

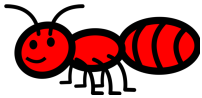
TINY TOTS

Mission Statement

We believe that teaching young children is one of the most important and rewarding professions to be in. Tiny Tots Learning Center provides safe, affordable, quality child care in Lapwai and Kamiah. In doing so, we support families in their efforts to work, attend school and training while giving all children an opportunity to build friendships and learn in a relaxed, fun learning environment. It is of utmost importance to us to maintain a stable, consistent environment that reflects the core values of the families we serve.

Programs

Tiny Tots Learning Center provides a program for children ages 2 months-10 years. We provide a safe, clean environment where children are encouraged to develop at their own pace. Tiny Tots Learning Center's staff is committed to the communities we serve, providing appropriate support, encouragement, inclusion of all families.



Tamsoy (Ant) and Lept Lept (Butterfly) Infant/Toddler Program:

Children entering this program are required to have their first vaccinations (age two months). As children grow and progress, they will develop skills such as, playing with toys, jumping, crawling, walking and running, eating with utensils, drinking from a cup, and sitting in a small group for a short amount of time and sharing with other children. **Academic Plan:** Children entering this program develop skills such as learning color and letter names, number counting and oral language skills in English and nimiipuutim** through song, story and play. They will be able to communicate basic needs and will begin potty training, as well as a variety of skills to help them successfully navigate the pre-kindergarten classroom.

Alatalo (Yellow Jacket) Pre-Kindergarten Program:



Children entering this program are completely potty trained. They will begin verbalizing personal wants and needs. As the children progress through the program, they are preparing for kindergarten. Our goal is for them to be able to recognize and write numbers to twenty, 26 letter names and sounds, write their name and letters to make CVC and other words, recognize simple shapes, manipulate scissors, and communicate with appropriate vocabulary. As well as join into play, verbalize their feelings, and resolve small conflicts. We will engage our Alatalo class in a variety of learning environments and technology to best prepare them for future learning situations.

Curriculum

A Lead Teacher is the person who guides this daycare and/or classroom duties, routines and learning curriculum. His or her job is to write lesson plans and carry out all classroom activities, supervise the class and is the main contact for day-to-day parent communication. Assistant Teachers assist the Lead Teacher in all duties described above.

Tiny Tots Learning Center's curriculum is based on individual as well as group needs and interests. We will provide opportunities for children to explore and practice skills. We believe that children learn through play. What looks like "child's play" to adults is actually learning in progress. Each classroom has a daily schedule posted in the classroom, listing the schedule of daily activities, snacks, and nap times. Every classroom will have an opportunity to utilize the outdoor/indoor learning spaces at every Tiny Tots facility.

**is the native tongue spoken by the nimiipuu or Nez Perce

Eligibility and Hours of Operation

Tiny Tots is licensed through the State of Idaho to provide care for children two months of age through school age. Our hours of operation are 7:00 am to 6:00 pm, Monday through Friday.

Closures due to holidays follow the holiday calendar and are posted prior to each closure. All closures will be announced with as much notice as possible. Closures are not deducted from monthly childcare costs.

Tiny Tots Daily Schedule

There is some degree of flexibility, however it is important that we establish structured routines and activities in order to maintain a high level of care for children.

7:30 OPEN
8:00 Breakfast, morning routines, learning stations
9:00 Circle time, Language
10:00 Outside play, projects, and programs
11:00 Lunch
11:30 Quiet time
1:30 Snack time
2:00 Story time, arts and craft
3:00 Outside play
4:30 End of the day-Clean up
5:00 Late snack
6:00 CLOSING TIME

Transitions

Parents/Guardians, who arrive before or after the scheduled opening/closing hours will be charged additional fees. Parents are given a ten minute grace period before and after scheduled times. Parents/guardians are asked to notify (call, text, email) at Tiny Tots program director 24 hrs. prior to their child(ren) not being absent or as soon as possible.

The Center will be Closed:

- Independence Day
- Memorial Day
- Labor Day
- Thanksgiving (Thursday/Friday)
- Christmas Day
- New Year's Day
- Tribal Holidays (as posted)

Enrollment

Our childcare program welcomes children of any race, color, gender, religion, and disability, national, and ethnic origin to participate in all program activities. Any child may enroll in the program providing the following conditions are met:

- The registration fee is paid
- The enrollment packet is complete
- The child is at least two months old
- Arrangements for payment is confirmed; ½ of the tuition cost is due prior to starting care
- There is no delinquent balance from previous childcare services
- Proof of immunizations and date of child's last physical are received within 15 days
- A food program application is filled out for each child being enrolled (if applicable)

Immunizations and Physicals

Immunization records are required of all enrolled children. The Idaho Health Department requires an Enrollment/Medical Record form be completed by each parent/guardian and signed by either a nurse or physician. Records of immunization updates must be submitted to either Bobbie or Lindsay within 14 days of enrollment. If this is not done by the 14th day your child(ren) may not be allowed into the center until the records are submitted. Parents/guardians are encouraged to visit Tiny Tots with their child(ren) prior to the child's first day of participation. This visit should be relaxed and give the child ample time to familiarize him/herself with his/her teacher and the new surroundings.

Fees

- Tuition is due in advance by the fifth of each month
- Full-Time care is based on an average month of 20 days (5 days x 4 weeks). If you sign up for full-time you are charged accordingly
- Full payment is required regardless of absences for illness or early departures
- Parents/guardians are asked to give a minimum two (2) week written notice when a child will no longer be attending Tiny Tots. Termination template available.
- A contract is signed upon enrollment and a weekly schedule is completed
- Payments are due by the first of each month. Parents are given a five day grace period before being assessed a \$25.00. A bi-monthly payment plan of the 1st and 15th of each month may be arranged. Payments are due on the 1st and 15th and the late fee will be charged if payment has not been received by these dates. A weekly payment plan is available upon request. Fees are paid prior to the child entering. Multiple delinquencies may result in dis-enrollment.

Contract Termination

This contract may be terminated by either the parent/guardian or provider by giving a 2-week written notice in advance of the final day of care. Payment by parent/guardian may be due for the notice period whether or not the child is brought to the provider for care (please refer to the contract). Reasons for a provider termination may include but are not limited to: failure of parents/guardian to pay, failure of parent/guardian to complete required forms, lack of parent cooperation, inability of provider to meet the child's needs, the inability of the child to adjust to childcare or the failure of parent to abide by contract and/or policies. In some cases, immediate termination may be necessary. Some reasons for *immediate* termination may include, but are not limited to; failure for a parent to pay required fees, health or safety concerns. Communication between parent and the provider is critical. Termination due to any of these reasons would be a last resort of the provider being unable to resolve the issue with the parent first.

Absences

Full payment is required regardless of absences for illness or early departures. No allowances or reductions on tuition will be given due to vacation or snow days unless special arrangements are made.

Late Charges

Fees are due by the 1st of each month. If the fee is not paid by the 5th, a late fee of \$25.00 will be charged. Bills left unpaid can result in a parent/guardian being turned over to the Collection Agency.

Parents have a 10 minute grace period if pick up occurs after scheduled pick-up time. Parents will be charged at a rate of \$5.00 per hour per child for any time after that grace period. If you find yourself unable to be at the center by closing, please call so that we may reassure your child that you are safe and arrange for someone on your pick-up list to come for your child.

Arrival/Departures

Parents/guardians are requested to accompany their child into Tiny Tots facilities, record the child's arrival in Brightwheel, and help the child put away his/her belongings. If requested parents may be asked to refrain from entering the premises due to possible exposure to any infectious disease, especially during winter hours.

Children will not be released to anyone who is not authorized by the parent/guardian. Please bring a photo identification with you when you pick up your child, and ask other people who pick up your child to bring identification. Indicate who is allowed to pick up your child(ren) by listing them on your authorization list. Visitors or anyone picking up a child on an occasional basis must sign in so we know who is in the center at all times.

We encourage parents to follow car-seat safety laws and procedures to keep their child safe in a motorized vehicle. We are required by law to report anytime we see a child unbuckled or suspect that a parent is under the influence of drugs or alcohol.

Parent Communication

Communication between teachers and parents is essential. Brightwheel is our main communication tool and parents will be required to download and use Brightwheel for administrative, billing, and communication purposes. Parents can call the Lapwai facility at 208-843-9262 or contact Bobbie Penney 208-935-8587. Communication may include such messages as special pick up times, doctor's appointments, names of others who will be picking up your child, or anything you wish to let staff know about your child for that particular day.

Text messaging is an acceptable form of communication for emergencies only. Including but not limited to: closures, late arrival or pick-up, child illness or other concerns about immediate health or safety. **Text messaging will not be used to discuss matters of payment, contracts, or behavioral concerns.**

These matters will be recorded in writing in the form of an incident report or grievance letter. If a problem persists the parent or provider may request a meeting to clear up the matter of concern. Finally, a letter of termination may be submitted by the provider if no possible solution is foreseen.

Parents/Guardians are asked to provide the following supplies:

Please ensure that children wear clothing that is comfortable, appropriate for the temperatures, and allows children to participate freely in creative activities.

- A ziplock baggie with 1-2 extra changes of clothes
- Clean blankets are allowed for children and must be taken home at the end of the week to be washed
- Week's worth of diapers and baby food or formula may be left at the facility
- Expressed Breast Milk may be brought in for an infant in pre-filled bottles or bags.
- Backpacks or bags are not allowed.
- Medications/ointments must be clearly labeled with the child's name and the instructions must be provided

Toys and Personal Articles From Home

While we teach respect for the property of others, accidents can and do happen. With the exception of special items for show and tell, children are encouraged to leave toys and other personal belongings at home. Books, tapes, and other educational articles are welcome to share during specific group times.

Field Trips

Parents/guardians are asked to sign a field trip release form at time of enrollment. Parents will be notified of an upcoming field trip in advance. There will be a letter sent home for information on the field trip and it will have to be returned with a parents signature authorizing that their child(ren) can go. Most fieldtrips are FREE however Parents/guardians may be asked to supply a fee entrance charges when necessary. Parents/guardians are always welcome to volunteer to go on field trips but are required to use their own vehicle for transportation unless arrangements to come have been made.

Child's Orientation into Childcare

Starting childcare or pre-school is an exciting experience for a young child, but it can also be a difficult one. However eager a child may seem for the new situation, there will be a moment when he/she realized that his/her parents will no longer be there. The apprehension that accompanies this realization is normal anxiety. Here are some suggestions that may help ease separation anxiety:

- Have the child visit Tiny Tots before starting care. Introduce the child to the classroom teacher and new classmates.
- Say good-bye to your child and explain you are leaving and details about when you will return. Try to leave quickly and unhesitatingly. If a child cries at the moment of, the crying seldom continues for more than a few minutes after the parent/guardian is out of sight. If you have forgotten to tell the caregiver something, call later instead of going back into the child's area of care.
- It is normal for the child to go through a period of adjustment during changes in life. Remember that the adjustment period for every child differs. If after several weeks a child seems to be having a particularly difficult time adjusting to our child care setting, the child's teacher and director will discuss the situation with the parent/guardian.

Philosophy of Discipline

The staff at Tiny Tots Learning Center believes that a child's social and emotional well-being is a critical part of a child's development. Through adult guidance and association with playmates, the child is being prepared for self-control at a pace he/she can internalize. We attempt to help a child become more aware of his/her peer group, while learning to respect the rights of others and to conform to minor regulations.

Discipline should teach a child the appropriate response to a certain situation. We set limits to help a child learn about safety, care of property, good health habits, and consideration for others.

Tiny Tots uses a redirection method to address misbehavior. We will identify the behavior and suggest the appropriate choices for redirection. Then if necessary a quiet refocus activity will be assigned for discipline is enforced. The child may be removed from the group if we see fit and allowed to regain composure. The caregiver makes sure that the child understands the reason for the time out and helps him/her to re-enter the group in a positive way. Any type of corporal punishment is strictly prohibited. If disciplinary action taken is not effective for a particular child, the teacher and director will discuss the alternatives with the parent/guardian.

Occasionally a child will exhibit behaviors for which our philosophy of discipline may not be effective. Examples include biting or consistently aggressive behavior; hitting, kicking, fighting, etc. The child will be immediately removed from the situation and parents will be notified and may be asked to intervene. While we try to work with parents to eliminate this type of behavior, in severe cases, the family may be asked to seek other care.

Parents/guardians with specific concerns or questions should discuss them with Bobbie Penney or Santee Penney.

Safety, Health and Illness Issues:

Tiny Tots locations do not have the facility to provide care for ill children. If a child becomes ill during the day, parents/guardians will be notified to pick up their child and the child will be isolated from the other children until the parents arrive. The parent will be given one hour from the time the first attempt is made to contact Tiny Tots to have their child picked up. If we are unable to locate a parent then the emergency contact will be notified and asked to obtain the sick child.

Children experiencing temperatures of 101 degrees or above or who are exhibiting other signs of obvious illness (including COVID-19 symptoms) will be excluded from care. A parent/guardian or designated person is expected to pick up an ill child as soon as possible, after being notified. If a child is well enough to be in attendance, he/she is expected to participate in all program activities, including outdoor play. Parents/guardians are asked to alert either Bobbie or Santee when a child has been exposed to a contagious disease (including COVID-19). A person with a disease is often contagious before he/she develops symptoms, so as soon as a parent becomes aware of the exposure we require parents to follow the care provider's recommendation for quarantine and isolation.

Children should not be in attendance if they have any of the following symptoms:

- Unusual spots or rashes
- Sore throat or difficulty swallowing or breathing
- Infected skin patches
- Unusual diarrhea, tea-colored urine
- Breathing trouble (especially important in an infant under six months old)
- Fever 100 degrees or above
- Unusual behavior (cranky, less active than usual, cries more, looks unwell)

- Frequent scratching of scalp or skin
- Gray or white bowel movement
- Headache
- Vomiting
- Loss of appetite

Children may return to Tiny Tots 24 hours after the disappearance of all symptoms and/or 24 hours receiving medication prescribed by a physician. In some instances we may require a medical release from your child's provider.

Incident/Accident Reports

Staff on an incident report will document all injuries and signs of illness and parents/guardians will be informed through Brightwheel. If a parent/guardian cannot be reached, the designated person in charge will secure and authorize medical care and/or treatment for the child. Any costs incurred for medical treatment is the responsibility of the parent/guardian.

Medication Policy

Medication (prescription or over the counter) will only be given with written consent of the child's parent/guardian. It must be in its original container labeled with: the child's full name, medication name, dosage, frequency, and its original label intact. All medications must be given to staff and will be stored in a location inaccessible to children.

During the sunny months parents ask us to apply sunscreen. Waterproof sunscreen will only be applied with written permission by parent/guardian and a medicine release form. Sunscreen will not be applied on children's face or lower arms due to risk of getting sun screen in the eyes. For your child's protection we strongly recommend that you send a hat for your child to wear while outside.

Head Lice Policy

Tiny Tots Academy maintains a "nit free" policy. Any child contracting head lice will be excluded until the child is "nit free."

Reporting Child Abuse

All staff and volunteers are mandated by law to report any suspicion of child abuse or neglect. Abuse may be physical, emotional, or sexual. Neglect is the failure, refusal, or inability, for reasons other than poverty, to provide necessary care, food, clothing, shelter or medical care. Staff and volunteers who report in good faith are immune from civil or criminal liability. Staff or volunteers who intentionally fail to report suspicion are subject to fines or imprisonment under the law.

Tiny Tots ensures that all staff will follow procedures to avoid speculation of physical, emotional or sexual abuse on the business premises. Including but not limited, having additional staff present.

To prevent child abuse and neglect, this program:

1. *Trains staff to avoid one-staff-one-child situations if at all possible. If scheduling requires one adult to be alone with one child, the parent is always informed at pick-up or drop off.
2. *Design our classrooms to avoid hidden and secluded areas.
3. *Makes sure interactions between children and staff can be observed and interrupted.
4. *Uses proper names for body parts.

5. *Never forces children to give affection.
6. *Tells children that if they have questions about someone's behavior, the best thing they can do is ask about it
7. *Explains that secrets can be harmful.
8. Trains staff in the Strengthening Families Protective Factor Framework and Stewards of Children Darkness to Light.
9. Requires a background check for all staff.
10. Develops positive, non-judgmental relationships with parents.
11. Is alert to signs of stress in parents and struggles in the parent-child interaction.
12. Communicates regularly with parents concerning a child's progress.
13. Provides education including offering tips for specific challenges.
14. Provides opportunities for parents to become involved in their child's care.
15. Provides information about community resources.
16. Models developmentally appropriate practices by allowing the parent observational opportunities to see their child interact with child care staff.
17. Provides an atmosphere for parents to share their experiences and develop support systems.
18. Reaches out to fathers, grandparents and other extended family members that are involved in a child's development.

Meals

Tiny Tots Academy mealtime vision is to provide a safe and healthy environment that encourages positive interactions among children and adults. It will also provide a learning environment that promotes good eating habits and social skills.

Breakfast, lunch, morning, and afternoon snacks are provided each day. Tiny Tots follows USDA guidelines for healthy, nutritious meals and snacks. The snack and lunch calendar is posted in the kitchen and runs on a four week rotating schedule. All children are encouraged to sample all foods. 1% skim milk is provided by the center for breakfast and lunch. 100% fruit and vegetable juices are reserved for snacks and are served in moderation.

Meal Times are as follows:

- Breakfast: 7:30 am-8:30 am
- Lunch: 11:00 am-12:00am
- PM Snack: 1:30pm-2:00pm

Parents will be invited to join their children during mealtime during the summer months. A stove, microwave oven, and refrigerator are available for proper food preparation and storage.

USDA/CACFP

The Child and Adult Care Food Program (CACFP) is a federally funded program administered nationally by the Food and Nutrition Service (FNS) and U.S. Department of Agriculture (USDA). The primary goal of the program is to provide nutritious meals for children enrolled in childcare centers, outside school hours, family day care homes, and adults enrolled in day care centers.

As will all federal programs, there are minimum guidelines that must be met by sponsors. All participating centers and homes must serve meals, which meet minimum U.S. Department of Agriculture nutritional standards. The CACFP, in turn, provides financial assistance in terms of reimbursement based upon meals served and family-sized and economic levels of participants.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from all discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Office of Civil Rights, 1400 Independence Way Avenue, S.W., Washington, DC 20250-9410 or call (800)-795-3272 or (202)720-6382 (TTY).