-3:00pm

Food, lunches, and bottles brought from home must be labeled with the child's name and refrigerated when necessary. Bottles will be washed after each use. Food served during the day will include servings from each of the basic food groups as defined by the United States Department of Agriculture.

### Behavior Guidance

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Tiny Saints Daycare Center will practice the policy of preventative guidance. This means we will try to prevent discipline problems before they occur. Several ways to practice preventative discipline are as follows.

*Positive reinforcement*—focus attention on the positive, appropriate behavior and praise it.

*Positive redirection*—anticipate problems in order to avoid them. If we feel a problem may arise in a given situation, we will divert the child's attention by interesting him/her in something else and offer positive alternatives.

*Positive verbal interaction*—use non-threatening terms to encourage cooperation.

- Make a game out of work.
- Never ask a question if it really is not a question. State what needs to be done when
- there is not a choice rather than asking.
- Give children choices whenever there is opportunity to do so.
- Give positive directions, make explanations short, simple and stated in positive terms.
- Model behavior.
- Cue appropriate behavior by telling children what is involved and expected.

We, at Tiny Saints, will not subject children to corporal punishment, punishment for lapses in toileting, withholding food, light, warmth, clothing, or medical care. We will not use emotional abuse or physical restraints. We will also not use separation of the child from the group unless the staff has tried less intrusive methods of guiding the child's behavior.

If staff observe and record persistent unacceptable behavior, we will develop a behavior plan to address the behavior in consultation with the child's parent and with other staff persons and professionals when appropriate. The steps of a behavior plan include: goals for required behavior, steps if required behavior does not occur, an agreement on the plan, and next meeting time to evaluate progress.

If a child requires more care and attention than program staff cannot provide without compromising the health and safety of other children, Tiny Saints will assist in finding other childcare arrangements.

Open communication is the goal. Partnering with you, as the parent/guardian is of utmost importance in working through behavior. If at any time you would like to visit about your child's behavior, please speak with the childcare provider or administration. We would be happy to partner with you.

#### Sleeping and Rest Arrangements:

Infants will use a Mesh Pack and Play. Toddlers and Preschoolers will use a mesh pack and play or a cot. Clean, separate bedding will be provided for each child in child care.

#### Non-Discrimination Practices:

Tiny Saints: St. Raphael Catholic School Daycare does not discriminate in relation to admissions on the basis of race, creed, color, national origin, religion, gender, or disability.

#### Sick Child/Absences:

Out of courtesy, please call the school (507) 723-4135 by 8:00am if your child is going to be absent or is ill that day. We have a phone system where you are able to call and leave a voicemail 24 hours a day. For the protection of all the children at the daycare, please keep your child at home if he/she shows any of the following signs or symptoms within the previous **24 hours**.

1. A temperature of 100 degrees or higher- the child needs to be **FEVER FREE without** any type of fever reducing medicine before returning to daycare.
2. Diarrhea
3. Vomiting
4. Rash of any kind of which its source is unknown
5. Eye infections
6. All contagious diseases: measles, mumps, chicken pox ect.
7. Head lice (unless treated)
8. Scabies
9. Impetigo
10. Ringworm
11. Persistent runny nose
12. Persistent cough
13. Significant respiratory distress

The provider shall require that a child's parent notify the provider within 24 hours of the diagnosis of a serious contagious illness or parasitic infestation listed in Chapter 4605 (copy is on hand). The

Provider shall inform a parent of each exposed child the same day the provider is notified of a positive diagnosis has been made for any of the illnesses or parasitic infestations listed in Chapter 4605. The provider shall notify the Minnesota department of Health of any suspected case of reportable disease as specified in Chapter 4605. When a child has an allergy, the parent must complete and sign the DHS approved Family Child Care Allergy Information Form. (DHS-7736)

### The Care of Ill Children:

Should a child get sick while at daycare, the child will be isolated and well cared for while parents are notified. Tiny Saints: St. Raphael Catholic School Daycare shall notify the parent immediately when a child in care develops any of the following symptoms.

1. Underarm temperature of 100 degrees Fahrenheit or more, or an oral temperature of 101 degrees Fahrenheit or more.
2. Vomiting
3. Diarrhea
4. Rash, other than mild diaper or heat-related rash

### Immunization Records:

Immunization records must be kept for each child in care in accordance with MN Statute 121A.15.

### Medications:

The childcare provider shall obtain written permission and instructions from the child's parents prior to administering medicine, diapering products, sunscreen lotions, and insect repellants. The provider shall obtain and follow written instructions from a licensed physician or dentist prior to administering each prescription medication. Medicine with the child's name and current prescription information on the label constitutes instructions.

### Substitutes:

In the event that our main caregiver is ill, on vacation, or is unable to work for whatever reason, St. Raphael will work to find a substitute to take her place. Initially, you will need to find back-up care until we employ and train a substitute.

### Pets

There are no pets in residence at the daycare or school.

### Child Care License Holder Insurance

Tiny Saints Daycare is under the umbrella of St. Raphael Catholic Church and School and is part of their program. The church and school carry liability insurance with Catholic Mutual.

### Inclement Weather:

Tiny Saints Daycare's goal is to keep children safe during severe weather when on roadways and on the way home. We will evaluate the weather conditions on an as-needed basis. The decision will be based on the safety and the availability of the staff. If Tiny Saints closes, we will not reopen later in the

day. If there is a blizzard warning, **no travel advised**, no plows on the roads, and/or the radar is showing adverse weather conditions, the center will close. Closing will be sent as a text message on Remind, and posted on the St. Raphael Catholic School Facebook page.

If Springfield Public Schools (and St. Raphael Catholic School) are two hours late due to weather, Tiny Saints Daycare will open at 9:30 a.m. \*Families will not be charged for the day or hours that the daycare is closed to inclement weather conditions.\*

### Emergency Procedures:

In the event of an emergency, injury, accident, or illness at the facility, the caregiver or school staff will contact the parents/guardians. If they cannot be reached, the caregiver or school staff will call the person(s) listed on the child's form. In the case of a serious emergency, as determined by the Tiny Saints daycare or St. Raphael Catholic School staff, a call will be made to 911 before notifying the parents.

### Emergency, Fire, and Storm Plans:

The provider has made emergency, fire, and storm plans, keeps a monthly fire and storm drill log, and is required to complete an Emergency and Preparedness Plan using forms provided by Brown County or the State of Minnesota. The Emergency Preparedness Plan (DHS-7414C) is available for parents to read upon request.

### ALICE Drills:

Alice Drills (Active shooter drills) will be practiced throughout the year in compliance with Minnesota Law (in conjunction with St. Raphael Catholic School). These drills would include either evacuating the building or barricading the door, shutting off the lights and staying away from doors and windows.

### Drug and Alcohol Use:

Drug and alcohol use is prohibited from St. Raphael Catholic School, Daycare and its surrounding grounds. This school is likewise a smoke-free environment.

### Mandated Reporting:

All caregivers including the main caregiver, assistants, substitute caregivers and helpers are legally required to report suspected abuse or neglect.

### Transportation of Children:

We do not transport children in care.

### Field Trips:

If a field trip (outing) is planned for a group of children at Tiny Saints: St. Raphael Catholic School Daycare, parents will be notified of time, place, destination and cost (if any). Permission slips will be distributed to each child and must be returned with the parent's signature before the children will be allowed to go on the field trip. Transportation for the field trips could be by bus or by vehicle (using



proper child restraints). Walks are not considered a field trip. Walks are taken periodically indoors and outdoors.

### Research Projects:

Parents will be notified and written parental permission obtained before any research, experimental procedures, or public relation activities will be done with your child while at the daycare. General photographs of the daycare may be taken and used on the school website or school social media platforms (Facebook and Instagram). No names accompany the photos. If a parent objects to their child being photographed, please notify the daycare in writing.

### Referrals:

If a referral to an outside agency is necessary, the daycare staff will assist the parent/guardian in receiving the appropriate assistance in making this contact.

### Outdoor Play:

When weather permits, all children will go outside for walks or out to play. Please make sure your child has appropriate clothing (coat, snow pants, boots, hat, and gloves) for all types of weather. If a parent feels a child is too ill to go outside, the parent should consider alternative childcare or keep the child at home. The children and staff will not go outside when weather is inclement.

### Personal Belongings:

Each child is assigned a place for coats, boots, and a change of clothing. Parents are responsible for seeing that there is a labeled change of clothing at the daycare. The daycare is not responsible for lost items. Children must wear shoes. Snow boots are not considered to be shoes and cannot be worn indoors. **Parents of infants and toddlers will supply bottles, disposable diapers, training pants, several changes of clothing and pre-moistened commercial wipes for clean-up after diapering.**

### Payments Due:


Payment should be made each week by Friday unless other arrangements have been made.

### Late Fee:

A \$10.00 per 15 minute late fee will be assessed to those families who are not picked up by closing time (5:00pm). If you are running late, or need extended hours at any given day, please call and we are willing to work with you if it fits the daycare staff's schedule.

### Grievance Procedure:

If a parent has a concern about the Tiny Saints: St. Raphael Catholic School Daycare, they should first bring their concern to the attention of the daycare director. The director will then discuss the problem/issue with the daycare staff and the professional staff of St. Raphael Catholic School including the Principal. If the parent feels that the problem is a serious grievance, they should present it in written form to the daycare director within **one week** of the occurrence of the situation. The director will then deliver the written and signed grievance to the Principal. The Principal may work to



resolve this issue on her own with the director and staff. If the Principal wishes, she can call a meeting including the parents, daycare director, and herself. They will aim to resolve the issue in a manner that will satisfy the parents and the daycare.

Termination Procedure:

Daycare contracts may be terminated by either parent or provider. The parent may terminate the contract by providing a two week written notice in advance of the ending date. Payment in full is due for the notice period whether or not the child is brought to the provider for care. Tiny Saints: St. Raphael Catholic School Daycare may terminate a contract at will. Failure by the provider to enforce one or more terms of the contract does not waive the right of the provider to enforce any other terms of the contract.

Signature:

Parent Printed Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**PROVIDER HAS PROVIDED A SUMMARY OF THE CHILD CARE RULE. A COMPLETE COPY OF THE FAMILY CHILD CARE RULE IS AVAILABLE FOR PARENTS TO READ UPON REQUEST. (DHS-7747)**





