



Tiffs Tiny Tots

Licensed Family Child Care

EST. 2020

POLICY HANDBOOK

TIFFANY TUPY
LICENSE #1104170
806 1ST AVE S.E
NEW PRAGUE, MN 56071

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HOURS OF OPERATION

September - May	Monday - Friday	7:30 am - 4:30 pm	3 months - 4 years
June - August	Monday - Thursday Every other Friday	7:30 am - 4:30 pm	3 months - 4 years

ABOUT TIFFS TINY TOTS

At my childcare, the children become a part of my family, and my home becomes their second home. I love and care for them wholeheartedly and treat them as if they were my own. We love to get our bodies moving with dance parties and playing outside. In Spring, Summer, and Fall we spend the majority of time outdoors. My program is designed for children ages 3 months to 4 years old. Children age out of my Program around their 4th Birthday. I believe that children thrive in an environment that values their uniqueness while providing support and opportunities to grow emotionally, socially, and creatively. I offer a play-based model with self-guided and adult-guided play. The Play-Based model's main goal is to develop social, emotional, and soft skills through provider modeling. Children's progress is monitored by their participation in hands-on activities and observations.

RATES, HOLIDAYS & PROVIDER PTO

All tuition rates are per week. It is important to note that to secure your child's place, payment is required regardless of attendance. Payments are determined by the spot allocated to your child on my license, rather than actual attendance. For the most up-to-date rates, holiday schedules, summer schedule and information on paid time off (PTO), please refer to the current Financial Agreement.

STATE LICENSING REQUIREMENTS

Tiffany R Tupy, DBA Tiffs Tiny Tots is licensed and complies with all applicable licensing regulations and standards. These standards encompass aspects such as the environment of the home, staff qualifications, health and safety protocols, nutritional guidelines, caregiver-to-child ratios, and meticulous record-keeping practices. My home is subject to inspection by state and city health, fire, and licensing officials. The licensing agency is granted access to the records maintained for your child, with strict confidentiality protocols in place to limit disclosure solely to yourself as the parent, the agency, and authorized departments. I guarantee that discussions regarding your child's development or behavior will remain confidential between us. A comprehensive copy of the Family Child Care Licensing Rule is available for parents' reference, obtainable from Tiffs Tiny Tots, the county office, or online. Tiffs Tiny Tots operates under a Class C Family Day Care License, allowing for the care of up to 14 children.

GRIEVANCE

In the event that myself (TT) and Parents are unable to reach an agreement on matters concerning your child/children, as a parent and I as the provider, we reserve the right to contact my licensing authority at Le Sueur County (507-357-8288).

DRUGS, ALCOHOL & SMOKING

In our household, we strictly prohibit any form of drug usage. Moreover, consumption of alcohol or tobacco is not permitted while caring for children. It is paramount that individuals responsible for childcare remain free from any substances that could impair their capacity to provide optimal care for children.

LIABILITY INSURANCE

I carry Daycare Liability Insurance through Markel Insurance Company.

HELPERS AND SUBSTITUTES

If I opt to utilize a Helper or Substitute, he or she will have undergone a comprehensive background check, in addition to receiving the necessary training.

NON-DISCRIMINATION

I will not discriminate based on race, color, creed, national origin, religion, gender, or disabilities.

FIRES & STORM DRILLS

Fire drills will be conducted monthly, with the designated meeting point being at the rear fence or playset in the backyard. Similarly, storm drills will also occur monthly. In the event of severe weather, the designated shelter area is the daycare bathroom situated in the basement.

MANDATED REPORTER

Both I and any substitutes or assistants are designated Mandated Reporters. We are committed to promptly reporting any suspected cases of abuse or neglect to the relevant authorities.

PETS

We have a female Chocolate Lab residing in our household named Daisy. Daisy is up-to-date on all her necessary vaccinations.

TRANSPORTATION

I will not be responsible for transporting children to or from school. Should a parent opt to enroll their child in a preschool program, it is the parent's responsibility to arrange transportation.

CAMERAS AND RECORDINGS

I have installed cameras in our primary daycare areas, including sleeping quarters and the exterior of the premises. These recordings serve the dual purpose of quality assurance and ensuring the safety of our children and staff. For instance, in cases of accidents, we can review the footage to understand the circumstances leading to an injury. It is important to note that these recordings are strictly confidential and are not shared with any parties outside of my supervision.

TERMINATION

Should I choose to terminate your childcare services, I will provide a two-week notice. Payment for the two-week notice period is mandatory, irrespective of whether your child attends during this period. Immediate termination of a child's contract will occur if medication is administered before drop-off without my prior knowledge, continual disruptive behavior which is harmful to other children and staff, threatening language from a child or family member, violence against other children or staff. I retain the right to terminate immediately as well. In the event of immediate termination, prepaid tuition will be refunded within 3-5 business days. Should a parent choose to terminate childcare services, they will need to provide a two-week notice.

COMMUNICATION

I strive to create a nurturing environment in my home, fostering an atmosphere that feels like an extension of your own. Maintaining transparency and open communication is crucial. It's important to discuss both challenges and successes as part of our partnership. I will use the Brightwheel app as our primary communication tool. All parents and guardians are required to use the Brightwheel app. Important information, including policy and procedure changes, government mandates, and closures, will be shared through the app. Please keep us informed about important matters such as absences, late arrivals (after breakfast at 8:15 AM), early pickups, illnesses, non-parental pickups, or any other relevant information. Be aware that all messages can be viewed by all staff members. If you need to send anything personal, private, or financial, please use the "Admin Only" message option. Admin-only messages can only be viewed by me (TT).

TUITION PAYMENT POLICY

Tuition payments are to be made via Zelle at 952-393-3345. Late payments incur a \$25 fee per day, including weekends.

Monthly: Tuition Invoices are sent out on the fourth (4) Thursday of the month and are due by Friday by 3 pm. Monthly Tuition is calculated as weekly tuition x (multiplied) by 4.33.

Biweekly: Tuition Invoices are sent out on the second (2) and fourth (4) Thursday of the month and are due Friday by 3 pm. Biweekly Tuition is calculated by weekly tuition x (multiplied) by 52 and then / (divided) by 26.

A registration fee of \$400 is required upon enrollment, separate from tuition. Payment is still expected during vacation or leave, but if I take time off, it is exempt unless I use my PTO.

A leave of absence is permissible in cases of seasonal work lay-off, job loss, summer break, or maternity leave. To retain your child's place during such absences, a fee of \$100 per child per week, for up to 6 weeks. Subsequently, full-time rates are applicable to continue holding the spot. This weekly fee does not contribute to tuition.

Annual tuition increases are subject to my discretion, with notifications dispatched two weeks before the effective date.

Acknowledging that payment is obligatory to secure your child's place, regardless of attendance is imperative. Late starts and early releases do not warrant a reduced rate.

EMERGENCY CLOSURE

In the event of inclement weather, I will close. Closure will occur if the Minnesota Department of Transportation or the Minnesota State Patrol issue a no-travel advisory, or if New Prague Area Schools declare closure due to severe weather conditions. Additionally, emergency closures may transpire in cases of power outages or unforeseen circumstances that hinder my ability to deliver care.

LOCAL, STATE, OR NATIONAL PUBLIC HEALTH EMERGENCIES

In the event of a public health emergency mandating the closure of the childcare business by Le Sueur County, the State of Minnesota, or federal authorities, a reduced tuition rate of 50% will be applicable for up to 6 weeks. The provider retains the option to use accrued PTO during this period but is not obliged to do so. Should public health directives impose more stringent measures than those outlined in this handbook, all policies will align with the guidance of health officials. Regular updates will be communicated to families through email, text messages, or written notices. The provider retains the discretion to modify health and safety protocols as necessary.

ARRIVALS

Please ensure that your child/ren arrive dressed appropriately for the activities of the day. It is important to bear in mind that our focus is on playful and creative endeavors, which may involve some messiness. Thus, it is advisable not to dress them in outfits you would be concerned about getting dirty or stained. Consider the weather conditions when selecting their attire.

I open at 7:30 am. Any drop offs before 7:30am will result in an automatic \$25 fee and incur another fee of \$5 per minute.

Please note that only one drop-off and one pick-up per child are permitted. In the event your child/ren is not here by 9am, they will be marked absent for the day.

DEPARTURES

For the safety and security of the children, only individuals authorized by you in writing will be allowed to pick up your child. This written permission should clearly state the person's name and their relationship to the child. In cases where a court order restricts one parent's access to the child, a written document from the custodial parent must be on file to prevent the non-custodial parent from picking up the child.

I close at 4:30 pm. Any pick ups after 4:30pm will result in an automatic \$25 fee and incur another fee of \$5 per minute. It is imperative that all children are picked up by this closing time.

SUPPLIES NEEDED AT DAYCARE

Parents are tasked with providing the following items for their children in care:

- Appropriate attire for the weather, including shoes that secure with laces or Velcro (no flip-flops, please).
- A comfort item for rest time, if desired, which will be exclusively used during naptime.
- 2-3 sets of spare clothing.
- Throughout winter, parents may leave additional snow gear for their child/children..

All items belonging to your child/children should be clearly labeled.

Upon enrolling a child in my care, we will collaboratively discuss and establish agreements concerning the child/children's sleeping patterns, feeding preferences, behavior management strategies, toilet training, allergies, health conditions, and any other pertinent concerns. If necessary, specific instructions from parents will be requested in written form.

WADING POOL

During the summer season, we may utilize a wading pool with a water depth not exceeding 24 inches. Prior to participation, it is required to sign a permission slip and review the document titled "Risks of Wading Pools."

NAP/REST TIME

Infants, aged up to 12 months, will be accommodated in an approved portable crib for sleep. Older children will have designated cots or mats on the floor for resting. Each child will have access to clean and separate bedding. Typically, infants aged 12 months and below will have a morning nap and transition to a single nap between 12 and 18 months. Swaddling of infants is not practiced. Children under 6 months of age may require a third nap, which can be scheduled in the late afternoon. All children are allotted a minimum two-hour rest period daily. While children are not compelled to sleep, they are encouraged to maintain a quiet demeanor on their designated mat during this time. If a child no longer requires naps, they may have outgrown the program. It is advised against picking up children during the designated nap/rest period from 12:30 to 3:30 PM.

MEALS & SNACKS

Breakfast Time: 8:00 AM

Morning Snack: 10:00 AM

Lunch Time: 12:00 PM

Afternoon Snack: 3:30PM

Children arriving after 8:15 AM should have had breakfast at home. Parents are welcome to provide special treats for birthdays or holidays, but prior approval is necessary due to potential allergies among children. Store-bought baked goods must include an ingredient label for approval. Please note that the schedule is subject to change.

DIAPER POLICY

I will provide a standard supply of diapers. Should a parent have a preference for a specific brand, they will need to furnish those particular diapers. Diaper changes will be conducted every two hours or as needed.

TOILET TRAINING

I am enthusiastic about supporting potty training when a child shows readiness, typically between the ages of 2 and 3. It is essential to commence training at home initially, ensuring success for a minimum of two weeks before extending the training to daycare. Pull-ups will be provided during this phase. Once a child has demonstrated two weeks of accident-free progress in pull-ups, they may transition to attending daycare in cotton training pants or underwear. Effective communication between parents and the providers is vital for a smooth transition from diapers to toilet training.

HEALTH MATTERS

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

Parents agree to keep their child home if they have:

Fever 100.4+	Pink eye (Bacterial or Viral)	Impetigo
Vomiting	Covid 19	Chicken Pox
Diarrhea	Influenza	Profuse Nasal Drainage
Persistent Cough	Croup	Hand Foot Mouth Disease
Undiagnosed rash or sores	Strep Throat	Mumps
Gastroenteritis (Stomach Flu)	RSV	Whooping Cough
Ringworm	Lice	Communicable Diseases*

*In the event of a known or suspected communicable disease, prompt notification within 24 hours is necessary for informing other parents about potential exposure, as mandated by the MN Department of Health 4605.700.

The following are "examples" of contagious illnesses necessitating a child's absence from daycare. Each case varies and may require differing durations of absence. This precaution is essential for safeguarding your child, other children in daycare, and the daycare provider. Maintaining a germ-free and healthy environment is a priority, as one sick child can potentially spread illness to others, perpetuating a concerning cycle.

Children will be sent home if they:

- Exhibit signs of significant illness hindering their participation in daily activities
- Experience breathing difficulties, wheezing, or persistent coughing
- Require nasal wiping four or more times within an hour
- Report severe stomach ache
- Displays inconsolable crying, fatigue, uncharacteristic poor appetite, or lethargy

In the event of your child falling ill and necessitating departure, I will promptly contact you via call or text. Upon notification, you are expected to collect your child within one hour. Any time exceeding this hour will incur charges at a rate of \$25 per every 5 minutes. Rest assured, the unwell child will receive continuous supervision and isolation in a quiet area away from other children.

HEALTH MATTERS CONT.

- Prior to returning to childcare, your child must exhibit no symptoms for a minimum of 24 hours.
- Should medication be necessary, your child must have received it for a full day before resuming daycare. This precaution aims to safeguard all children in my care from unnecessary illnesses.
- In the event of my illness in the evening, I will notify you via text message one hour before my doors open.
- If I fall ill during daycare hours, I will promptly inform you, requiring your child/children to be picked up within an hour.
- Parents are advised to arrange alternative care arrangements for their child during the period they are unable to attend daycare due to illness.

ILLNESS CLOSURE

I have the authority to temporarily close for cleaning due to illness outbreaks at the daycare, with up to two compensated sanitation days.

MEDICATION

I will not be administering prescription and nonprescription medications while a child is in my care. Parents are obligated to inform the caregiver in the event their child has been unwell.

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.

DAMAGE TO PROPERTY

I understand that items may be broken or damaged in normal playtime activity however, if we determine that damage is caused by excessive or intentional misuse, it is the responsibility of the child's parents to pay for repair or replace the item(s). If damage occurs that requires repair or replacement, I will discuss the damages and how to proceed.

LOST OR DAMAGED ITEMS

We are not responsible for lost or damaged items from home. We will do our very best to locate and return lost items.

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 way 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 allowed 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 a separate part 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.

ACKNOWLEDGMENTS

- To secure your spot, it is imperative to sign the Policy Handbook, Financial Agreement, and Illness Agreement, along with making a Holding Fee payment.
- Should the Provider opt not to enforce a specific section of the Policy Handbook, Financial Agreement, or Illness Agreement, it does not relinquish the right to enforce any other section of these documents.
- The Provider reserves the right to revise the Policy Handbook, Financial Agreement, and Illness Agreement as needed.

The signatures below signify agreement with the terms outlined in this Policy Handbook, binding the signatories to adhere to its stipulations. The Provider reserves the right to modify policies with prior written notification.

Thank you,
Tiffs Tiny Tots

Tiff Tupy

X _____
Parent Signature Date

X _____
Parent Signature Date

X _____
Provider Signature Date

Notes: