



## Parent Guidebook

### Welcome

Welcome to Tiny Tykes! Whether you are joining us for another great year of Tiny Tykes care or are new to our Tiny Tykes family, we would like to take this opportunity to share some friendly reminders of our Tiny Tykes policies, our updated tuition rates, and annual childcare agreement.

Thank you in advance for taking the time to carefully read this guidebook. Tiny Tykes may be our name, but the level of care and dedication we have to you and your children is anything but tiny!

### Mission

Our mission is to provide a safe and affordable educational experience that is designed to:

- Give your child a sense of belonging
- Nourish their self-confidence
- Foster their creativity
- Nurture their spirit of adventure
- Make learning fun

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## 2024 Tiny Tykes Child Care Agreement

The parties to this Agreement are \_\_\_\_\_ (Parent or Guardian) and Tiny Tykes, Inc.

Tiny Tykes, Inc. herein known as 'the center' operates a childcare facility and parent desires to enroll a child or children in the center. Tiny Tykes reserves the right to do Semi-Annual tuition adjustments in January & July of each year. The July tuition would be announced at a later date. This is due to the volatility of the economy, supplies, etc. **We are anticipating this will be the only fee increase this year.** Parent agrees to pay fees accordingly to the following tuition and fee schedule and the parties agree to other terms and conditions as follows:

2024 Tuition Rates	6 weeks – 3 years	3 years – Kindergarten	School Age (Full Day)
Weekly Rates	\$247.50	\$232.50	\$42

### A. Fees

1. \$30 A one-time registration fee is required upon enrollment of your child at the center.
2. \$300 A security deposit due upon enrollment of your child.  
This is a non-refundable fee to secure your child's spot. If multiple family members start on the same start date only one security deposit is required. If adding a sibling later an additional security deposit fee will be collected. After one year if you have not enrolled your child, your deposit will expire.

All payments for care are due in advance, beginning on the first day of enrollment. Payments are due weekly every Monday thereafter or monthly.

A late fee of \$5 per day will be added if a weekly payment is not received by the beginning of the business day on Tuesday (or the beginning of the business day on Wednesday if the center is not open on Monday). If payment is one week or more past due, care may be discontinued at the discretion of Tiny Tykes until payment, including late fee is paid in full.

AM Bus Fee: \$60/month per child. Please see the director if interested in this. If school is 1 or 2 hours late, there will be NO AM bus students.

3. If either party gives a 2-week notice of termination of care, the parent must pay for this time, regardless of if care is being given. If parent does not provide a 2-week notice of termination of care, parent is still responsible for payment for this time period.
4. As written above, fees are payable in advance. However, if Tiny Tykes must resort to measures to collect on your overdue account by way of collection agency or any other legal action, you will be responsible for not only the account balance, but the costs incurred by Tiny Tykes for such action, including attorney fees, plus 15% interest of any outstanding balance.

5. Your child's tuition decreases from infant/toddler tuition rate to preschool tuition rate the following month past the child's birthday. Example: Johnny turns 3 on Jan 16<sup>th</sup>. The new rate will begin on Feb 1.
6. A preschool curriculum fee is established annually based on curriculum chosen and rates. This fee will be communicated with daycare families prior to the beginning of each school year. Preschool graduation is held in the spring. Only children entering Kindergarten in the fall will participate in the graduation program.
7. Any damage over \$10.00 done to the building or the objects in it will be reimbursed by the parent unless it is an accident.
8. Fire Pull-Down Station- This is located by the front door. If your child pulls the fire alarm when they are in the parent's possession the parents will be responsible to cover the fees associated with this when the fire department/police are notified. Anytime the alarm is pulled both the fire & police department are automatically contacted.

## **B. HOURS | HOLIDAYS | VACATIONS | ABSENCES**

### **Hours of Operation**

Tiny Tykes is open Monday through Friday, 7:00 a.m. to 5:30 p.m.

### **Holidays**

There is no charge for the following holiday closures:

- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| 1) New Year's Day | 2) Memorial Day     | 3) Independence Day |
| 4) Labor Day      | 5) Thanksgiving Day | 6) Christmas Day    |
| 7) Christmas Eve  |                     |                     |

If the holiday falls on a Saturday, the center may be closed the Friday before the holiday. If a holiday falls on a Sunday, the center may be closed the Monday after the holiday. If Tiny Tykes has enough available staff to work these shifts and there is enough interest in families we will have a sign-up sheet to see if it's a possibility for the center to remain open.

### **Vacations**

To sustain a consistent schedule and budget for Tiny Tykes, it our policy that all family and/or school vacation days require regular tuition payment to reserve your child's enrollment at the center. Tuition is due prior to vacation(s).

## **C. IMMUNIZATIONS | HEALTH FORMS**

### **Immunizations**

Parents are required to keep their children's immunization records up to date in compliance with state licensing requirements. Parent agrees to provide the center with a current immunization record for each child. Parent further agrees to provide an updated copy of this record each time a child receives any additional immunizations.

Children may be exempt from immunization requirements for the following reasons:

1. **Medical Exemption:** Requires a certificate signed by a licensed physician stating that the physical condition of the child is such that immunization would endanger the life or health of the child.
2. **History of Chickenpox Disease:** Requires a certificate signed by the parent or guardian stating that the child has a history of chickenpox disease.
3. **Philosophical, Moral or Religious Belief Exemption:** Requires a certificate signed by the parent or guardian who's sincerely held philosophical, moral or religious belief is opposed to such immunizations.

#### D. ILLNESS | EXCLUSION

If your child is sick, payment in full is still required.

Parents will be notified when their child has signs or symptoms that require exclusion from the center. Reasons a child may be excluded are as follows:

1. An illness that is preventing your child from participating comfortably in activities.
2. An illness that has resulted in a need for greater care than the center can provide without compromising the health and safety of other children.
3. The child has any of the following conditions:
  - a. **Fever** - A child with a fever of 100 degrees or higher will be asked to leave the center. The child may return when they are fever free for at least 24 hours without the use of fever reducing medications.
  - b. **Diarrhea** - A child with uncontrolled diarrhea will be sent home from the center. A child will be sent home if they have more than 2 loose stools. The child may return when their stools return to a regular consistency. Any underwear or clothing that has feces on it or in it will be either bagged or thrown depending on your request. Please note that we are unable to dispose or clean out any feces.
  - c. **Vomiting** - If a child has vomited, they will be sent home from the center. The child may return when they have been vomit-free for 24 hours and they are able to tolerate food.
  - d. **Eye Infections** – Parents will be notified if their child has signs or symptoms of conjunctivitis. Child must be taken to doc and put on medication before returning.
  - e. **Strep Throat** - A child with strep throat will be sent home from the center. The child may return when they have been on antibiotics for at least 24 hours.
  - f. **Head Lice**- The incubation period is one to three weeks. Your child may return to preschool after treatment with medicated lice ridding shampoos and all nits are removed from the hair. Please check your child's head if you have been exposed and notify Tiny Tykes if you have a confirmed case. In addition, staff will be checking daily to make sure your child is nit free.
  - g. **Hand, Foot, Mouth**- Doctors recommend 5-7 days out of childcare and your child must be fever free for 24 hours. Your child may return when blisters are scabbed over.
  - h. **Coronavirus**- With many changes occurring, we are required to follow the most up to date decision tree provided by the State of ND. At home COVID-19 tests are NOT accepted within the State of ND of childcare. PCR tests are required for ND childcare. If you have any reason to be tested, your child MUST be picked up BEFORE the test, and excluded from childcare until a negative test result. If positive, please contact us immediately so we can help determine a return date.

**Families will be charged if there is a covid exposure in the childcare setting (staff or child) or in the community.**

- i. **Impetigo**- Skin condition and must be seen by doctor with antibiotic and is required to be gone for 24 hours after cream/antibiotic is applied.
- j. **Respiratory Syncytial Virus (RSV) Infection** – If a child has RSV they may return once they are fever free for 24 hours without the aid of fever reducing medications and the child is well enough to participate in routine activities.
- k. **Pneumonia** - If a child is diagnosed with Pneumonia they may return once they are fever free for 24 hours without the aid of fever reducing medications and the child is well enough to participate in routine activities.
- l. **Roseola** – If a child has been diagnosed with Roseola they may return once they are fever free for 24 hours without the aid of fever reducing medications. If the rash is still progressing, then they are to stay out until it stops.
- m. **Rashes** – All rashes on a child must be evaluated by a health care professional. If a rash is found on your child, they will be sent home to be evaluated.
- n. **Chicken Pox** – If your child has chicken pox they must stay out until all blisters have dried into scabs; usually by day 6 after the rash began.  
*Chickenpox can occur even if someone has had the varicella vaccine. These are referred to breakthrough infections. Breakthrough infections develop more than 42 days after vaccination, are usually less severe, have an atypical presentation (low or no fever, less than 50 skin lesions), and are shorter in duration (4 to 6 days). Bumps, rather than blisters, may develop; therefore, scabs may not present. Breakthrough cases should be considered infectious. These cases should be excluded until all sores (bumps/blisters/scabs) have faded or no new sores have occurred within a 24-hour period, whichever is later. Sores do not need to be completely resolved before the case is allowed to return.*

## **E. MEDICATIONS**

All prescribed and over-the-counter medications must be brought in original dispensing bottle. A medication permission slip must be completed for each medication type and request to dispense. These forms can be provided to you upon request.

## **F. ACCIDENT | INJURY**

If a child is injured during care and medical attention is required, parents will be notified immediately. It is vital that emergency contact information is kept up to date.

## **G. VISITATION**

Parents and/or guardians are welcome to stop by, message us on Bright wheel, or phone the center at any time.

## **H. PERSONAL BELONGINGS**

A small amount of storage is available for each child. Each child should have a complete change of clothes in case of a spill or accident. Toys-it is extremely difficult for the staff to keep track of

your child's toys. We ask that you do not bring things from home unless it is show & tell day. We will not be responsible for any lost or broken items.

#### **I. AUTHORIZED PICK UP**

Parent is required to disclose all individuals authorized to pick up each child in advance. Tiny Tykes will release a child only to a parent, guardian or other adult as authorized by Parent. Any person picking up a child not known personally to Tiny Tykes staff will be required to present a picture ID.

Nap time Drop off- Please try and avoid dropping your child off between the hours of 12:30-2:30 pm. This can be a disruption to the children that are napping during that time.

#### **J. CHILD CUSTODY**

**CHILD CUSTODY** In most cases, both Mom and Dad continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

#### **K. WITHDRAWAL**

**Voluntary** - A 2-week written notice is required for discontinuation of care in which payment as usual is required.

**Termination** - The director of the center may terminate the contract by giving a 2-week notice, payment as usual is required during this time.

Reasons for possible termination are as follows:

1. Consistent disruptive behavior by a child causing excessive management problems for the staff.
  - a. Documentation will be given.
  - b. Parent involvement will be suggested.
  
2. Lack of cooperation from parents/guardians to support the following guidelines:
  - a. Habitual late pick up of your child.
  - b. Out of date health, immunization and/or emergency forms.
  - c. Verbal, physical, or psychological abuse of staff or children.
  - d. Continued delinquency of payment.

#### **L. GRIEVANCE**

Parent may contact the childcare center's director regarding a grievance at any time.

#### **M. SUSPECTED CHILD ABUSE | NEGLECT**

Licensing requires that all staff members are mandated reporters and will report any suspected child abuse or neglect as required by the ND Century Code 50-25.1-3. CPS intake phone # is 1-833-958-3500

## N. ADDITIONAL TERMS AND CONDITIONS

### Parent agrees to:

- Communicate
  - Make a concerted effort to consistently communicate your family schedule with the center.
  - Notify the center if your child is ill by **9:00** a.m.
  - Notify the center if your child will be absent or late by **9:00**
  - Notify the Director of any contact information updates, i.e., address, cell or work phone numbers, e-mail.
  - Provide no less than a 2-week notice to the center when terminating care.
- Questions/Concerns
  - Share questions or concerns directly with your child's teacher. If your question or concern is not resolved, contact the Director.
- **Monthly Calendars**
  - You will find a monthly calendar in your family mailbox each month. This calendar will identify any days that Tiny Tykes will be closed for major holidays listed in this guidebook. We need your help to complete this calendar by identifying any days that your children will not be coming to daycare. This will assist the center in creating a staffing schedule each month. Parents are responsible for returning their monthly calendars by the 5<sup>th</sup> of each month prior to care. If a change needs to be made after submitting your family calendar, please notify the Director immediately. If your child is marked on your calendar as absent you must get approval by the director prior to bringing for the day. We understand you are being charged for the day however we need to have adequate staff present for the day.
  - Monthly Calendars: It will be REQUIRED for your family to turn in a monthly calendar EACH month. If your child's schedule has no changes, please write that on the calendar and turn in. If any changes occur after your schedule is submitted, please see the director ASAP to see if changes can be made.
- Please make sure on dates around the holidays you read each calendar carefully as we do sign-up sheets to determine how many staff will need to work. Thanks for your help and cooperation!
- Payment for Absences
  - Parent agrees to pay for days in which their child is absent. There is **NO CREDIT** given for illness, funeral, or any other absences. There is **NO CREDIT** given on inclement weather days when the center is open for any portion of the day.
- Late Fees
  - Parent agrees to pay a late fee of **\$2 per minute, per child after 5:30 p.m.** if a child is not picked up by the center closing time. All parents and children must be **exiting our building by 5:30** or a late fee will be charged. **After 5 minutes late fee is \$5 per minute, per child.** Parent understands that after 6:00 p.m. Monday through Friday, if the emergency contact listed for a child cannot be reached, Wahpeton Police Department will be called, and the proper authorities contacted.

- Non-Sufficient Funds
  - Parent agrees to pay a **\$40 fee** for any payment by check resulting in non-sufficient funds. Parent agrees that following an NSF check, parent may be required to make all future payments in cash. Childcare will be terminated for non-payment of services.
- Check-In Procedure
  - Parent agrees to accompany children into the building and escort them to their classroom. Parents will also sign children in and out every day, using the Bright wheel app.
- Alternate Pick-Up
  - Parent agrees to notify the director of the center, or designee, if someone other than parent will be picking up a child and provide contact information for any person picking up a child and an alternate contact number where parent may be reached.
- Withdrawal
  - If a child is withdrawn, the child's spot may be filled immediately. In order for a child to re-enroll, an opening will have to be available. If no openings are available, a child will be placed on the center's waiting list.
- Menu
  - A monthly menu is posted on the front counter and on the Parent Facebook Page. If your child requires a special diet, please provide their food when necessary. All Birthday treats brought in must be store bought.
- Fees
  - Parent understands that childcare fees may be subject to change at any time during a child's enrollment and that parent will need to sign a new agreement each time the childcare tuition changes.
- Emergencies
  - In an emergency, the center has parent's permission to seek medical help as seen fit in the child's best interest. Parent understands that it is their responsibility to keep all emergency information in a child's file current and up to date. In an emergency, please call the director of the center to see where we relocated. Emergency binder will be brought with, with everyone's information.

#### **Accountability Procedure**

In the event a child is not picked up or a child is absent without notification from a parent or guardian the centers protocol is to:

- First – attempt to call the parent, and/or other contacts listed for the child
- Second – attempt to call the school
- Third - call authorities

#### **Conduct Procedure**

The center reserves the right to dismiss any child whose behavior and/or any parental behavior becomes disruptive or detrimental to the peace and safety of the other children or staff. The childcare center will work closely with the parents to try to resolve



any behavioral problems after redirection has taken place. Parent understands that childcare services may be terminated if an agreement cannot be reached; or the peace and safety of the other children and/or staff are at risk

### **Complaints**

Should you have a complaint or feel the need to report a licensing violation:

- If you need to report a licensing violation, you may call the licensing specialist at 701-403-5351.
- If any correction orders are given, they will be posted within three business days until the violations had been remedied or five days/whichever is longer.

### **Outdoor Policy**

- It is extremely important for children to have outdoor playtime on a daily basis. If you request your child not to go outside, it is required for you to obtain a written order from your child's health care provider. If you feel your child is too sick to go outside, then they are probably too sick to be at the center.
  - Parents are required to make sure their children are dressed appropriately for the weather. Hats, mittens, jackets, snow pants, and boots are required by the parents to bring each day. You will be notified if your child does not have the proper clothes.
  - Tiny Tykes is committed to protecting all children from the harmful effects of the UV rays from the sun. Our sun safety policy is as follows:
    - Sun protection practices will be followed year-round.
    - Water will be provided and offered frequently for children during outdoor activities.
    - Parents will be required to provide sunscreen with an SPF of 15-50 for their child. Sunscreen that is provided should offer UVA and UVB protection and be water resistant.
    - Sunscreen will be applied to all children 6 months and older 20-30 minutes before outdoor activities and will be re- applied every 2 hours. Children under 6 months of age will be kept out of direct sunlight as sunscreen is not recommended.
    - Parents are encouraged to bring sunscreen lotion instead of sprays. Spray sunscreens are not recommended due to the possibility of inhaling the sunscreen or spraying into the eyes.
    - If sunscreen and insect repellent both need to be applied, the sunscreen will be applied first.
    - Sunscreen should not be used past the expiration date and will be kept out of the reach of children.
- Weather-** Alerts will be sent out to all families on our Bright wheel App if we need to close or open late due to weather.
- Aquatic Activity: There are no swimming pools or wading pools at our center.

### **Preschool-**

- Children must be 3 years of age and fully potty-trained prior to the preschool program starting.
- If a child's birthday falls after preschool begins, they may be put on a waiting list (per parent's request) & will be bumped up once a spot becomes available.

**- PLEASE RETAIN ALL PAGES OF THIS AGREEMENT ASIDE FROM THE SIGNATURE PAGE -**

**TINY TYKES  
2024**

**Signature Page**

**I HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS OF THIS AGREEMENT.**

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Parent/Guardian's Name  
(Please print)

Primary Contact Number

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Parent/ Guardian's Address

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Child's Name

Date of Birth

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Child's Name

Date of Birth

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Child's Name

Date of Birth

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Mother's E-mail Address

Father's E-mail Address

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Parent/ Guardian Signature

Date:

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Director's Signature

Date:

- PLEASE RETAIN ALL PAGES OF THIS AGREEMENT ASIDE FROM THE SIGNATURE PAGE -