

SPROUTS PARENT PACKET

(January 2025)

Office Phone Numbers

Tiny Sprouts 651-414-0373

Little Sprouts 651-735-9124

Management Emails

Sara.Gocken@littlesproutsmn.com (Tiny Sprouts)

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Tiny Sprouts Infant Care/Little Sprouts Childcare and Preschool

"Making a difference in children's lives one sprout at a time"

1103 & 1123 Weir Drive Woodbury, MN 55125

PREFACE

Welcome to Tiny Sprouts Infant Care and Little Sprouts Childcare and Preschool. We have prepared this handbook to provide you with information about our program and policies. Please set aside some time to become familiar with this information as it will be very helpful in answering many questions you may have. We understand that no handbook can answer every question so if you do not find an answer to your question in the information below, or if you would like a particular policy or procedure clarified, please feel free to ask the Owner or Director and we will be glad to help you.

HISTORY

Little Sprouts Childcare and Preschool opened in August 2012 and consisted of three classrooms: Baby Beans (Infants), Pea Pods (Toddler) and Sweet Peas (Preschool). After a few months, Little Sprouts was full and looking to enroll more children and needed space to grow. In April of 2013, Little Sprouts added two additional classrooms. Little Sprouts continued to grow and then added three additional classrooms and an indoor gym space in March of 2014. As Little Sprouts continue to grow, Stacy (Little Sprouts Owner) decided to add a few more classrooms. December of 2016 the Tiny Sprouts Infant Care addition was added to Little Sprouts. Little Sprouts Childcare and Preschool serves children 16 months to Kindergarten and Tiny Sprouts Infant care serves children 6 weeks to 16 months. The programs are connected by multiple suites in the same building complex on Weir Drive.

DAYS OF OPERATION

Tiny Sprouts Infant Care and Little Sprouts Childcare and Preschool are open year-round:
Monday-Friday, 6:30 a.m. to 6:00 p.m. During our hours of operation parents/guardians are welcome to stop and visit at any time.

ADMINISTRATION MANAGEMENT

Owner: Stacy Fritsche
info@littlesproutsmn.com

Operations Manager: Lacy Novak
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MANAGEMENT TINY SPROUTS INFANT CHILDCARE

Director: Sara Gocken
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Assistant Director: Megan Brown
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MANAGEMENT LITTLE SPROUTS CHILDCARE & PRESCHOOL

Director: Tara Jarosiewicz
Taraj@littlesproutsmm.com
Office: 651-735-9124
Fax: 651-731-7868

Assistant Director: Gabby Pieper
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PHILOSOPHY

Tiny Sprouts Infant Care and Little Sprouts Childcare and Preschool pride ourselves on the happiness and safety of the children in our care. Our number one priority is making sure the children have a positive experience every day. We provide a safe, clean and nurturing environment for every child. We believe that providing structure is an important part of a child's development. Having a predictable routine allows children to feel safe, and to develop a sense of self-discipline. However, our desire to see your children do their best often means taking a flexible and adaptive approach, based on their abilities, personalities, interests, or talents, as well as their desires. Our teachers realize that every child is different, which means, if necessary, they will change their approach and adapt to each child's needs. Your child's growth and learning doesn't stop at Little Sprouts. We believe that teachers and parents need to work together for their child to flourish.

MISSION STATEMENT

Tiny Sprouts Infant Care and Little Sprouts Childcare and Preschool exist to provide a safe, developmentally appropriate environment for infant, toddler and preschool age children. Our focus is to provide a stimulating early care and education experience which promotes each child's social, emotional, physical and cognitive development. Our goal is to support children's desire to be life-long learners.

PROGRAMS & RATIOS

Tiny Sprouts Infant Care

Teeny Beanies: Young Infants
Teeny Sprouts: Young Infants
Baby Beans: Older Infants
Baby Sprouts: Older Infants

***Infant Ratio 1:4**

Little Sprouts Childcare & Preschool

Jumping Beans: Young Toddlers
Pee Wees: Older Toddlers
Tod Pod: Older Toddlers
Mighty Tods: Older Toddlers
Pea Pods: Young Preschool

Mini Sprouts: Preschool
Sweet Peas: Preschool
Kinder Sprouts: Pre-K
Kinder Peas: Pre-K

***Toddler Ratio 1:7**

***Preschool Ratio 1:1**

AGE AND NUMBER OF CHILDREN THE CENTER IS LICENSED TO SERVE

Tiny Sprouts is licensed to serve 44 infants (6 weeks to 16 months). Little Sprouts is licensed to serve 126 children: 42 toddlers (16months- 33 months), and 90 preschool age children (33 months to kindergarten).

ENROLLMENT REQUIREMENTS & WHAT TO BRING ON YOUR FIRST DAY

- The following paperwork must be completed and turned in prior to the first day of enrollment. Failure to submit forms at the appropriate time may result in a suspension of childcare.
 - Enrollment Form
 - Authorization for Direct Payment Form
 - Signed Parent Packet (at the end of this packet)
 - Health Care Summary
 - Due upon enrollment and when changing age group
 - Immunization Records
 - Non-Prescription Medication Form
 - Allergy Action Plan/Asthma Action Plan (If applicable)
 - Prescription Medication Forms for Epi Pens, Benadryl, Etc,
 - Intake Form (Infants and Toddlers only)
- Items to bring for your child
 - Infants
 - Disposable diapers (wipes provided)
 - Sleep Sac (Optional)
 - 2 Pacifiers to stay at Tiny Sprouts (if needed)
 - Any diaper cream or special care items to leave at the center (Please include these items on the Non-Prescription medication form and provide in the original store-bought container)
 - 2-3 sets extra clothes (season appropriate)
 - If your child is walking, they must have a pair of hard-soled indoor shoes & outdoor shoes
 - Infants over 12 months may have a blanket and/or lovie
 - Bottles
 - Glass bottles are not allowed
 - If your child drinks breastmilk please bring bottles in a labeled insulated bag to be kept in the fridge. Bottles must come prepared and ready to feed.
 - If your child uses formula, please bring enough empty, clean bottles for each feeding. We will send home the dirty bottles each day.
 - Toddlers
 - Disposable Diapers (Wipes provided)
 - Any diaper cream or special care items to leave at the center (Please include these items on the Non-Prescription medication form)
 - Extra clothes to be kept at school (please change out seasonally)
 - Blanket and small pillow to be kept at school for nap time (labeled with first & last name)
 - Indoor hard-soled shoes to be left at school (Crocs, tennis shoes, etc.)
 - Snow Pants, Boots, hats and mittens for winter play
 - Preschool
 - Blanket and small pillow to be kept at school for nap time (labeled with first & last name)
 - Indoor hard-soled shoes to be left at school (Crocs, tennis shoes, etc.)
 - Extra clothing to be kept at school (Please change out seasonally)
 - Snow Pants, Boots, hats, mittens for winter play (during winter months)

WEEKLY TUITION INFORMATION

There are many costs included in providing the quality care that Sprouts provides. The rates you pay not only cover our services, but is also used for food, toys, books, learning materials, art supplies, additional insurance, professional training and much more. With this into consideration, Sprouts will charge the tuition below.

AGE	WEEKLY FULL TIME RATE	WEEKLY 4-DAY RATE	WEEKLY 3-DAY RATE	WEEKLY 2-DAY RATE
INFANT	\$400.00	\$350.00	\$275.00	\$220.00
TODDLER TRANSITION*	\$390.00	\$345.00	\$270.00	\$215.00
TODDLER	\$350.00	\$290.00	\$245.00	\$195.00
PRE-SCHOOL	\$300.00	\$270.00	\$220.00	\$170.00

*Toddler transition is a lower ratio toddler room

* 2-day enrollment options are only available based on other part-time enrollment spots

FINANCIAL POLICY & PAYMENT

If you have questions and/or concerns about your payments, please do not hesitate to speak to Management regarding your concerns.

- Tuition may be paid on a weekly or monthly (1st, 15th, every 4 weeks) basis.
- All tuition payments will be charged through the Direct Payment Program. This is an automatic withdrawal that is deducted from a checking account. Paying through your checking account is the most cost-effective method for the program and helps to keep fees down.
- When a bank holiday falls on a Monday, tuition will be paid the previous Friday.
- **Tuition will be charged for all absences, holidays, staff training, snow days, and sick days.**
- Weekly tuition is due the Monday of the week of care. Tuition that is not received Monday morning is considered late. An additional \$10.00 charge will be assessed each day your tuition is late. If tuition is more than a week late your child will not be able to attend Sprouts without proper payment.
- A \$20.00 fee for each non-sufficient payment will be assessed.
- Sprouts will have annual tuition increases.
- A sibling discount of 10% applies to the oldest child (3 or more children will have 10% off the oldest 2 children)
- A two-week, non-refundable deposit of tuition is required to secure your child's spot at the time of enrollment. A deposit can be made by cash, check or through electronic withdrawal. The deposit will then be applied to your child's first two weeks of attendance.
- Adding a day to a part-time schedule is \$100/day per child.
- Triannual Activity fees will be charged for children at Little Sprouts. You will be notified prior to the fee being due. Fees will be charged in January, June and September. The triannual activity fee covers all events applicable to your child's classroom (In-House and Field Trip).
- Two weeks' written notice to permanently remove your child from the program is required prior to the last day of attendance. All tuition fees are due for the final two weeks regardless of your child's attendance.

SCHEDULES

- Fixed part-time schedule- the days of attendance remain the same each week. If you need to alter your schedule, you must have prior Management approval and will be billed according to the change in schedule.
- Flex part-time schedule- attendance schedule must be provided to Management at least four weeks prior to the month of service (ie- February attendance by January 1st, March attendance by February 1st, etc). Failure to provide an attendance schedule in a timely manner could result in payment of full-time tuition and/or loss of flex schedule.

- Part-time schedules may **not** switch days to “make up” a holiday. If you would like to add a day you must have permission from Management and is only based on availability in your child’s classroom.

CENTER CLOSURES

Sprouts has its own decision-making process regarding center closings and how the decision is made. All center closings and/or schedule changes are decided by the Owner or a designee, however we do follow South Washington County School District (833) for snow closures. If South Washington County School District is already closed due to holiday, etc. Sprouts will follow a neighboring district for snow closures. **The most compelling reason for closing the center will be the safety of children and employees.** Decisions on center closings and late starts will be made as early as possible. The decision may be the result of inclement weather, loss of power, water main break and/or other emergency situations that may occur within the center. **No refunds will be given for closures.**

All information will be communicated through:

- Email blast (if you have a new email, please make sure to contact the Director to have it changed)
- Baby/Daily Connect
- Text Message
- Tiny Sprouts and Little Sprouts Facebook pages

HOLIDAYS & STAFF TRAINING DAYS

Sprouts will be closed for the Holiday’s listed below, however tuition is required to be paid for those days. You may **not** switch days to “make up” a holiday. If you would like to add a day in place of a holiday the charge is \$100/day and is only based on availability in your child’s classroom. You must have permission from Management to add a day.

If a Holiday falls on a Saturday, Sprouts will be closed the Friday before. If a Holiday falls on a Sunday, Sprouts will be closed the following Monday. The specific number of days Sprouts is closed each year will vary based on where each holiday falls within the week.

The following are days Sprouts will be closed for a Holiday or Staff Training Day **in 2025**:

- New Year's Eve – **WEDNESDAY, DECEMBER 31ST**
- New Year's Day - **THURSDAY, JANUARY 1ST, 2025**
- Good Friday- **FRIDAY, APRIL 18TH**
- Memorial Day - **MONDAY, MAY 26TH**
- 4th of July- **FRIDAY, JULY 4TH**
- Labor Day - **MONDAY, SEPTEMBER 1ST**
- Halloween - **CLOSE @ 5pm**
- Thanksgiving - **THURSDAY, NOVEMBER 27TH**
- Friday after Thanksgiving - **FRIDAY, NOVEMBER 28TH**
- Christmas Eve- **WEDNESDAY, DECEMBER 24TH**
- Christmas Day- **THURSDAY, DECEMBER 25TH**
- Day After Christmas- **FRIDAY, DECEMBER 26TH**
- 3 staff training days (Presidents Day (**FEBRUARY 17TH**), Friday before Labor Day (**AUGUST 29TH**), Indigenous People’s Day (**OCTOBER 13TH**)) (Dates will change each year)

DROP OFF / PICK UP/LATE PICK UP

- Picture Identification is required for anyone picking up a child at Sprouts, including parents/guardians. If your child is picked up by someone other than a parent/guardian, that person must be noted on your enrollment form as an authorized person to remove your child from the program. Previous Sprouts employees as an authorized pick-up will be at the discretion of Sprouts Management.
- If your child is not in attendance, please call by 9 am to let us know so we are not expecting your arrival.
- Please have your child arrive no later than 9:00 am, if you are going to arrive later than 9:00 am please notify your child's teacher or Management.
- Children may not arrive after 11:30am. If your child is picked up for an appointment, etc. they may not return to Sprouts for the day if they do not arrive prior to 11:30am.
- It is our recommendation that children are not in group care for more than 10 hours per day.
- If your child is in our care after 6:00 p.m. you are considered late. A fee of \$10.00/minute will be assessed and will be charged with tuition.
- **Older siblings must be dropped off first and picked up last when an infant attends Tiny Sprouts. Older siblings may not attend during the infant drop-off/pick-up process.**

CUSTODY & VISITATION

Some families have legal custodial orders that address whether an individual is permitted to pick up or visit a child while at Sprouts. If custody orders relating to your child exist, a copy must be provided to Management to keep in the child's file. This information is confidential and solely for the safety and wellbeing of your child. It is the responsibility of the parents to update Management when custody orders change or expire.

Please note the Sprouts staff cannot be responsible for supervising parenting time (Visitation), and, as a result, visitation for non-custodial parents is not permitted while a child is in the care of Sprouts staff.

Please discuss questions about custody arrangements with the center Management. Please always keep an open line of communication. Any custody or visitation issues that require Sprouts to seek legal counsel will require the legal guardians to pay for any and all legal fees.

BABYSITTING BY TINY SPROUTS/LITTLE SPROUTS STAFF

A parent may have a Sprouts employee care for their children outside of Sprouts business hours. If you wish to have an employee care for your children outside of business hours you must complete a Babysitting Form (located on our website under 'forms'). The care of your children must not interfere with an employee's normal work schedule.

CURRICULUM AND PROGRAMS AT TINY SPROUTS/LITTLE SPROUTS

Sprouts is licensed under the state of Minnesota and will follow a center specific curriculum.

Sprouts is not affiliated with any religious, political, or philosophical programs.

Parents/guardians may request to see our curriculum/program plan at any time. A copy will always be available in your child's classroom.

Infants: Teeny Beanies, Teeny Sprouts, Baby Beans and Baby Sprouts (6 weeks to 16 months)

Our philosophy for caring for infants is child-driven and based solely on each child's unique and individual needs. Great care is taken to assure infants are provided a clean and comfortable location to rest, play and learn. Infants live in a brand-new world and they are utterly dependent upon the people around them to help them learn and to meet all their needs. At Tiny Sprouts, our loving, experienced teachers welcome you and your baby into a warm, safe, clean environment, and day by day, create a trusting relationship with parents and infants alike.

Our teachers' one-on-one interactions with infants are natural and spontaneous, with an understanding that all interactions are opportunities to connect and stimulate your child's development. Holding, soothing, establishing eye contact, playing, singing, talking and responding vocally all help create an engaging and nurturing experience for your baby.

Our curriculum for infants includes Language Development, Physical Development, Social/Emotional Development and Cognitive Development.

Because understanding of language and motor skills develop much faster than the ability to speak, Tiny Sprouts utilizes baby sign language as part of the infant curriculum. Signing allows infants to communicate their needs and doing so helps to reduce the frustration they feel with not having their needs and wants fulfilled.

Babies grow and change quickly, so consistent and frequent communication with parents is key. Teachers will use Baby Connect, an online communication tool, to communicate your child's eating, sleeping, diapering and activities for the day. Effective communication works both ways – your child's teachers welcome your feedback and are happy to offer insight into whatever concerns you might have. Baby Connect can be accessed through an app on your phone or logging in online and/or a daily email.

Toddler: Jumping Beans, Pea Wees, Tod Pods and Mighty Tods (16 months to 33 months)

Your child's first years of life are a critical time that can determine success in school, relationships and life. At Little Sprouts, our teachers introduce routines and offer positive guidance to help give our toddlers the confidence to practice new skills and embrace new experiences. Weekly, theme-based learning plans meet the diverse needs of every child through a variety of activities. This consistent-yet-changing atmosphere matches your child's rapidly emerging interests and abilities, and offers many opportunities for early reading, math, science, construction and imaginative play learning experiences.

Our toddlers will learn and grow through curriculum that will include Cognitive Development, Physical Development, Social/Emotional Development and Language Development.

Our Toddler teachers will use Daily Connect, an online communication tool to communicate your child's eating, sleeping, diapering and activities for the day. Effective communication works both ways- your child's teachers welcome your feedback and are happy to offer insight into whatever concerns you might have. Daily Connect can be accessed through an app on your phone or logging in online and/or a daily email.

Preschool: Pea Pods, Sweet Peas, Mini Sprouts, Kinder Sprouts and Kinder Peas (33 months to kindergarten)

Preschoolers are all about self-expression. They are eager learners with growing energy and interests. They are ready for more challenges and independence as they pursue their natural curiosity to explore and discover. To provide children with the foundation they will need to be successful in kindergarten, our curriculum focuses on literacy, math, science, computers, art, creative expression, large and small motor development, dramatic play, sensory and social skills. These areas of focus provide opportunities to balance both shared and independent learning experiences. Our teachers incorporate theme-related materials, individual attention and child-engagement in their weekly lesson plans.

At Little Sprouts our highly trained teachers prepare weekly, theme-based learning plans that respond to the stages and interests of each individual child, as well as to the group. Daily schedules and other routines help nurture your child's trust and confidence.

Curriculum Components: Language Development, Physical Development, Social/Emotional Development, Cognitive Development

Our preschool teachers will use Daily Connect, an online communication tool to communicate your child's eating, sleeping, and activities for the day. Effective communication works both ways- your child's teachers welcome your feedback and are happy to offer insight into whatever concerns you might have. Daily Connect can be accessed through an app on your phone or logging in online and/or a daily email.

FIELD TRIPS/IN-HOUSE EVENTS

Little Sprouts will incorporate in-house and off-premises field trips into your child's programming. We will use the school bus system or the Little Sprouts bus to transport your children. Signing this document gives Little Sprouts permission to transport your child on all field trips they are in attendance for. If there is a specific field trip you do not want your child to attend, please make sure to contact Management prior to the field trip day. A triannual activity fee will be charged to cover the events (January, June and September).

NAP AND REST POLICY

Infant

- A crib will be provided for each infant enrolled at Tiny Sprouts under the age of 12 months. Cots will be provided for children over 12 months.
- The safety of all cribs will conform to the Code of Federal regulations.
- Monthly Inspections will be done on all cribs.
- Each crib will have a firm mattress with a fitted crib sheet that fits tightly on the mattress to ensure the sheet does not become dislodged by the infant pulling on the corner.
- Tiny Sprouts staff will not place pillows, quilts, comforters, sheepskin, stuffed toys or other soft products in the crib with the infant.
- A single ply blanket may be provided after your child turns 1 year old.
- All infants will be placed on their back to sleep.
- Parents may provide a non-weighted sleep sac to use while at Tiny Spouts. Children in the care of Tiny Sprouts cannot be swaddled or sleep anywhere other than a crib unless over 12 months when they may nap on a cot.
- All parents/guardians will be informed of Tiny Sprouts' nap policy at the time of enrollment.

Toddler/Preschool

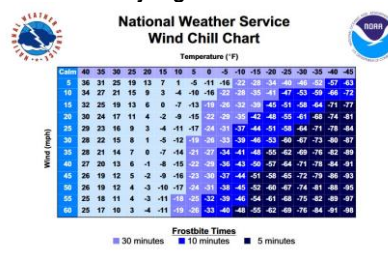
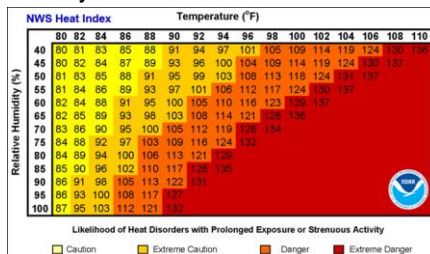
- Toddler and Preschool children will be required to nap or rest. A child who completes a nap or has rested quietly for 30 minutes will not be required to remain on a cot.
- A quiet area will be provided for all children to nap and rest. The area will be separate from children who are engaged in an activity that would disrupt a napping or resting child.
- Cots will be placed so there are clear aisles and access for both adults and children on at least one side of each cot.
- Cots will be placed directly on the floor and will not be stacked when in use.
- All parents/guardians will be informed of Little Sprouts' nap policy at the time of enrollment.

CONFERENCES

Sprouts will hold conferences twice a year. A written portfolio will be shown to the parents/guardians. Portfolios will cover child's cognitive, physical, social, and emotional development.

Outdoor Activities

Outdoor activity time is scheduled daily for children, weather permitting. All children in attendance need to be healthy enough to be able to participate in outdoor activities with their class. Children need to be dressed appropriately to play outside. During the fall and winter months the toddler and preschool children will continue to play outside. We use the temperature guidelines set forth by the Childcare Weather Watch and the best judgement of the Management of Sprouts.



MEALS

All tuition prices include breakfast, lunch, and snack for your child. Due to Health Department regulations, we cannot serve table food at any time throughout the day, so we have set up the following guidelines so you will not have to question whether your child will be here for mealtimes.

Breakfast will be served between 8:00-8:15 (children must arrive by 8:15 to participate in breakfast)

Lunch will be served from 11-11:30

Afternoon snack will be served between 3-3:30

*Breakfast will not be served after 8:15 and lunch will not be served after 11:30

Peanut Free Center: Sprouts is a peanut-free center. Please do not bring any food containing peanuts.

Sprouts serves items that may be processed in a facility that may come into contact with peanuts and is not liable for any reactions. All food items served are at the discretion of the parent/guardian.

Dietary Restrictions: If your child has any dietary restrictions that prevent them from eating the catered food provided, a substitute for the appropriate meal component must be brought from home and follow the USDA Child Care Food Guide for mealtime requirements. Any child who has milk other than regular cow's milk must fill out a Cow's Milk Alternative Authorization Form.

Infant:

Formula & Food: Tiny Sprouts will provide Members Mark (Target or Cosco brand if Members Mark unavailable) infant formula (regular, gentle, sensitive). If your infant needs a formula other than Members Mark, you will be asked to provide your own formula. Rice and oatmeal cereal and Gerber baby food is also provided by Tiny Sprouts.

Table Food: When your child is ready to begin table foods you will have the option of bringing in a cold lunch from home or have meals provided by our catering service, Tinucci's. If you choose to bring a lunch from home, it must be brought in a bag labeled with your child's first and last name and follow the USDA Child Care Food Guide for mealtime requirements. We cannot prepare or cut any food from home (other than warming in a microwave), so food must come in infant bite size pieces. Please do not send the following foods with your child: Grapes, hot dogs, eggs, raisins, celery, steak.

Milk: Tiny Sprouts will provide whole milk when an infant turns one. If your child needs an alternative to whole milk it must be provided by the parent.

Snack: Tiny Sprouts will provide all snacks

Toddler/Pre-school Age:

Parents/guardians have the choice to bring a cold lunch for your child or choose Little Sprouts catered meals.

Lunch from Home: If you choose to bring your child's lunch from home it must follow the USDA Child Care Food Guide for mealtime requirements. Little Sprouts is required to supplement any lunch that is lacking a required food group. Please send your child's food cut to the appropriate size. We are not able to prepare any foods other than warming food in the microwave.

Snack time: This group snack time is the only time snack may be given, unless a special class snack is scheduled later in the day. Special snacks may be store bought and brought in for the children, however, please verify first with Sprouts if allergies are a concern. Staff will always supervise meals.

Children will be served milk with every meal and water or juice with snack unless the parent decides against it.

Written dietary instructions for each child are required upon child's start date. All sanitary procedures will be followed before serving food at the center.

MEDICAL POLICIES

1. **Sprouts requires immunization records to be provided prior to your child's start date**, and, per state licensing guidelines, if Sprouts does not receive your child's immunization records prior to their first day of care, Sprouts will not be able to provide care until it is received. It is the parent's responsibility to provide Sprouts with an immunization record upon enrollment. It is the parent's responsibility to provide an updated immunization record every time a child receives a new immunization. By signing at the end of this packet, Parents/Guardian give Sprouts permission to access your child's immunization record through the Minnesota Immunization Information Clinic if necessary.
2. **Sprouts requires all children attending this program to be up to date on childhood vaccinations required by law and do not allow unvaccinated persons at our program unless medically exempt.** Those children who are medically exempt must provide a Dr.'s note stating so. If your child is medically exempt and a case of measles, mumps, rubella, pertussis, polio, or diphtheria occurs at our program, your child will be excluded from group care through the incubation period of the last reported case of the disease as determined by the local health department. This exclusion is necessary because your child may become infected and contribute to further disease spread.
3. **Health Care Summary-** Prior to enrollment, you must provide the center with a current Health Care. Per state licensing guidelines, if Sprouts does not receive a Health Care Summary within 30 days of your child's start date, your child may not attend until it is received. This information must be updated in accordance with state childcare licensing regulations and kept current. Health Care summaries must be updated when your child changes age groups. If there is an allergy or special condition listed, additional documentation will need to be completed. Please ask the Director what paperwork is needed.
4. You must complete any state-specific medical authorization forms required by individual state childcare licensing regulations.
5. It is the parent's responsibility to promptly provide information to the center regarding any conditions, illnesses, allergies, or other special needs that may require specific care or attention.
6. Children with Allergies/Asthma must have an Allergy/Asthma action plan filled out by a Doctor. Action plans must be reviewed annually.
7. If the center staff notifies you that your child is ill, a parent or authorized person must pick up the child as soon as possible and no later than one (1) hour after being contacted.
8. If a child goes to the Doctor OR contracts a reportable contagious illness or disease, they must have a physician/health care professional's note indicating what the child was seen for, if there is a specific diagnosis and that the child is no longer contagious.
9. You are required to notify us within 24 hours of any serious or contagious illness. We will then notify the other parents/guardians as well.
10. In case of a medical or other emergency while your child is under Sprouts supervision, you understand that Sprouts will attempt to contact you immediately; however, in the event that you cannot be reached, or when a delay would further jeopardize your child's health, you hereby authorize Sprouts to act on your behalf and to take emergency measures, including those listed below, if deemed necessary by Sprouts, or by medical authorities, for the care and protection of your child. You authorize Sprouts to:
 - *Consult the physician or dentist named on the Enrollment form if you cannot be reached.
 - *Administer first aid and/or cardiopulmonary resuscitation.
 - *Transport your child via ambulance or other emergency medical service to a local hospital or other urgent care facility, if deemed necessary by paramedics, police, or other emergency personnel.
 - *Obtain any emergency medical or dental treatment deemed necessary by medical authorities.
 - *Transport your child to a local emergency shelter in the event of an emergency evacuation of Sprouts.

11. If you wish to request a religious or personal exemption to Sprouts practice of securing necessary emergency medical treatment in the event you cannot be reached, state childcare licensing authorities must be consulted to determine if such an exemption may be granted.

ILLNESS POLICIES AND EXCLUSION

The protection of children's health and safety is our most important work. Policies are established to protect children, families, and our staff from illness and injury. Therefore, complying with all health and safety policies is non-negotiable. At the same time, situations surrounding children's health can often require consultation with allied professionals and individual interpretation. There will be times when Management makes exceptions or otherwise amends certain health policies or procedures in the best interests of an individual child or family. Parents/Guardians are expected to work cooperatively with the Management team to understand and comply with center policies and directives for individual children.

If your child has any of the following symptoms while in the care of Sprouts, we will require that the child be picked up from school. Children must be free of symptoms without fever-reducing or pain medication for a minimum of one business day in addition to the day they were sent home before returning to Sprouts. If your child has had any of these symptoms at home in the past 24 hours, we ask that you keep your child home and notify us of the illness.

- Vomiting- 1 or more episodes (Management will determine this on a case-by-case basis)
- Diarrhea- 3 or more in a 24-hour period (defined as an increased number of stools, compared with a person's normal pattern, along with decreased stool form or watery, bloody, and/or mucus containing stools regardless of the suspected cause of it)
- Temperature above 100.0 axillary (including ear infections, vaccinations and teething)
- Undiagnosed Rash (If your child has an undiagnosed rash, Sprouts will require a doctor note for each individual occurrence stating it is not contagious and the child is able to return into group care)
- Any communicable diseases
- Discharging and/or red eyes
- Discharging from ears
- Positive Covid test
- If your child is unable to participate in activities with reasonable comfort
- If your child requires more care than Sprouts can provide without compromising the health and safety of the other children in our care.
- All children who have been admitted to a hospital or who undergo general anesthesia must be discharged from the hospital for a minimum of 24-hours before returning to Sprouts.

If your child is in the care of Sprouts and has any of the symptoms listed above, the parent/guardian or emergency contact will be notified and must pick your child up immediately. A sick child will either be brought to the Director's office to lay on a cot or they will remain in the classroom on a cot separated from the other children until their parent/ guardian arrives. All parents will be notified as an illness arises. This information will be posted in the entryway to the child's classroom. Because our program and licensing regulations require us to engage staff based on the number of children enrolled, we cannot refund tuition for days your child is absent or ill.

* Due to the ever-evolving nature of viruses and illnesses, Tiny Sprouts and Little Sprouts reserves the right to modify any policies necessary to be in accordance with the Minnesota Department of Health, the Centers for Disease Control and Prevention, Minnesota Department of Human Services, or as it deems necessary for the safety and health of the children and families it serves.

MEDICATIONS AT TINY SPROUTS/LITTLE SPROUTS

- A minimum of 24 hours of new antibiotic treatment for any contagious illness is required before returning to childcare. Any other situations requiring the use of antibiotics also require a current prescription and 24 hours before returning.
- **Prescription Medication:** Children's schedules should be adjusted so medications can be given at home. If this is not possible, Sprouts will administer medication up to a maximum of two times/day. A Parent/Guardian will have to sign a Prescription Medication form allowing Sprouts to administer the medication. Medications must be in the original container from the pharmacy, have a current prescription date, and have specific instructions from the child's Doctor before any medication will be administered.
Non-Prescription Medication: Children's schedules should be adjusted so medications can be given at home. If this is not possible, Sprouts will administer medication up to a maximum of two times/day. A Parents/Guardian will have to fill out a non-prescription medication form allowing Sprouts to administer the medication. Medications must be in the original container and specific instructions will have to be given to center staff before any medication is administered. If the label states 'children under 2 must ask a doctor', a doctor's note will be required before administering the medication.
 - **Sprouts does not administer Tylenol or Ibuprofen. Sprouts reserves the right to send home any child they deem not well enough to participate in daily activity.**

SPECIAL NEEDS/ALLERGIES/MEDICAL CONDITIONS

Parents/Guardians must inform the program when their child has any special needs, allergies or conditions requiring attention. If a child is admitted having special needs, procedures stipulated by our licensing requirements will be followed. An individualized childcare program plan (ICCPP) will be developed to meet the child's individual needs. The plan will be coordinated with either the service plan, education plan and/or with the physician, psychiatrist, psychologist, or health consultant. Please provide Sprouts with your child's most current IEP/IFSP to help assist in creating your child's ICCPP. The ICCPP will need to be updated annually or when there is any change. The plan will be kept in your child's file. The program will provide any additional staff training (within reason) required by your child's ICCPP, however there may be times when you are requested to assist in the training or ensure the child's nurse specialist is involved in the training.

Individuals with Disabilities Education Act (IDEA)

As a childcare provider, we continually monitor the development of all children in our care through ongoing observation and recording. We want the best outcomes for all children. Childcare providers are considered a primary referral source for early childhood intervention under federal IDEA special education law. We are required to refer a child in our program who has been identified as having developmental concerns or a risk factor that warrants a referral as soon as possible, but in no case more than seven days after the identification. While this is a mandate, we want to keep open communication with parents and caregivers about their child and any concerns we have before a referral is made. We can assist you with the referral or partner with you in the referral process.

FIRST AID POLICIES AND PROCEDURES

If an injury is major and cannot be treated with simple first aid, 911 will be called. If the injury is not life threatening or in need of immediate attention, but Sprouts cannot help with first aid, the parent/guardian will be informed immediately. If the parent/guardian is not reached, the child's emergency contacts will be contacted.

EMERGENCY REQUIRING MEDICAL ATTENTION

If an emergency arises, Sprouts will contact 911 and emergency aid will come for your child. In the meantime, if we can help by offering first aid, CPR or another form of aid to help your child we will do so until further medical attention arrives.

INSURANCE CARE

Sprouts has a liability insurance policy for all children in our care which is automatically renewed each year.

CHILD CARE EMERGENCY PLAN

All Staff receive annual training on Emergency Plans. This plan is available to parents upon enrollment and located in the entryway of both Tiny Sprouts and Little Sprouts lobbies.

BEHAVIOR GUIDANCE POLICIES AND PROCEDURES

We maintain a positive discipline policy which focuses on prevention, redirection, love, consistency and firmness. We stress two main patterns of behavior: respect for self and respect for others. We will ensure that each child is provided with a positive model of acceptable behavior. We will work to prevent problems, provide immediate and directly related consequences, redirect when appropriate, discuss inappropriate behavior, encourage making amends when the behavior involves another person, and sometimes withdraw privileges based on the principle of "natural consequences". All discipline measures will be tailored to the developmental level of the child. If a child's unacceptable behavior persists staff will observe and document the behavior as well as their actions taken to correct the behavior. At the discretion of Management, any physical aggressive behavior towards a staff or other child, the child may be sent home. Teachers will develop a plan to address the behavior documented in consultation with the child's parent and with other staff persons and professionals when appropriate.

Biting: There are no quick and easy solutions to biting. Each biting case/incident will be handled individually just as we treat each child as an individual. The safety of the children at Sprouts, as well as the well-being of the biter, is of our utmost concern. Both parents will be informed of any biting incidents that occur at Sprouts. If a child (toddler age and older) bites three times in one day or if one bite breaks the skin, the child will be sent home for the day. Continual biting will be addressed on an individual basis by the Management of Sprouts.

PARENTAL PERMISSION

Sprouts will obtain written parental permission before each occasion of research, experimental procedure, or public relations activity involving a child.

PRESENCE OF PETS

Pets are not a part of your child's program at Sprouts. If a pet is brought into the center permission will be required by the Directors before they arrive. All precautions will be taken, and all families will be informed.

DAMAGE TO CHILD CARE PROPERTY OR POSSESSIONS

We understand and expect that things get broken over time. However, if the damage is done deliberately, excessive, or intentionally misused by your child, you will be expected to pay for the repair or replacement.

PROGRAM GRIEVANCE PROCEDURE FOR PARENTS

The following are procedures designed to provide a method of prompt review, impartial consideration and equitable disposition of grievance presented by the parents of Sprouts. Parents are to be treated fairly in all respects. Parents who feel that they or their children have been subjected to unfair treatment or discrimination have the right to present their grievance, as recognized by these procedures, described here. A grievance, as recognized by these procedures, is defined as a parent's dissatisfaction with an aspect of Sprouts, which he/she brings to the attention of the Owner and/or Director. The person filing a grievance should be free from constraint, coercion, discrimination, or reprisal. When grievances arise, they should not be considered as reflecting unfavorably on the parent or the administration but considered as a parent's right. The aggrieved parent/guardian should present his/her grievance to Management in writing. If the aggrieved parent is not satisfied with results presented by Management, the parent may then present his/her grievance in writing to the Owner.

CHILD ABUSE REPORTING

Minnesota law requires all teachers, social workers, and childcare providers to report any suspected abuse or neglect of any child, as written in the Minnesota statutes, section 626.556.

DEPARTMENT OF HUMAN SERVICES

Telephone number of the Department of Human Services (DHS), Division of Licensing (651-431-6500).

Child Name: _____



January 2025

Parent Acknowledgement of the Sprouts Parent Packet

By signing below, I acknowledge that I have read the Sprouts Parent Packet and I agree to comply with all policies and procedures set forth by Tiny Sprouts and Little Sprouts.

Parent Name (Please Print) _____ Date _____

Parent Signature _____ Date _____

Separate Parent Acknowledgement signatures are required for each child enrolled at Tiny Sprouts and/or Little Sprouts