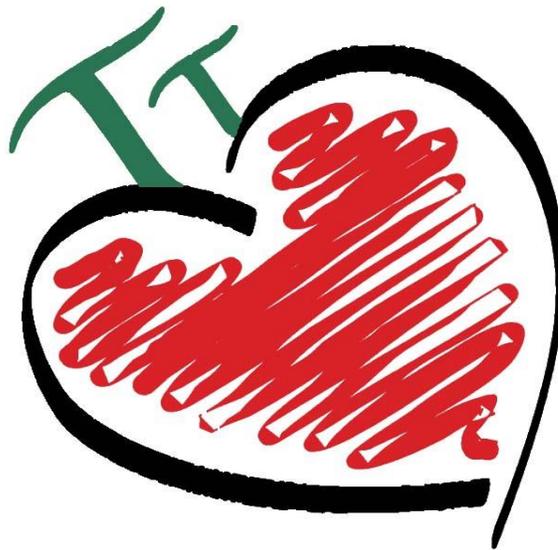


# TODDLER TOWN

CHILD CARE CENTER  
WYOMING, MN 55092

651-462-1407

[toddertowncc@yahoo.com](mailto:toddertowncc@yahoo.com)



PARENT HANDBOOK

“COME SEE THE DIFFERENCE”

[www.toddertowncc.org](http://www.toddertowncc.org)



## “WELCOME TO TODDLER TOWN”

We have taken the best of all types of childcare available and put them into one complete package. A parent can leave with confidence that their child/ren are in a safe and caring environment. Our job is to focus on each child’s social, physical and emotional development. A child’s self-esteem, independence, and ability to learn will be taught through positive experiences in and out of the classroom. Part of our job is to help you prepare your child for their upcoming years. If we work together, this can be obtained. It is Toddler Town’s philosophy that children mature to reach their growth potential when they are provided with a stimulating, inviting and loving environment. Your child will be involved in activities that will enrich their social, emotional, and physical growth every day. Learning experiences in art, music, dramatic play, fine motor skills, gross motor skills, and basic readiness for kindergarten will be provided.

Good communication between parents and staff is essential. This handbook is an easy reference to all of the questions you may have. Please keep us informed of your concerns, needs and comments. If you have any questions do not hesitate to ask and we are more than happy to discuss and find good solutions. You are important to us! A written Childcare plan is available for you to review at any time, just ask a teacher or director for a copy.

## OPERATIONAL SERVICES

Toddler Town is a licensed 5,846 sq. ft. childcare center with the capacity to serve up to 84 children. Our classrooms are designed to meet the needs of each age group, providing age-appropriate care and individual attention. The infant room serves children 6 weeks to 16 months with a ratio of one caregiver for every four infants. We have toddler rooms serving children 16 to 33 months with a ratio of one caregiver for every seven toddlers. Our preschool rooms serve children 33 months to the first day of kindergarten, with one caregiver for every ten preschoolers. Toddler Town is open Monday through Friday from 6:00 AM to 5:30 PM. The building is equipped with a secure entry system and Brightwheel app features up to date attendance tracking. You will need to check your child/ren in and out at the front desk with your individual Brightwheel code upon drop off and pick up. Children will need to be dropped off before 10:30AM or after 2:00PM to avoid nap disruptions. If you have special circumstances, please communicate with your child’s teacher or the Director to see if arrangements can be made. Each age group also has its own fenced and secluded outdoor play area to ensure safe, supervised outdoor activities. At Toddler Town, our staff stays current on annual training and maintains all required qualifications to ensure the safety and well-being of every child. This includes certifications in Pediatric CPR and First Aid, SUIDS prevention, Abusive Head Trauma (AHT) awareness, allergy prevention and response, emergency preparedness, and health and safety policy training. In addition, our team participates in ongoing training in reporting responsibilities, risk reduction, child development and learning, cultural awareness, and disability inclusion. These training courses equip our staff to provide a safe, nurturing, and supportive environment that meets the individual needs of each child. Our staff consists of a director/owner, assistant directors, teachers, assistant teachers, aides, and substitute teachers on standby. With this team and carefully structured environment, we provide a safe, nurturing, and engaging space where children can learn, play, and grow.

## LICENSING INFORMATION

Toddler Town welcomes all children regardless of race, religion, or sex. Enrollment requires that children are able to participate in and follow the center's established schedules, rules, and program guidelines. Toddler Town is licensed by the State of Minnesota Department of Children, Youth, and Families. For questions or additional information DCYF can be reached at 651-431-6015. Our license number and records are maintained in accordance with state requirements. We fully comply with all applicable licensing regulations and undergo annual inspections to ensure continued compliance with state standards. In addition, a licensed Health Consultant visits Toddler Town monthly to provide guidance and ensure we remain up to date with current health policies, rules, and regulations.

## PRE-ENTRANCE VISIT

Before enrollment, parents are required to visit our facility to observe our program in action and determine whether Toddler Town is the right fit for their family. During this visit, we will gladly answer any questions and help familiarize your child with the environment they will be in. During the tour, you will receive Toddler Town's enrollment and medical forms. These forms must be completed and returned by both the parent and the family physician prior to your child's first day of attendance. Upon enrollment, families will have 30 days to submit the required Immunization Form and Health Care Summary. A two-week trial period will be in place to ensure a smooth adjustment for your child. During this trial period, either the parent or the director may cancel enrollment without providing a two-week notice.

## INFANT REGISTRATION

Our Infant room is licensed for 16 infants. Infant space usually fills several months in advance. To enroll your infant, a \$50.00 registration fee, first two weeks' tuition and enrollment form is needed at the time of registry. This will guarantee your spot until the first day you attend. The two weeks of tuition payment will be applied to your account once you are in attendance.

## WAITING LIST

When the program of your interest is full, you can choose to be put on our waiting list. You will be contacted when a position becomes available. If contact cannot be made, your name will be removed from the waiting list. Being on the waiting list does not guarantee a spot.

## MEALS

At Toddler Town, we're happy to help keep little tummies full throughout the day! We provide a light breakfast each morning, which includes cereal, milk, and juice. If you'd like to send a different breakfast option for your child, you're always welcome to do so. A full lunch and an afternoon snack are also provided daily. We love celebrating special moments with our Toddler Town families! Toddler Town is a **nut-free facility** so please refrain from bringing in any items that contain nuts of any kind. If you'd like to bring in a snack for a birthday or other special occasion, please let your child's teacher know ahead of time. To help everyone feel included, we ask that treats be provided for the entire class. If there aren't enough to share with all friends, the treat will be sent home for your child to enjoy with family. For everyone's safety, all treats must be store-bought, nut free and in their original packaging. Breakfast is served from 6:45 a.m. to 7:30 a.m., lunch is served at 11:30 a.m., and afternoon snacks are offered around

3:00 p.m. If your child is arriving late or leaving early, please send a message on the app, so we can plan accordingly for meals. Monthly lunch and snack menus are posted by the front door and are always available for you to review.

### PARENT BOARDS/CLASSROOM DOORS/ BRIGHTWHEEL

This is our information highway! You may not always receive everything in your child's cubby. Find information provided by your child's teacher on the classroom door and parent board. Teacher's will often communicate through Brightwheel messages and posts on the Brightwheel App. A variety of activities and information about your child's day will be found on their personal news feed that you will be able to connect to. Information may also be provided at the check-in counter or posted at the front entrance. Please ask questions at anytime!

### NAP AND REST POLICY

At Toddler Town, we understand how important rest is for growing children, and we work hard to create a calm, safe, and cozy environment where every child can relax and recharge. Nap and rest times are held in a quiet space that is physically separated from active play areas, allowing children to rest without disruption. Each infant is provided with their own individual crib. All cribs are safe, sturdy, and meet current federal crib safety standards. For your peace of mind, our staff carefully inspect each crib monthly and document these checks, with additional annual reviews to ensure continued safety. Cribs and cots are thoughtfully arranged to allow clear walkways and easy access for both children and caregivers. Cots are always placed directly on the floor and never stacked while in use. Every child has their own bedding to help them feel comfortable and at home. Bedding is washed weekly, as well as anytime it becomes soiled or wet. To further support infant safety, Toddler Town follows Minnesota's Infant Sleeping Position Policy to reduce the risk of Sudden Unexpected Infant Death. A copy of this policy is available for your review. Nap time begins shortly after lunch and typically ends between 2:00 and 2:30 p.m. All children are encouraged to rest quietly for at least 30 minutes. If a child is not asleep after that time and done resting, they are gently offered quiet activities while remaining in the nap area. Children are always supervised by caring staff during rest time. To help your child feel especially comfortable, we ask families to provide a blanket and pillow from home. These items should be taken home on the last scheduled day of each week for washing and returned the next scheduled day. If you ever have questions or concerns about your child's rest routine, our team is always happy to talk and work with you to support your child's needs.

### DIAPERS / TOILETING

To help us keep your child comfortable and well cared for throughout the day, families of children in diapers are asked to provide a package of disposable diapers and a plastic container of wipes. Wipes should be single pull-up style, and all items must be clearly labeled with your child's first and last name. If your child wears pull-ups, please provide the resealable, Velcro-style pull-ups to allow for easy changes.

Diapers are checked and changed every two hours, or as needed, so we encourage families to monitor supplies regularly. Parents are responsible for ensuring their child always has an adequate supply of diapers and wipes.

Toilet training is a developmental milestone, and we approach it with patience, encouragement, and respect for each child's individual readiness. Every child is different, and toilet training will

begin when your child shows signs of interest and readiness. Our staff works closely with families to make this a positive and supportive experience. We use gentle encouragement and a reward system that has proven to be very effective, and we never use punishment or shame. Accidents are a normal part of learning, and children are always treated with kindness and reassurance.

### PERSONAL ITEMS & CLOTHING

To help us keep your child's belongings organized and returned to the right place, please label all personal items with your child's first and last name. We ask that you always keep at least one full change of clothing in your child's cubby. Our days are filled with a wide variety of hands-on activities, including art and sensory play. While we do use paint smocks and shirts, we cannot guarantee that paint or other materials will wash out completely, so we recommend sending children in comfortable play clothes rather than their best outfits. To keep cubbies neat and organized, we ask that they be cleaned out daily. Bedding should be taken home on the last scheduled day of the week to be washed and returned the following week. Weather permitting, children go outside every day, so please dress your child appropriately for the season. Each child will also have access to a water bottle provided by families. These water bottles are cleaned and sanitized daily by Toddler Town following food code guidelines. For the safety of all children and staff, no weapons of any kind are permitted in the building. Toys from home may be brought in only on teacher-designated days. Personal toys can easily become a distraction or be lost or damaged, and Toddler Town cannot be responsible for items brought from home

### HOLIDAYS

Toddler Town is closed in observance of most major holidays. Tuition rates are not adjusted when a holiday falls on a child's regularly scheduled day of attendance. A list of scheduled closure dates is posted on the bulletin board in the entry lobby for your convenience. We encourage families to review these dates and plan accordingly. When a recognized holiday falls on a Saturday or Sunday, Toddler Town may observe the holiday on the preceding Friday or the following Monday.

### BAD WEATHER CLOSINGS

For the safety of our children, families, and staff, Toddler Town may close due to excessive snowfall, dangerous road conditions, or extreme cold. In cases of excessive snowfall, Toddler Town follows the Forest Lake School District's closure decisions. When road conditions or extreme cold are a concern, we make thoughtful, independent decisions with the safety of our families and staff as our top priority. When weather-related closures occur, families will be notified as early as possible through the Brightwheel app. If a closure becomes necessary during childcare hours, families will be contacted directly, and we kindly ask that children be picked up within two hours to ensure everyone's safety. Please note that tuition rates are not adjusted for weather-related closures when they fall on a child's regularly scheduled day of attendance. We truly appreciate your understanding and partnership as we make these decisions with care and safety in mind.

### DAILY HAZARDS

Toddler town will conduct a daily inspection of potential hazards in the center as well as the outdoor premises. Any hazards will be logged daily.

## FIRE & TORNADO DRILLS

All staff are trained on how to conduct fire drills and tornado drills. Fire drills will be conducted monthly all year round. They will be logged and posted by the front door. Tornado drills will be conducted from April through September and logged and posted by the front door.

## OUTDOOR TIME

Outdoor play is an important part of our daily routine for children in our Tiny Tots, Toddler, and Preschool classrooms. Weather-appropriate precautions are always taken to ensure children can safely enjoy time outside. Whenever possible, we aim to go outdoors twice a day. If your child is well enough to attend Toddler Town, they are expected to participate in all daily activities, including outdoor play. To help your child fully enjoy this time, please dress them in clothing suitable for the weather so they can comfortably take part in outdoor activities and not miss out on the fun.

## FIELD TRIPS

In the event of a field trip or special occasion, a note with the fee will be sent home in enough time to sign the permission slip and return. Toddler town will not transport children in personal vehicles. All field trips are within walking distance or onsite. Parents may be responsible for cost of field trips.

## ABUSE REGULATIONS

The safety and well-being of every child at Toddler Town is our highest priority. All staff are mandated reporters and are required by law to report any signs of abuse or neglect. We follow all state guidelines and procedures to ensure that any concerns are handled promptly and appropriately to protect the children in our care.

## INSURANCE

Toddler Town meets all appropriate government insurance requirements.

## CONFERENCE

Written assessments for each child are completed twice a year. These assessments, which cover your child's intellectual, physical, social, and emotional development, will be shared with parents to review and sign. Copies are also available upon request. At the time of the assessment, you are welcome to request a conference with your child's teacher or the director. Throughout the year, if you feel the need for a conference, your child's teacher will be happy to arrange a time to meet with you. Families will also receive regular updates each month about what is happening in their child's classroom, including lesson plans, newsletters, and personalized messages on Brightwheel. Brightwheel also provides timely insights into important events, along with real-time updates on daily activities and care routines. We believe that when children, teachers, and parents work together, amazing things happen. Our primary goal is to ensure that both the child and the parent feel comfortable, supported, and confident in every aspect of their experience at Toddler Town.

## PRIMARY REFERRAL SOURCE

As a childcare provider, we continually monitor the development of all children in our care through ongoing observation and recording. Childcare providers are considered a primary source of early 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 of a risk factor that warrants a referral as soon as possible, but in no case more than seven days after identification. While this is a mandate, we want to keep open communication with parents and caregivers about their child. We will assist parents with a referral or partner with them in a referral. <http://www.mnparentsknow.com/>

## WITHDRAWAL PROCEDURE

We kindly ask that parents provide a written notice of withdrawal at least two weeks prior to your child's last day in the program. Providing notice as early as possible allows us to plan for replacement enrollment. If a two-week notice is not given, families may be responsible for tuition for that two-week period.

## TUITION AND ENROLLMENT FEES

### **Enrollment and Registration:**

Tuition agreements are included with your enrollment paperwork and must be signed and returned upon enrollment. A registration fee of \$50.00 per family is due at enrollment and again each September.

### **Tuition Payments:**

Tuition payments are due on the first day of attendance each week. Payments cover the care your child will receive unless prior arrangements have been made. A \$15.00 per week late fee will be added for payments not received on time. Tuition covers up to a 9-hour day; additional hours will be billed at an hourly rate.

If you need a receipt, Statements are available on the Brightwheel App or upon request.

### **Late Pick-Up Fees:**

Children picked up after 5:30 p.m. are subject to a \$1.00 per minute late fee, payable directly to the staff member caring for your child. If a child remains after 5:45 p.m. with no parent contact and emergency contacts cannot be reached, the child will be turned over to local authorities.

### **Holidays and Absences:**

- Tuition is charged for all holidays that fall on your scheduled days.
- No reduction in tuition is given for absences due to illness unless approved by the director.

### **Returned Checks:**

A \$40.00 fee will be added for returned checks. After two returned checks, only cash or cashier's checks will be accepted.

### **Vacations:**

Families are eligible for one week of vacation per 12-month period at half tuition, after one full year of enrollment. Half-pay vacation can only be used when your child is absent for the entire week.

### **Co-Pays and Assistance:**

If co-pays apply, they are due on the 1st and 15th of each month. Families receiving assistance are responsible for any portion of tuition not covered by the county.

## CHANGE OF SCHEDULE

If you request a change to your child's enrollment schedule, a waiting period may occur, as we cannot guarantee that all changes can be accommodated outside of the original contract. Any schedule change must be approved by Toddler Town, and a new enrollment contract will be signed at that time. We encourage families to notify us as far in advance as possible so we can do our best to accommodate your request. If a child is absent from the program for more than one week without explanation and no tuition payment has been made, enrollment will be considered terminated. In this case, families remain responsible for tuition for the following two weeks in accordance with our two-week notice policy.

## TRANSITION

As your child grows and develops, they will advance to the next age-appropriate classroom. The teacher and director will work together to determine the classroom that best meets your child's needs. Families will be notified in advance of the transition. To help your child feel comfortable, an adjustment period will be provided, including opportunities to visit and explore the new classroom before fully transitioning. Additionally, an individual needs form and a new health care summary completed by your child's physician will be required upon moving to the new classroom.

## TRANSPORTATION

If someone other than the usual authorized person will be picking up your child, please notify the center in advance and have them bring adequate identification. For your child's safety, we cannot release a child to anyone who has not been previously authorized or confirmed, even if their name is on the pick-up list. When dropping off your child, please escort them directly into the classroom. Children should never be left unattended anywhere in the building. During pick-up, children must remain with their parent or guardian at all times and should not enter other classrooms.

## PARENT VISITATION

Parents are always welcome to visit their child's classroom during Toddler Town's hours of operation, provided the visit does not disrupt the classroom routine or interfere with the teacher's ability to lead activities. If your child experiences separation anxiety, we have found that a quick, reassuring goodbye is usually the best approach. Our teachers will comfort and support your child until they feel settled. We often remind parents: *"It's usually harder on the parent than on the child."* For added peace of mind, parents are welcome to view their child's activities through the classroom window. Parents are also able to check for updates through the Brightwheel App.

## PET POLICY

Toddler Town does not allow pets in the building or around the children under the supervision of the staff on Toddler Town premises.

## MISSING CHILD

In the unlikely event that a child is missing, Toddler Town follows a clear and immediate protocol to ensure the child's safety:

1. All staff are notified immediately.
2. Staff are divided into teams to search the premises thoroughly.
3. A staff member will contact 911.
4. The child's parent or guardian will be notified as soon as possible.
5. Staff remaining with other children will focus on keeping them calm and supervised.

This procedure ensures a prompt, organized response to protect all children in our care.

## EMERGENCY AND FIRST AID PROCEDURES

All Toddler Town staff are trained in emergency procedures to ensure the safety and well-being of every child. If medical attention is needed, the following protocols are as follows:

1. **Serious Emergency:** If a child requires immediate emergency treatment, 911 will be called, and the child will be transported to **M Health Fairview Lakes Medical Center in Wyoming, MN (657-982-7000)**. Parents will be notified immediately.
2. **Minor Injury:** For less serious injuries, first aid will be administered by staff, and the parent will be contacted. Parents will make the final decision regarding any additional medical treatment.
3. **Dental Emergency:** If a child does not have a dentist on record, Toddler Town will use **Wyoming Dental, 5378 E Viking Blvd, Wyoming, MN 55092 (651-462-5150)**.

Toddler Town's health and safety policies and procedures are reviewed **monthly by our health nurse** and **annually by our licenser** to ensure compliance with state regulations.

4. **Emergency Care Plan:** Toddler Town's **Emergency Care Plan** is posted at the front door and on our website. It is accessible for parents to review at any time.

## DISCIPLINE AND PROHIBITED PRACTICES

At Toddler Town, the safety, well-being, and dignity of every child are our top priorities. Staff are strictly prohibited from engaging in any of the following actions:

- **Corporal Punishment:** Any form of physical punishment, including but not limited to rough handling, shoving, hair or ear pulling, shaking, grabbing, kicking, biting, pinching, hitting, or spanking.
- **Emotional Abuse:** Any action that threatens, humiliates, frightens, or demeans a child, including name-calling, ostracism, derogatory remarks about the child or their family, or using intimidating language.
- **Improper Separation:** Separating a child from the group except as permitted under applicable regulations.
- **Punishment Related to Toilet Training:** Children are never punished for accidents or lapses in toilet training.
- **Withholding Basic Needs:** Food, light, warmth, clothing, or medical care may never be withheld as a form of punishment.
- **Use of Restraints:** Physical restraints may only be used to protect a child or others from immediate harm. Mechanical restraints are strictly prohibited.

Toddler Town is committed to providing a safe, nurturing environment where children are treated with respect and guidance is provided through positive, age-appropriate discipline.

## GRIEVANCE POLICY

At Toddler Town, we value open and positive communication with families. If you have a concern regarding your child, please bring it to your child's teacher immediately. They will gladly work with you to address the issue and find a resolution. If you feel your concern has not been fully resolved, please contact the director as soon as possible. We are always happy to schedule a conference with the teacher and/or director to discuss any concerns in detail. Maintaining positive communication is essential to creating a supportive and nurturing environment where children feel safe, comfortable, and well cared for at all times.

## POLICIES AND PROCEDURES

Copies of Toddler Town's Health and Safety Policy and Policy and Procedure Handbook are available at the front desk for parents to review at any time.

## BEHAVIOR GUIDENCE & TOLERANCE ISSUES

Toddler Town provides a learning environment and childcare combined. If a child, staff or parent's behavior threatens safety or is abusive towards others or a child, the staff or parent will be asked to leave the premises immediately. Further actions will follow if deemed necessary. Children copy what they hear and see. The staff at Toddler Town are here to foster a peaceful, relaxing, fun learning environment. We are here to prepare your child for their upcoming years.

Toddler Town is a licensed childcare center that cares for children in their age-appropriate classrooms of age. We are here to create a successful learning environment to help prepare your children for their educational needs. For this to happen, we need to have children follow rules and guidelines put in place. We can teach alternatives for misguided behaviors. We believe it is important for children to understand why their actions are inappropriate and to help them alter it. We try to teach them acceptable behaviors towards others and how to have positive relationships. Your help as the parent is also needed to accomplish this task. There may be times that we will discuss different behavioral needs with you and ask that you do your best to help your child accommodate classroom policies.

Toddler Town's ground rules per classroom and age are defined as the first days of a child's arrival. Toddler Town has a zero tolerance for disrespect.

- Children are expected to use all equipment in the center appropriately.
- For children who demonstrate ongoing inappropriate or negative behavior, a behavior log may be completed and shared between teachers and parents to support communication and documentation.
- Children are expected to play respectfully with and towards others, so no one is injured.
- Children are expected to use respectful language, show respect and kindness to others and follow directions.

**Unacceptable** behavior that is continually dealt with will be handled in the following direction:

- Behavior is dated and recorded by direct staff.
- Staff will conduct a meeting to discuss other methods that could be used to redirect negative behavior in the classroom.

- Parents will be called in for a conference to discuss all other possible means of helping the child better adjust.
- If the director feels it relevant to contact the appropriate professional to help. The parents will be notified and with parental approval, the professional will be contacted.
- Persistent unacceptable behavior will result in termination. A two-week written notice from the center will be given. In instances when a child has consciously injured others, the child will be asked to leave the center immediately.

### TAXES / FLEX PLANS

For questions regarding tax credits, please consult your tax advisor. Toddler Town is happy to sign pre-prepared flexible spending (flex) plan forms. Simply leave the forms in the payment box, and they will be signed and returned to you as soon as possible. Receipts for payments can be printed, emailed or viewed on request and are available monthly through the Brightwheel app. Yearly tax receipts are also available on Brightwheel by the end of January each year and can be emailed, viewed or printed and provided to you upon request.

### RESEARCH AND PUBLIC RELATIONS

Toddler Town will ensure that written permission is obtained from a parent before a child is involved in experimental research or public relations activity involving a child while at the center. A separate written permission form must be obtained before each occasion of experimental research or public relations activity or on a form that annually summarizes all research and public relations activities that will be undertaken. This permission form will be maintained in your child's file.

### SEPARATION

At Toddler Town, our goal is to guide children's behavior in a positive and supportive way. When a child's behavior raises safety concerns for themselves or others, and previous guidance strategies have proven ineffective, the child may be temporarily separated from the group.

- The child will remain in the classroom under the supervision of the teacher or director.
- The child will be returned to the group once they have discussed their behavior and calmed down.
- Children under 16 months of age will not be separated from the group.
- If a child is causing physical harm and does not show signs of calming, the parent will be contacted to pick up the child.
- If behavioral concerns persist, Toddler Town's Tolerance Policy will be implemented.

A Separation Log will be maintained in the classroom to document any incidents and actions taken.

### IMMUNIZATION & HEALTH RECORDS

State licensing requires that a complete Health Care Summary be filed for every child within 30 days of enrollment. Immunization records must be completed at the time of enrollment. Health care summaries and immunization records must be updated whenever a child transitions to a new classroom or age group. To attend Toddler Town, children must be fully immunized or have a notarized, documented medical or non-medical exemption on file.

## ADMINISTRATION OF MEDICATIONS

Toddler Town staff can administer medication to children only under the following circumstances:

- A Medication Permission Slip is completed in full by the parent or guardian.
- All medications must be in their original container with the prescription label clearly stating the child's name and the exact dosage for that child.
- Prescription medication must be accompanied by a doctor's note.
- Medications cannot be administered without a valid reason or if doing so might mask symptoms of illness that could be contagious, requiring the child to be excluded from care.

This policy ensures the safety and well-being of all children in our care while providing necessary medications as directed.

## ILLNESS POLICY

At Toddler Town, your child's health and safety come first. We follow Minnesota state regulations as a licensed "well" childcare center.

- **If your child becomes sick:** They will rest in a quiet space until you can pick them up. Emergency contacts will be called if needed. Please pick up promptly to keep all children safe.
- **Contagious illness:** Parents must notify us, and we will inform other families as required.
- **Returning to Toddler Town:** A child may return to care only after a physician and/or parent has confirmed that the child no longer poses a health risk and that all symptoms have been absent for a minimum of twenty-four (24) hours without the use of fever-reducing medication. Any child who is sent home due to illness must remain out of care for at least twenty-four (24) hours. A physician's note may be required to verify eligibility for return.
- **Tuition:** Full tuition is due during illness absences unless arranged with the director.

We work closely with families to ensure every child stays healthy, safe, and cared for while at Toddler Town.

## ILLNESS EXCLUSIONS

For the health and safety of all children and staff, a child must stay home or be sent home from care if they have any of the following:

- A **contagious illness** identified by the Minnesota Department of Health that has not been adequately treated, as determined by a physician.
- **Chickenpox**, until the child is no longer contagious or all sores have dried and crusted over.
- **Vomiting** as a symptom of illness or due to an unknown cause.
- **Mouth sores** with drooling until a medical exam indicates the child may return or until sores have healed.
- Three or more unusually **loose stools** in one day or until a medical exam indicates that it is not due to a communicable disease.

- Pink eye (conjunctivitis) that is affecting the ability for the child to function a normal day. Child may be asked to be evaluated by a physician and receive treatment to prevent the spread. No exclusion for eye drainage unless the child has a fever or is not healthy enough to participate in routine activities.
- A **bacterial infection** (such as strep throat or impetigo) and has not completed at least 24 hours of antibiotic treatment.
- Unexplained extreme tiredness or lack of energy.
- Untreated **head lice, ringworm, or scabies** that can spread to others. (*Toddler Town has a strict “no nit” policy for head lice.*)
- A **fever** of 100°F or higher (taken under the arm) when the cause is unknown and before fever-reducing medication is given.
- An **undiagnosed rash** or a rash related to a contagious illness or until a medical exam indicates that the child is not contagious.
- Noticeable **difficulty breathing** or severe respiratory symptoms.
- An inability to comfortably participate in normal daily activities.
- A need for care that exceeds what staff can safely provide while still caring for other children.

Children may return to care once they no longer pose a health risk to others and meet return-to-care guidelines.

**Return to Toddler Town:**

- Children may return only when they are **symptom-free for 24 hours (with no fever reducing medication)** and able to fully participate in normal daily activities.
- If your child has been exposed to **measles, mumps, chickenpox, whooping cough, diphtheria, or scarlet fever**, please notify the director immediately.
- A **doctor’s note** may be required for the child’s return.
- All parents will be notified of **contagious or reportable illnesses** to minimize exposure.

We appreciate your partnership in keeping our Toddler Town community healthy and safe for all children and staff.

Other informational numbers:

DCYF Licensing division	651-431-6015
DCYF Central Intake	651-539-8222
Minnesota Dept. of Health	651-201-5000
Poison Control	1-800-222-1222
Child Services- Chisago County	651- 213-5672
Chisago County public Health	651- 213-5200
Fire /Medical/ Police (Non-Emergency)	651-462-0577
Fire /Medical/ Police	911