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**Parent Policy Packet for:
OUR LITTLE TREASURES
DAYCARE & PRESCHOOL LLC.**

INTRODUCTION

Welcome to Our Little Treasures Daycare and Preschool! Our Little Treasures is a Christ-centered childcare program offering full-time care to children from six weeks to twelve years of age in a safe and healthy environment. We are located downtown in the heart of Rapid City. Our program provides a full day of fun that integrates both age-appropriate curriculum alongside opportunities for gross and fine motor growth, sensory exploration, field trips, and outdoor play. Also included in our tuition are educational specials. Please read on to discover all about our program and policies!

VISION and MISSION STATEMENT

Our mission is to create a nurturing, safe, and loving environment where every child is encouraged to grow and learn at their own pace. We aim to support their love for learning and developmental growth through daily hands-on activities and positive, meaningful interactions.

Our Little Infants

In our infant room, we emphasize trust, security, and happiness. Your baby will have plenty of opportunities to develop social, intellectual, physical, and motor skills through pictures, mobiles, music, and age-appropriate toys. As your infant grows, they will explore their world using all five senses, imitate simple actions, experiment with toy instruments, discover new textures and colors, and begin learning words and sounds through play with others.

Our Little Young Toddlers

As your infant becomes a young toddler, the world becomes full of exciting things to explore and conquer. Our program supports this stage through a variety of play opportunities—some teacher-directed and others chosen freely by the child. We encourage each young toddler to grow and explore at their own rate and strive to honor their individuality. Young toddlers are surrounded with age-appropriate toys, activities, stories, songs, and plenty of love and individual attention.

Our Little Toddlers

Toddlers are entering a phase filled with independence and self-discovery. Our goal is to establish felt safety through consistent interactions and strong relational connections. Our whole-child approach includes modeling appropriate social-emotional skills through role play and repetition, and providing rich sensory experiences through art, music, and gross motor activities. Toddlers continue developing language skills through stories, music, and fingerplays. During this stage, our teachers also begin supporting potty training and building self-help skills.

Our Little Preschool (2s/3s)

The transition from toddler to preschooler brings many exciting developmental leaps. Our 2/3-year-old “Little Preschool” class serves as a stepping stone to full preschool readiness. In this class, your child engages in pre-academic activities through a blend of teacher-led and child-led art, music, and sensory projects. Teachers help children build a sense of community through classroom jobs and encourage empathy by teaching them to recognize and respond to the needs and emotions of others. Children also work toward mastering potty training and self-help skills before entering preschool.

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Preschool & Pre-K

In our preschool and pre-K classrooms, we focus on preparing your Little Treasure for social, emotional, and academic success. Preschoolers are naturally curious and eager to learn, and our program nurtures this through engaging, hands-on activities. Our theme-based curriculum emphasizes pre-reading, early writing, math skills, and kindergarten readiness. Children enjoy a balance of indoor and outdoor free play, quiet time, songs, and stories. Group play helps them build friendships, develop cooperation skills, and grow in confidence. We also nurture spiritual development daily through simple Bible stories, mealtime prayers, and age-appropriate faith-based activities.

Our Vision

We know it is not easy to leave your little one each morning, and having confidence in their care brings peace of mind. At Our Little Treasures Daycare and Preschool, our vision is to make a lasting impact on every family that walks through our doors. From the moment your child begins with us, we want them to feel physically safe, emotionally supported, and deeply loved by all of our caregivers.

We believe that all children can achieve success, and that this success begins early. Our mission is to provide quality care and excellent early education in a safe and supportive Christian environment—developing lifelong learners and critical thinkers who will become positive, contributing members of future generations.

Our Core Values

- *Excellence*
- *Safety*
- *Relationships*
- *Community*
- *Cleanliness*

BUSINESS HOURS

Our Little Treasures is open from 6:40 a.m. to 6:00 p.m., Monday through Friday. We observe holidays listed below.

- In the case of inclement weather, if the schools are closed, we are closed as well.
- Emergency closures will be communicated via the brightwheel app's "Messages" section.

HOLIDAY CLOSINGS

The center will be closed on the following holidays:

- New Year's Day
- Presidents Day
- Spring Professional Development Day (TBD)
- Good Friday and the Monday after Easter.
- Memorial Day
- July 4
- Fall Professional Development day (TBD) *generally Thursday and Friday preceding Labor Day*
- Labor Day
- Columbus Day
- Halloween (OPEN, but Close EARLY by 5pm)
- Veterans Day
- Thanksgiving and the Friday after

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- Christmas Break (Christmas Eve day and Christmas Day + two or three days give or take, and depending on when Christmas falls)
- New Year's Eve (OPEN, but Close EARLY by 5pm)

ENROLLMENT

To enroll at Our Little Treasures, parents must first pay the registration fee and complete an enrollment application through the brightwheel platform. If classroom enrollment is full, then the application may be dated and filed in our wait list. Filing an enrollment application for the wait list does not guarantee admission, nor does it bind the applicant in any way financially. Enrollment at Our Little Treasures Daycare and Preschool is non-discriminatory and without regard to race, color, creed, sex, national origin, or disability. We enroll children who are six weeks to twelve years old. Considerations for admission are based on date of enrollment, availability in the appropriate classroom, and our ability to meet a child's needs.

ADMISSION

All necessary forms must be completed in entirety (including enrollment form and policies contract, current immunizations or waivers, etc.), submitted along with the registration fee for enrollment through the brightwheel platform. Once paperwork is complete, at least two weeks may be required to process information so that attendance may begin. Parents will be required to review childcare contracts, enrollment paperwork, and center policies annually prior to the contract renewal deposit being billed.

2025/ 2026 OLTDP LLC SD Tuition Agreement

Our Little Treasures Daycare and Preschool LLC SD ("School") and the undersigned parents ("Parents"), by entering into this tuition agreement to enroll their child listed below ("Student") for the school year (Sept-Aug of each year), executed by the parents on the signed date below, agree as follows:

Contract Term:

This contract is in effect between the dates of **September 1, 2025, through August 31, 2026**. At that time, a new agreement must be signed for the continuum of care. Rate changes only take place upon the signing of a new contract.

1. **Consent:** This agreement is entered into with the mutual consent of the Parents and the School.
2. **Enrollment deposit:** The School requires a \$150 non-refundable enrollment deposit ("Deposit") to reserve a spot for the student in the initial year of enrollment. The Deposit is not credited towards payment of tuition or fees.
3. **Contract Renewal deposit:** The School requires a \$75 non-refundable contract renewal Deposit ("Deposit") to reserve a spot for the student in each subsequent school year. The Deposit is not credited towards payment of tuition or fees. This fee will be billed on the first billing period in the month of August.
4. **Tuition and charges:** Parents agree to pay the weekly amount for tuition, as outlined below, and any fees accrued in the previous week. Tuition is due on or before each Monday prior to care. Payments must be set up for automatic pay through the Brightwheel platform.
 - a. Infant/ Toddler Classes (Staffed with 5:1 Ratio): **\$250/wk**
 - i. 0-35 months
 - b. Preschool/ Pre-K Classes (Staffed with 10:1 Ratio): **\$225/wk**
 - i. At least 36 months of age
 - ii. Fully and independently potty-trained
 - iii. Emotionally and developmentally prepared to participate in a classroom with a higher child-to-staff ratio

Note on Class Placement:

Classroom groupings and rosters are based on a traditional school year cycle (September–June). The months of July and August are considered transition months, during which children may prepare for or adjust to class changes. While birthdate is used as a general guide—particularly within the context of their kindergarten eligibility year—there is no guarantee that a child will advance classrooms on their birthday. Placement decisions are also based on individual developmental readiness. Extra consideration is made in Preschool and Pre-K classrooms to keep children with their

“graduating class.”

5. Additional Charges and Late Fees:

- a. **Late fees:** Parents understand and agree that a \$5 fee will be assessed for each business day that payment is not current.
 - b. **Hours exceeding full-time:** Tuition includes up to 45 hours of care in a week. Time over 45 hours will be rounded to the nearest hour and will accrue a fee of \$10/hour.
 - c. **Late Pick-Up:** Our Little Treasures closes at 6:00 pm. Any child checked out after 6:00 will accrue a fee of \$1/min.
 - d. **Returned/ Failed Payment:** A \$25 fee will be added in the event of a failed or returned payment.
6. **Tuition Assistance:** Parents receiving Child Care Assistance agree to pay any tuition fees prior to care. Any remaining balance on the first billing cycle after SDSS remits payment will be the Parents’ responsibility on the following bill.
7. **Payment obligation:** Parents have an individual and joint obligation to pay all tuition and fees under this agreement. Parents' failure to pay any amount when due, pursuant to the terms of this agreement, may, at the School's sole discretion, result in the suspension or dismissal of the Student from the School. Parents shall pay any costs and attorney's fees the School incurs in the collection of Parents' outstanding balance.
8. **Early withdrawal/removal:** Parents must provide at least Two-Weeks (14) days WRITTEN NOTICE to the Administration to withdraw the Student from the School during the school year. A full two-week tuition fee will be applied to the final bill regardless of student attendance, and will not be prorated.
9. **Payment agreement:** Parents understand and agree that the majority of the School's expenses and obligations are incurred on an annual basis, that financial commitments for School services are made based upon anticipated enrollment, and that the educational operating expenses of the School do not diminish with the departure of some students over the course of the school year. Parents understand and agree that, regardless of Student's absence, withdrawal, or dismissal from the School, Parents remain obligated to pay the amount of tuition, consistent with the 14-day notice period, as liquidated damages and assume full responsibility for payment.

ARRIVAL AND DEPARTURE

For your child's comfort and safety, your child must be escorted into the classroom by a staff member. Until staff physically recognize anyone responsible for picking up a student (including a parent or guardian), they will be asked for proper picture identification. Please bring identification with you when arriving to pick up your child(ren).

Your child must be signed in and out through the Brightwheel platform upon arrival or departure.

Parents who routinely drop off mid-day will want to consider observing changes in the daily schedule closely on the calendar so that any changes (field trips, special events) can be accounted for when dropping off. PLEASE remember we need to know no later than 9:30 am if your child will be in attendance so that we can properly prepare activities and meals. Please end your cell phone conversation when dropping off or picking up your child. Pickup is an essential time for teachers to relay pertinent information to you regarding your child(ren), who will be anxious to interact with you at the end of the school day. All children who are in the care of their parents or guardians while on the premises, especially in the parking lot and adjacent streets, must be supervised by an adult. Please do not leave your children unattended in your car for any length of time when arriving at our center. Our Little Treasures requires parental notification through the brightwheel platform of anyone other than a parent or guardian who will be picking up a student, even if the designated person is listed on the Child Information Record. Individuals picking children up MUST be listed on the Child Information Record for each individual child (this includes any instances of siblings). Long-term pickup arrangements may be made in a situation where child(ren) will consistently be dropped off or picked up by someone other than a guardian. Alternative pickups will be required to show ID to a staff member and check the child out with a physical signature on a form presented upon pick up.

STEPS FOR A CHANGE IN WHO WILL PICK YOUR CHILD UP

All steps are necessary for your child to be released to an individual other than a parent or legal guardian.

- Make sure to list the individual who will be picking up on each student's Child Information Record in Brightwheel under "Approved Pickups". You MUST list this person on the form for them to be legally released while in our care.
- Inform the teachers by messaging on the Brightwheel app.
- Inform the individual picking up to bring their picture ID, so that any staff may check it if needed, and they will be required to sign the child out.

LATE PICKUP FEE

Our Little Treasures Daycare and Preschool is open from 6:40 a.m. until 6:00 p.m. Parents or guardians who arrive late for pickup will be charged a late fee of \$1.00 per minute of lateness in pickup. This late fee will be PER CHILD. Repeated lateness or failure to pay these charges may be grounds for disenrollment.

CHANGES IN SCHEDULE

Parents or guardians will provide written notice to the staff one week in advance of any changes in children's scheduled days and times of attendance. Any schedule changes need to be made with the lead teacher or director in written form, emailed, or communicated through the brightwheel app.

REPLACEMENT POLICY

Parents or guardians are responsible for fixing, paying for, or replacing any equipment that their child willfully and purposely damages.

HEALTH, INFECTION CONTROL AND MEDICATION POLICIES

The following health care plan outlines our goals and policies regarding health, infection control and medications at Our Little Treasures. Please note that staff members and volunteers adhere to the same illness policies that are outlined for students.

HEALTH

We know that, in order for children to function optimally and thrive at daycare, they need to feel well. Play is work for children, and the rigors of our everyday schedule at Our Little Treasures require optimal health and energy. The following goals and policies define what we consider to be well in our care. When students do not meet these goals, we may become concerned about their well-being and take action to ensure that their physical health needs are being met and that there are no health problems or illnesses arising.

- The student has a fairly regular and healthy appetite.
- The student seems emotionally well, and is alert and ready to participate.
- The student is symptom-free of illness such as fever, vomiting, etc.
- The student is not in pain.
- The student has received ample time to recover from an illness (such as a bacterial infection) with proper resting time and prescribed medication at home.

If a child does not meet our health goals, we become concerned and will inform parents or guardians. When health goals aren't met, we also begin to assess children for illness or causes for their compromised well-being.

ILLNESS and INFECTION CONTROL

When a child exhibits any of the following symptoms, they do not enjoy being at the daycare and are most likely contagious to the other children. The center will notify parents if a child becomes ill, and parents are expected to pick up the sick child immediately (within a 30-minute timeframe). When a child presents symptoms of illness, they will be excluded to the office or designated sick area until a parent, guardian, or authorized adult comes to pick them up.

Our Little Treasures is a Well-Child care facility. Do not allow your child to attend daycare if they have exhibited any of the following symptoms within the previous day, or are otherwise unable to participate due to compromised health or energy level.

If a child tells a caregiver that they have been administered medications or experienced any of the following symptoms, a parent or guardian may receive a phone call inquiring further about the child's health.

- Temperature at or above 100.4
- Nausea or vomiting, more than typical infant spit-ups
- Diarrhea (3 or more episodes within a 24 hour period, or not contained within a diaper)
- Excessive runny nose or greenish nasal discharge
- Excessive coughing, or cough producing mucus
- Excessive eye irritation (red, watery, mattery, weepy, or pink eyes)
- Persistent complaints of head, ear, throat, or stomach pain
- Contagious or undiagnosed skin rash
- Severe allergic reaction (presence of anaphylactic symptoms, etc.) or asthma
- Open sores or bleeding other than minor cuts and scrapes
- Mouth sores associated with drooling
- Symptoms of seizure
- Loss of consciousness
- Indication of head lice (scratching, nits, or louse)
- Severe injury that prevents participation in daily normal activities (until mobility and comfort are assured and injuries are properly addressed).

If your child has a common cold (slight cough, sneezing, clear runny nose, and/or a temperature below 100 degrees), your child may attend daycare. However, if your child reaches a point when he/she requires constant attention, will not play, cries continuously, or wants to be held constantly, then your child will need to stay home.

In general, if your child is too sick to play outside, your child is too sick to attend daycare. If your child becomes ill during daycare, you will be phoned and asked to pick your child up immediately (within 30 minutes).

Symptoms of illness must be resolved, without the use of medication, for one full attendance day before a child returns to the daycare. To clarify: a child who was with fever or above symptoms on day one will not return to care on day two and may only return on day three if symptom-free, without medication for the entirety of the prior day.

Children will also be required to be monitored at home if they have presented symptoms of a seizure or have been administered medicine by an EPI-PEN. Children must remain symptom-free to ensure safe participation in childcare before returning.

Antibiotics of any sort should be taken/used for 24 hours (refer to timeline above) before returning to the daycare.

In some cases, a doctor's note may be required to confirm that a child is no longer contagious after a viral or bacterial illness before returning to child care. Doctor's notes will be accepted at the discretion of the provider, and do not guarantee an immediate return.

Children with lice must be treated appropriately and kept home for daily "nit" removal for three days before returning.

After 3 days at home, the child will be checked by a designated staff member for any incidence of nits or lice before returning to the classroom setting. Parents or guardians must wait for clearance while the child is being examined. Any recurrence of nits or lice will require immediate pick-up from school and continued treatment.

In the event a child is suspected to have a particular condition/illness or is being preventively treated for it, Our Little Treasure's sick policy will default to the same procedures that outline how a confirmed case of that particular illness would be handled. For example, a child who has an unconfirmed or suspected case of Hand-Foot-Mouth and is being treated for the illness will be required to adhere to the same guidelines with which a confirmed case would be handled.

If Our Little Treasures suspects that a child may have a contagious illness and recommends a doctor's visit or diagnosis, but parents or guardians choose not to seek medical advice, preventative measures and cautionary actions will be taken in accordance with our illness and infection control plan to prevent the further spread of a potential illness.

Pre-diagnosed illnesses such as asthma, epilepsy, or anaphylaxis will require parents to inform the center clearly of the child's symptoms and history, and a health care plan will be established and followed by the facility.

POST-VACCINATION POLICY:

We understand that vaccinations are an important part of keeping children healthy and protected. However, we do have to follow certain health and safety guidelines after a child receives immunizations — especially when side effects such as fever or discomfort occur.

Why Children Cannot Attend After Vaccinations

Vaccinations can sometimes cause mild side effects such as:

- Low-grade fever
Fatigue or irritability
- Redness, swelling, or tenderness at the injection site

While these reactions are normal, they can look similar to symptoms of a contagious illness. For the safety of all children and staff, we must treat any elevated temperature or signs of illness as potentially infectious until we are sure the child is well.

Our Policy

- If your child receives vaccinations, please plan for them to stay home for the next 24 hours (refer to timeline above) so you can monitor for any side effects.
- If your child develops a fever (100°F or higher) or appears unwell after vaccination, they must remain home until they are fever-free for at least 24 hours without medication and able to participate comfortably in normal activities.

Why This Matters

- Protects all children: Some children in our care may have weakened immune systems or medical conditions that make them more vulnerable to illness.
- Keeps symptoms from being misinterpreted: It helps staff know that any fever or irritability we see is being monitored and not the start of a contagious illness.
- Supports your child's comfort: Children often need extra rest, fluids, and reassurance after vaccines — things that are easier to provide at home.

MEDICATIONS

Upon enrollment, an OTC Ointments and Sunscreen authorization form will be filled out by parents for any topical products the parent wishes to be applied to their child. Children may only use products provided by their parents; products may not be "shared".

Medications are to be dispensed at home. For times when this is not possible, a Medication Authorization Form must be completed and submitted on Brightwheel for any topical or oral medication that is to be given to children while at daycare. Correct dosage, specific time to be given, and permission to administer the medicine must be given using the form. Our Little Treasures cannot administer medicine that is either mislabeled, not in its original container, or expired.

Forms for “As Needed” medications are highly discouraged by Our Little Treasures and not permitted by the South Dakota Department of Childcare Services. In the event you feel an “as-needed” medication, such as acetaminophen or ibuprofen, is needed, this must be communicated to the admin.

If your child has received any medication before starting their day at Our Little Treasures, please make teachers aware. Receiving this information is imperative for caregivers in assessing a child’s well-being and providing them with quality care.

Because illness or injury needs to be addressed immediately, proper contact information is of utmost importance. Parents and guardians are expected to keep each enrolled child’s Information Record updated, and children are expected to be vaccinated, or have an affidavit on file. Failure to provide health information papers may result in disenrollment.

Our Little Treasures Daycare and Preschool follows exclusion guidelines set forth by the South Dakota Department of Childcare Services and must report any required reportable illnesses to the Centers for Disease Control.

OUR LITTLE TREASURES CRISIS MANAGEMENT AND EMERGENCY PROCEDURES

Our Little Treasures Daycare and Preschool trains employees and children routinely to prepare for crises and emergencies. Procedures for fire, tornado, injuries, and other natural disasters are posted throughout the center and included in our emergency procedures manual. Some procedures, such as those for an intruder or bomb threat, are confidential, but they thoroughly provide the necessary steps to keep children safe in the event of an emergency. In the event that a change or circumstance arises that affects the ability of Our Little Treasures to comply with licensing rules, Our Little Treasures will notify parents and report such changes to the licensor within 24 hours.

COMMUNICATION OF CENTER-WIDE CLOSINGS, EMERGENCY, OR CRISIS

In the event of a center-wide closing, emergency, or crisis, parents and guardians are informed of emergency information by one or more of the following methods, in the order listed:

- brightwheel message
- mass text
- phone call

REUNITING FAMILIES AFTER CRISIS OR SECONDARY EMERGENCY LOCATIONS

In the event that children and staff are unable, for any reason, to return to safety inside the building after an emergency, or if our location is deemed unfit due to any circumstances, all students and teachers will go to one or more of the Secondary Emergency Locations communicated to parents at that time.

STUDENTS WITH SPECIAL NEEDS OR DISABILITIES

Any students in our care will have their individual needs considered when we are proceeding with the following emergency steps, as they apply to their individual care plan, developed upon enrollment. Staff members will ensure that students with disabilities receive proper notification of an alarm or warning (for example, a child who is deaf will be visually alerted to a fire alarm). It will be ensured that methods of egress and emergency locations accommodate those with physical disabilities, such as a child using a wheelchair.

ACCIDENT OR INJURY INVOLVING A CHILD

Employees are required to familiarize themselves with the detailed procedures of how to handle injuries. All employees are required to be First-Aid and CPR certified. Employees always use universal precautions when handling biohazardous materials. Parents receive documentation of injuries or incidents through the brightwheel app. Phone calls will be made for injuries affecting the head and/or any other injuries deemed appropriate by the director.

RELEASE FROM LIABILITY / MEDICAL TREATMENT

Upon enrollment, a release from liability and medical treatment must be signed (as outlined in the policies contract within the digital enrollment forms) that absolves Our Little Treasures Daycare and Preschool LLC, and all of its personnel, from all financial responsibility in case of accident or injury to any child(ren). Additionally, the release grants Our Little Treasures permission to secure emergency medical and/or emergency surgical treatment for your child(ren) in our care in the event that parents cannot be contacted immediately.

CHILD INFORMATION RECORDS

Child Information Records must be kept current for every child enrolled. Parents must update any contact information by messaging the admin through the Brightwheel app. The center must be notified of any changes in address, phone numbers, and persons to be added to, or removed from, the Child Information Record. Parents are required to update their child's information records and enrollment documents annually. Our Little Treasures cannot release children to individuals NOT listed on the Child Information Record, as explained in our arrival and departure policy.

VISITORS

Parents are welcome to visit any time. All visitors must notify staff of arrival and departure. For everyone's protection, visitors are not allowed to participate in any activities without a staff member present and prior approval.

PROGRAM LICENSING AND STAFF QUALIFICATIONS AND TRAINING

Our Little Treasures is licensed by the State of South Dakota. The state has detailed regulations governing staff qualifications, number of children per staff member (ratio), number of square feet of play space per child, discipline, equipment, nutrition, health records, emergency medical care, and fire safety. Our Little Treasures Daycare and Preschool program meets or exceeds each of the state's requirements, and is insured under Insureon Division of Specialty Program Group, LLC and Ategrity Specialty Insurance Company.

Our childcare staff consists of adults with degrees in early childhood education, elementary education, and child development, and/or years of preschool and daycare program experience. Upon hiring, a staff member has completed an application and interview process, which includes a review of the applicant's past work history and reference check. All of our staff are background and criminal history screened to check for any crime other than traffic violations. Prior child abuse or neglect is checked through a Protective Services screening and by asking directly on an employment application whether the potential employee has ever been accused of child abuse or neglect. No person with any history of abuse or neglect will be allowed to work with children. Staff members are also required to be First Aid & CPR certified, and trained in our methods of interacting with children, as well as the proper methods of cleaning and handling emergencies using universal precautions, before working with students.

CURRICULUM/DAILY PROGRAM

Our Little Treasures implements a curriculum developed by the Experience Early Learning Curriculum. Each day, Our Little Treasures offers your child a variety of appropriate developmental activities to stimulate an inquisitive mind, build self-esteem, compassion for others, and a positive attitude towards learning. Our full day of care incorporates an age-appropriate curriculum with many other fun activities, such as:

- Large motor and creative movement activities
- Bible stories
- Storytelling
- Mealtime prayer
- Arts and crafts
- Music and Creative Movement
- Science
- Sensory Exploration

- Field trips
- Group projects organized around a topic or concept
- Celebration of holidays and seasonal events
- Exposure to different cultures and parts of the world
- Best practice in kindergarten preparedness.

HEALTH AND NUTRITION

The following health care plan outlines all of our goals and policies regarding health, nutrition, cleanliness, and infection control at Our Little Treasures. Please note that staff members and volunteers adhere to the same illness policies that are outlined for students.

Our Little Treasures offers lunch and afternoon snacks for all children. Morning snacks are provided by families on a rotating schedule. All meals are healthy and nutritious. A monthly menu is posted and is available on our website. Parents ensure snacks are nutritious, peanut-free free and ready to eat. This means that items do not need to be prepared or heated.

Meals are served in a cafeteria-style, so children can begin to learn the process of dining in a school setting and interact positively with peers and teachers at the table.

Parents supply the center with bottles of breast milk or formula. Empty and used bottles will be rinsed and sent home upon request (otherwise, they are washed and sanitized daily at the center). Parents may bring unopened, labeled store-bought baby food for children eating solids. Parents may also provide freshly prepared homemade foods in labeled containers daily. All children's items, including bottles, foods, and clothing, must be labeled with the child's name. Per State licensing requirements, infants through eleven months may not nap with blankets in cribs. Parents may choose to send a sleep sack. Alternate sleeping requests must be made by using a specific form authorized by the child's physician.

Rest Time/Items From Home

Children in childcare for over four hours need to have a rest period. Parents may provide a small sheet and a stuffed animal/comfort item for their child to rest with. A blanket for naps must be provided for all children over the age of 1. Fleece throws are recommended as daycare will launder blankets weekly, and this style allows for quantity and quality of laundering. All toys other than nap items should be left at home. There are absolutely no weapons or toy weapons allowed. Please do not send your child to school with items that are valuable or that may cause a distraction to the child or the child's classmates. Please contact your teacher regarding appropriate sharing items and designated sharing times. Our Little Treasures is not responsible for any lost or stolen items.

Proper Attire

Children will participate in daily outdoor activities and must be dressed appropriately for daily outdoor play. Parents and guardians are to provide proper snow gear in the winter months. Contact will be made with parents or guardians if children are not dressed appropriately or if children do not have the necessary clothing or footwear for playing outdoors. If this is the case, it may be required to either deliver necessary items of clothing or retrieve students until proper attire is acquired. All students' items need to be labeled with his/her name and may be marked with a permanent marker at school if they are not previously designated. Our Little Treasures is not responsible for any lost or stolen items.

Sunscreen Policy

Parents or guardians are expected to apply sunscreen in the morning on their child(ren) before dropping him/her off during the summer months. Afternoon application of sunscreen will be provided by Our Little Treasures. Parents and

Guardians are to sign sunscreen permission slips for the application of sunscreen, and will be required to provide sunscreen.

Diapering Policies

Children at Our Little Treasures are never left unattended while being diapered. Children are only to be diapered at labeled diapering stations. Diapers and pull-ups must only be disposed of in proper receptacles. Step-by-step procedures are followed to ensure safety and sanitary conditions. These steps are posted in classrooms near diapering stations. If your child is currently wearing diapers or pull-ups, you will be expected to provide diapers and wipes on a regular basis.

Our Little Treasures Changing Procedure:

- Caregiver washes hands.
- Caregiver secures the child on a designated changing table.
- The caregiver uses gloves and wipes provided and places the dirty diaper in the diaper pail only
- The caregiver washes the child's hands.
- Caregiver secures the child on the floor, in a crib, etc.
- Caregiver washes hands.
- Caregiver wipes down changing stations with the required bleach solution.
- Caregiver washes hands.

Potty-training and Restroom Use

Potty-training procedures vary from room to room, but are consistent in the methodology of Jamie Glowacki. Children at Our Little Treasures are never forced to use the bathroom. All classrooms encourage self-help skills and proper hand washing. Children use age-appropriate facilities located in their classroom, or the closest to. Adult facilities are located throughout the building and utilized by older school-age children. Adults do not use the restroom facilities at the same time as children, nor are they alone in enclosed stalls/bathroom areas where doors may be shut. Please remember to check your child's cubby or coat racks for soiled items that may be tied up in plastic bags.

Hand washing

Child and staff hands are washed with soap under running water upon arrival, before handling food, before and after meals, after toileting, coughing, sneezing, nose blowing, and at any other time as needed.

Handwashing Procedure:

- Turn on the water to a comfortable temperature between 60° and 120° F.
- Wet hands with water and apply soap.
- Rub hands vigorously until a soapy lather appears and continue for at least 20 seconds.
- Rub areas between fingers, around nails/under fingernails, jewelry, and the back of hands.
- Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with a clean, disposable paper. Turn taps off with the paper towel.
- Dispose of the paper towel in a lined trash container.

Universal Precautions Procedures

The following guidelines are used at Our Little Treasures when handling biohazardous materials (blood, urine, stool, or vomit):

- Children are removed from areas containing hazards. The area is covered with a paper towel and isolated.
- Workers use gloves and face masks, if necessary.
- For any mess containing blood, urine, stool, or vomit, DISPOSABLE MATERIALS (paper towel) must be used to remove as much biohazard as possible before proceeding to the next step.
- Soiled paper towels are disposed of, and the area is cleansed with more paper towels and soapy water.

- The area is sprayed with sanitizer. Sanitizer is allowed to disinfect the area thoroughly before being removed or dried with additional paper towels.
- Gloves are removed and disposed of, and hands are thoroughly washed. Heavily soiled garbage is double-bagged. Garbage is removed from the center immediately and taken to the outside dumpster.
- Staff/children/parents will be informed if the area is deemed unusable or if further steps are required.

Cleaning and Sanitizing of Toys and Personal Items

Toys, equipment, and surfaces in each classroom and common areas are cleaned and sanitized regularly as needed. Soiled items that children chew are placed in a bin immediately after being soiled or put into a child's mouth (baby items). Toys are run through the sanitizer, or dishwasher that has a sanitizing cycle, regularly. Toys played with by older children are sanitized as they become soiled or earlier if staff feels it is necessary (due to illness, older children who are still oral). Sleeping Mats are used by one child only, and are sprayed with sanitizing solution daily. Sleeping mats are also wiped with a disinfecting solution weekly. Nap items are stored in the child's classroom cubby. Nap items are not stored where they can touch another child's items.

Cleaning and Sanitizing of Tables, Chairs, Play Equipment, and Facility Tables and chairs are cleaned and sanitized using a 3-step method before and after meals, and as needed throughout the day. Larger equipment (such as indoor climbers, gym mats, and riding toys) will be cleaned and sanitized by hand as needed. Our center is cleaned each evening, and all restroom facilities and sinks are sanitized daily or as needed. Floors are swept, mopped, and vacuumed daily.

The following steps are followed by our staff for cleaning and sanitizing (the "Three Step Method"):

- Wash the surface or article vigorously with warm water and detergent (Our Little Treasures uses dishwashing detergent).
- Rinse the surface with clean water.
- Submerge, wipe, or spray the surface or the article with a sanitizing solution.
- Let the article or surface air dry.

DISCIPLINE POLICY

At Our Little Treasures, our discipline philosophy is one that combines modeling appropriate behavior along with the techniques used to teach children how to regulate their emotions and behaviors. "Conscious Discipline" method (Dr. Becky Bailey, www.LovingGuidance.com), and Beyond Consequences are a couple of resources used to teach self-regulation. All childcare staff use disciplinary and guidance tools that promote the idea of patience and self-control, such as:

- Redirection and tools from the "Conscious Discipline" model, and beyond consequences.
- Clear expectations that are communicated to children in an age-appropriate way.
- Positive guidance (Replacing the negative behavior with a positive direction, such as "Use your walking feet, please!" rather than "Don't run!") and the teaching of appropriate social behaviors.
- Thoughtful consideration of the origins of negative behavior and methodical planning and strategy implementation to encourage desired behavior.
- Consistency in methodology and consequences.
- Self-evaluation as a teacher (understanding the teacher and classroom's role in the appearance of an undesired behavior and what steps may be taken to address the issue).
- Careful assessment and recordkeeping of extreme or ongoing behavioral problems
- A child who poses a risk to themselves or another child may be separated from the group as needed, and children who are two years of age or older may "take a break" from activities to calm down and consider a plan for correcting behavior.
- Under NO circumstances are children at Our Little Treasures disciplined with corporal punishment (physical), verbal abuse, humiliation, or withholding of food or rest. Please see the excerpt below from the State of South

Dakota's Licensing Rules for Childcare Providers regarding forms of punishment that are prohibited by law. 67:42:10:11. Standards for discipline.

- Each center shall have a written policy on the discipline techniques to be used for a child in care. Discipline techniques used shall offer clear-cut limits with positive guidance and direction to help a child to develop self-control and respect for the rights of others. Discipline techniques must be appropriate to the child's age and developmental level. Discipline may not be delegated to older children or peers. Use of humiliating or frightening punishment such as the following are prohibited:
 - Spanking, hitting, pinching, biting, shaking, or inflicting any other unusual physical punishment;
 - Verbal abuse, threats, or derogatory remarks about self or family;
 - Restriction of movement by binding or enclosure in a confined space such as a closet, locked room, box, or similar cubicle;
 - Punishment for lapses in toilet training;
 - Withholding or forcing of meals, snacks, or naps to correct behavior; and
 - Use of substances such as soap, pepper, or hot pepper sauce for punishment of undesirable behaviors.

Source: 7 SDR 66, 7 SDR 89, effective July 1, 1981; 31 SDR 40, effective September 29, 2004. General Authority: SDCL 26-6-16. Law Implemented: SDCL 26-6-16.

Handling Specific Behaviors

Young children who are learning how to function with their peers and manage their emotions have a variety of common, developmentally normal behavior problems. Listed below are some of the most typical problems and how Our Little Treasures handles them:

Biting

First and foremost, Our Little Treasures immediately treats a bite by focusing on and caring for the child who has been bitten. Any visible injury is always cleaned and assessed while comforting the child who has been hurt. After the biting injury is handled, the behavior itself is then handled. This means helping the bite victim to use assertive language to the biter: "I didn't like that!" Biting can be motivated by different emotions and developmental stages. Younger children who are still teething and oral may bite in an exploratory manner. In these instances, Our Little Treasures offers appropriate chewing and oral stimulation items (such as icy teethers, crunchy food, etc.) and redirection, along with the teaching of appropriate teeth use. For the child who bites out of aggression or as an attention-seeking behavior, the same techniques may be coupled with strategies for self-calming. A child who is repeatedly biting other children may be separated from the group for the safety of all students when issues occur, and parents of both the biting child and the bitten child(ren) will always be informed in a timely manner of incidents, as well as how the situation was handled. Depending on the age of the child, a behavior plan with both positive reinforcement and approved consequences may be used.

Exclusion Due To Excessive Biting

Biting exclusions are determined on a case-by-case basis. A child who bites multiple times in one day may be sent home for the remainder of the day. A child who bites or attempts to bite on a daily basis may be suspended from care for one week, during which time half-rate tuition will be charged. If biting continues after the child returns, they may be disenrolled for the remainder of the school year.

Aggression and Bullying

When a child displays aggressive behaviors at Our Little Treasures, such as yelling, hitting, or any other form of destructive physical behavior, the first concern for staff is to discover what is motivating the aggression. Using Conscious Discipline methods, staff members will attempt to help a child recognize and label emotions and motivations for his or her behavior, and coach the child through conflict, enabling them to use other methods to resolve their problems in the future. Clear expectations are given to children regarding appropriate physical and social

behaviors, and the use of modeling/teaching appropriate social behaviors is also used. Our Little Treasures is a bully-free zone. We encourage our students to treat each other with love and respect, and encourage/expect those same behaviors from their peers. Student-handled conflict resolution is considered optimal. If a behavior becomes a repeated concern, parents or guardians will be included in creating a behavior plan for the student. Our Little Treasures always includes parents or guardians in the development and implementation of strategies and behavior plans for their child. If a child's behavior does not respond to these methods or it becomes apparent that a child's needs are not consistent with what our program offers, disenrollment may be considered.

Exclusion Due To Excessive Aggressive or Disruptive Behavior

A child who is aggressive toward teachers and other students, including hitting, kicking, throwing objects, slapping and spitting, may be sent home for the day. If the behavior continues the next day, the child may be suspended from care for one week, during which time a half-rate tuition will be charged. Children who are disruptive and/or oppositional to the point of hindering the learning, routine, and overall environment of the classroom, as well as children who compromise the safety and integrity of the program may be sent home for the day. Continued disruptiveness will be cause for disenrollment.

FIELD TRIPS/FIELD TRIP RELEASE

Upon enrollment, consent must be given for any child (ren) to take part in field trips or excursions away from the childcare facility, under proper supervision, by signing the Field Trip Permission form. A field trip is considered any outing away from the childcare building. Infants, toddlers, and two-year-olds may ride in a stroller or buggy to "field trip" away from the building without prior notification and as part of their daily activities. Two-year-olds through school age may walk to area parks, activities, businesses/events such as "field trips" away from the building without prior notification and as part of their daily activities. Three-year-olds, four-year-olds, and school-age children may ride a bus/van to and from local activities or events, but will do so only with prior notification. Our Little Treasures does not provide before and after-school transportation.

PHOTOGRAPHY RELEASE

As a normal part of everyday activities in our program, your child(ren)'s learning and enjoyment are documented through digital photography and video taken by lead teachers and administrative staff. As a school, we enjoy sharing these photos both through display at our facility, online and on our websites, and Brightwheel. To be able to have a place for parents to see some of our daily activities, periodically, we will post pictures and/or videos on brightwheel. Only parents and staff are included on this platform. Staff is never allowed to post pictures or use any photos for personal use. Occasionally, Our Little Treasures submits photos of fun activities to the local newspaper, or uses particular photos in publications such as logos or brochures. As a part of our policies contract (attached to enrollment form), parents sign a photography release form annually, which outlines basic photo permission as well as individual authorization for social networks and media submission. Our Little Treasures will never distribute photos or misuse them in any way. Please share any questions or concerns you may have regarding this photography with your lead teacher or administration.

OFFSITE BABYSITTING

In the event that an Our Little Treasure employee is hired independently by a parent to care for a child off premises or during non-business hours, the center bears no responsibility for such an arrangement, and the parent or guardian will be doing so at his or her own risk. Soliciting employees for full-time employment as nannies or home caregivers will be grounds for disenrollment.

PARENT/EMPLOYEE RELATIONS

In the interest of professionalism, parents are strongly advised against entering into social or dating relationships with employees, including those of an online nature. It should also be known that Our Little Treasures expects employees

to communicate all information regarding students and our school using the brightwheel platform Our Little Treasures during business hours unless other arrangements must be made with lead teachers to relay important information about a student or family due to schedule conflicts. At no time should an employee ever contact a parent or relay information via personal email address or social networking sites such as Facebook or Twitter. Employees taking such action could be considered for dismissal. For that reason, we ask that parents avoid interacting with employees in a social networking setting and avoid seeking employees in such places to “message” or “friend request”. This further reduces the likelihood of a misunderstanding and allows our employees to more easily follow Our Little Treasures' networking policies, while protecting everyone's privacy. Please inform the office if you are contacted inappropriately by a staff member at any time. This policy also protects our staff members, and inappropriate contact that is initiated by a parent may be grounds for disenrollment.

DONATIONS AND FUNDRAISING

Creating quality, modern spaces for children to safely grow and learn in is a continued effort that requires many resources both labor and financially based. We deeply appreciate all donations made to our facility.

WEBSITE AND ONLINE INFORMATION

The Our Little Treasures Daycare and Preschool Website is www.ourlittletreasures.org Our Facebook page is located at <https://www.facebook.com/ourlittletreasuresSD/> We do not share photos without permission or personal information on our Facebook page.

Upon enrollment at Our Little Treasures, we collect primary email addresses from all parents/guardians so that we may keep online communication open. Our Little Treasures does not ever share email addresses or abuse them in any way. Time-sensitive information will always be communicated via home or cell phone, and information papers may be sent in children's cubbies as well. Ways in which we will communicate with parents or guardians online include:

- Communication through the Brightwheel app (teachers are only required to respond during their scheduled shift)
- Admin messages regarding tuition or account (statements are only printed by request)
- Important notifications about potential closings and the schedule
- Information regarding students
- Information regarding center events and reminders

Our Little Treasures checks emails frequently throughout the day and responds in a timely manner, but all emergency contacts must be sent in messages through the brightwheel app, either as a direct message or an admin message in which only directors will see.

Communications through our phone line at (605) 585-6266 can be made. Please note, staffing is not available in the office at all times, so messages directed to the phone may not be responded to in a timely manner.

Always feel free to address any questions, concerns or share ideas by email, phone or in person.

We appreciate your feedback and look forward to hearing from you.