Clover Kids Child Care Program

Handbook

2022 - 2023



***Handbook***

***For***

***Clover Kids Child Care***

***190 McGrann St.***

***Green Isle, Minnesota 55338***

***507-326-7144***

**Philosophy/Mission Statement**

The purpose of Clover Kids Child Care's (aka CKCC) facility is to provide a nurturing environment that promotes social, emotional, physical, cognitive and language growth in children 6 weeks to 5 years old.

**Staff Directory**

Director: DeAnna Dmytrasz

Lead Infant Teacher: Katie Petersen

Lead Toddler Teacher: Anna Dobie

Lead Preschool Teacher: Mikalin McMath

Administrator: Serenity Cox

All staff may be contacted at 507.326.7144 or via email at firstname.lastname@greenislecommunityschool.org

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**Age and Number of Children Accepted**

CKCCprovides care for children between the ages of 6 weeks and 5 years (until Kindergarten). CKCC will care for a maximum of 10 infants, 14 toddlers, and 20 preschool children, not to exceed 44 children. This number is based on the indoor and outdoor square footage of the child care facility as well as the number of child care providers on staff.

CKCC strictly complies with Department of Human Resources (DHS) regulations regarding child-to-staff ratios.

**Allergy prevention and response**

Before admitting a child for care, the Director or Administrator must obtain documentation of any known allergy from the child's parent, legal guardian, or the child's source of medical care on the Health Care Summary Form. The Health Care Summary Form must include, but not be limited to, a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction. The procedures for responding to an allergic reaction should include medication, dosages, when to call 911 and a doctor's contact information.

CKCC staff must contact the child's parent/legal guardian as soon as possible in any instance of exposure or allergic reaction that requires medical intervention. CKCC staff must call emergency medical services when epinephrine is administered to a child in CKCC care.

Standard Approach to Food/Nut Allergies

* A letter or note is required from the student’s physician identifying the nut/food allergy. A Medication Administration Form is to also be signed by the physician.
* An Allergy Action Plan will be signed by a parent/legal guardian and school nurse.
* Maintain emergency medication as ordered by the physician of each student with a food allergy.
* Ensure all emergency medication is available and safely accessible.
* Child Care Center Nurse will provide annual training for CKCC staff that will include: information on food allergies, how to recognize allergic reaction and how to respond in the event of an allergic reaction, including the use of epinephrine.
* An Allergy Action Plan will be shared with and reviewed by CKCC classroom staff.
* Provide information about food allergy students and their photos to all staff on a need to know basis.
* A copy of the allergy plan will be in the child's classroom, the kitchen and the office (child file).
* Allergy information will be posted on the parent board and in/around each classroom for CKCC.
* In the event of an allergic reaction (where there is no known history of reaction), the Center Nurse and Center Director will be called and emergency medical services will be activated.

Standard Procedure-Classroom

* All students will be expected to wash hands with soap and water before and after eating
* A Nut aware poster will be displayed in/outside each CKCC classroom
* Parents will receive an information letter from the Center Nurse at the beginning of the school year. In that letter parents will be asked to refrain from sending food containing nut products for classroom treats. A list of alternative nut free snacks will be included.
* Staff will be trained to recognize symptoms of allergic reaction and to understand their role as a responder in the event of an allergic reaction.
* If an animal is present in the classroom, parents will be informed beforehand and special attention will be paid to the ingredients in its food

Standard Procedure-Field Trips

* Staff need to assure that they inform the school nurse in advance of an upcoming field trip by email (minimum of 1 week).
* Emergency Medication needs to be accessible to staff while on the field trip.
* A cell-phone or other communicating device must be available on the trip for emergency calls.

Standard Procedure-Substitute Teachers

* A health concerns list/response plan is to be included in each “sub binder”
* Substitute staff will be notified of any food allergy in the classroom and understand their role as a responder in the event of an allergic reaction

Standard Procedure-Lunchroom

* Clover Kids Child Care Center will not use a Nut Free Table
* All food offered at Clover Kids Child Care Center will be nut aware
* Food from home will only be allowed when pre approved by the Director or Administrator
* Staff will be trained how to read food labels and recognize allergens
* Staff will be trained to recognize symptoms of an allergic reaction and to understand their role as a responder in the event of an allergic reaction
* No homemade lunches will be served at CKCC

Standard Procedure-School Bus

* Bus Drivers must have appropriate communication devices at all times
* Bus drivers will be provided information about food allergy students and their photos on a need to know basis

Standard Procedure-Outside

* When leaving the classroom, building or gym, CKCC staff will have appropriate communication devices

**Child Abuse and Neglect**

CKCC will carry out its obligation to report all suspected cases of child abuse and/or neglect to the proper authorities.

* For reporting suspected maltreatment of a child occurring within a family or in the community contact Sibley County Child Protection Agency at 507.237.4000
* For reporting suspected maltreatment of a child occurring in a licensed child care program contact the Department of Human Services, Division of Licensing Maltreatment Intake Line 651.431.6600
* For reporting possible licensing violations contact the Department of Human Services, Division of Licensing Line 651.431.6500

**Child Care Regulations**

CKCC operates in full compliance with all state and local child care regulations.

**Children with Special Needs**

CKCC is willing to provide care for children with special needs and follow the directive of their Individual Child Care Program Plan (ICCP).

CKCC will ensure that all classroom staff review and understand the ICCP. CKCC has an inclusive classroom and will do our best to care for all children in our care. In cases of severe needs (feeding tube or injurious behaviors for example) CKCC may require the assistance of a one on one aide for the child. If a one on one aide is needed this will be provided by the parent and the expense will be the responsibility of the parent.

**Classroom environment**

CKCC will utilize the Responsive Classroom Management philosophy which includes but it not limited to:

* **Interactive Modeling**—An explicit practice for teaching procedures and routines (such as those for entering and exiting the room) as well as academic and social skills (such as engaging with the text or giving and accepting feedback).
* **Teacher Language**—The intentional use of language to enable students to engage in their learning and develop the academic, social, and emotional skills they need to be successful in and out of school.
* **Logical Consequences**—A non-punitive response to misbehavior that allows teachers to set clear limits and students to fix and learn from their mistakes while maintaining their dignity.
* **Interactive Learning Structures**— Purposeful activities that give students opportunities to engage with content in active (hands-on) and interactive (social) ways.

**Confidentiality**

**Confidentiality/Proprietary Information** Employees must: (i) treat as confidential all Proprietary Information (as hereinafter defined) that may be made, or become available, to Employee; (ii) not disclose any Proprietary Information to any competitor, student, parent/guardian or supplier of the School or to any other person for any purpose without the proper written consent of the School; (iii) use all Proprietary Information only in connection with the duties of the Employee pursuant to Employee’s relationship with the School and not for the purpose of competing with the School or soliciting the School’s students, parent/guardian or potential students/families or for any other purpose; and, (iv) will prevent disclosure of any Proprietary Information by, or to, any future student/family, employer, co-worker, employee, partner, agent, or representative of the employee to others and assume liability for any breach of this agreement and for any disclosure, or use, of Proprietary Information by the employee or any of the employee’s future students/families, employers, employees, co-workers, partners, agents, or representatives. The employee’s obligation to maintain the confidentiality of, and not wrongfully use, the Proprietary Information is unconditional, shall survive the termination of the employee’s relationship with the School for two years, and shall not be excused whether or not the employee continues the employee’s relationship with the School.

• “Proprietary Information” means any information or compilation of information related to the School which is not generally known to, and readily ascertainable by proper means by, other individuals or entities. Examples of Proprietary Information, not to be disclosed or used except as permitted by the School, include, but are not limited to:

o Information concerning the School’s and the School’s students’ operations, products, technology, designs, drawings, patents, ideas, procedures, practices, finances, accounting, and legal matters; o Information concerning the School’s sales, marketing, service, bidding, leasing, pricing and cost activities and strategies, and strategic business planning activities;

o Information concerning the School’s past, present or potential students/families and their dependents (hereafter referred to in this paragraph as “Clients”), including the names, addresses and telephone numbers of Clients; the Clients’ financial, medical and personal information; the identity of the individuals responsible for purchasing services on behalf of Clients; the contents of contracts and agreements between the School and Clients;

o Vendor and supplier information including the names, addresses, email addresses and telephone numbers of the School’s vendors and suppliers; information regarding the School’s relationship with its vendors and suppliers; the contents of contracts and agreements between the School and its vendors and suppliers; financial information concerning its vendors and suppliers; and identity, quantity and prices of products purchased by School from its vendors and suppliers;

o Anything marked or stamped “confidential” and/or similar marking; and,

o Any information that the School is required by law or contract is to be kept confidential.

Employee agrees that all documents and other tangible property of any nature pertaining to activities of School or to any Proprietary Information, in the Employee’s possession now or at any time during the period of Employee’s relationship with School, including, without limitation, memoranda, notebooks, notes, data sheets, records, blueprints, and electronic or mechanical data storage devices and records, are and shall be the property of the and that they and all copies of them shall be surrendered to the School whenever requested by the School from time to time and immediately following termination of Employee’s employment for any reason. Violation of this policy could lead to discipline, up to and including termination.

**Copyright/Trademarks**  Respect all copyright and other intellectual property laws. For the School’s protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including the School’s own copyrights, trademarks and brands.

**Data Privacy -**All employees of the School are expected to follow laws regarding data privacy for students. Requests for information regarding students should be directed to the Director.

**Condition of Equipment**

Toys and equipment that are likely to be mouthed by infants and toddlers must be made of a material that can be disinfected. These must be cleaned and disinfected when mouthed or soiled and at least daily.

All toys and other articles intended for use by children under three years of age that present choking, aspiration, or ingestion hazards because of small parts must meet the size standards in Code of Federal Regulations, title 16, sections 1501.1 to 1501.5, as adopted on June 15, 1979.

**Discipline**

CKCC will explain the rules of the child care facility to all children under its care, in an age appropriate manner. When a child understands the rules but chooses not to follow the rules, then CKCC may use age-appropriate techniques to correct behavior. If necessary, CKCC will discuss other options with the parent. Techniques include the following:

* ensure that each child is provided with a positive model of acceptable behavior;
* be tailored to the developmental level of the children the center is licensed to serve;
* redirect children and groups away from problems toward constructive activity in order to reduce conflict
* teach children how to use acceptable alternatives to problem behavior in order to reduce conflict

Persistent unacceptable behavior will result in, but not be limited to:

* Observation and recording of the behavior of the child and staff response to the behavior; and
* Developing a plan to address the behavior documented in consultation with the child's parent and with other staff persons and professionals when appropriate.
* If behavior continues after these steps have been implemented, suspension and/or disenrollment will occur
* NOTE - if the behavior causes harm to the child, staff or other children in the Center, suspension or expulsion can occur immediately.

*\*CKCC Child Guidance (Discipline) Policy form can be found in addendum A*

**Prohibited Actions**

The CKCC policy prohibits the following actions by or at the direction of a staff

**Separation from the Group**

No child may be separated from the group unless the staff member has tried less intrusive methods of guiding the child's behavior which have been ineffective and the child's behavior threatens the well-being of the child/teacher/staff member or other children in the center. A child who requires separation from the group must remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person. When separation from the group is used as a behavior guidance technique, the child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation, and the child must be returned to the group as soon as the behavior that precipitated the separation abates or stops. A child between the ages of six weeks and 16 months must not be separated from the group as a means of behavior guidance.

**Separation Report**

All separations from the group must be noted on a daily log. The staff member must ensure that notation in the log includes the child's name, staff person's name, time, date, and information indicating what less intrusive methods were used to guide the child's behavior and how the child's behavior continued to threaten the well-being of the child or other children in care. If a child is separated from the group three times or more in one day, the child's parent/guardian shall be notified and notation of the parent notification shall be indicated on the daily log. If a child is separated five times or more in one week or eight times or more in two weeks, the procedure below must be followed.

 **Persistent unacceptable behavior.** CKCC has a written procedure for dealing with persistent unacceptable behavior that requires an increased amount of staff guidance and time. The procedures specify that staff:

A. observe and record the behavior of the child and staff response to the behavior; and

B. develop a plan to address the behavior documented in item A in consultation with the child's parent and with other staff persons and professionals when appropriate.

**Prohibited actions** The following are prohibited actions by or at the direction of a staff person:

A. Subjection of a child to corporal punishment. Corporal punishment includes, but is not limited to, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.

B. Subjection of a child to emotional abuse. Emotional abuse includes, but is not limited to, name calling, ostracism, shaming, making derogatory remarks about the child or the child's family, and using language that threatens, humiliates, or frightens the child.

C. Separation of a child from the group
D. Punishment for lapses in toilet habits.

E. Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.

F. The use of physical restraint other than to physically hold a child when containment is necessary to protect a child or others from harm.

G. The use of mechanical restraints, such as tying.

**Emergencies**

Emergency telephone numbers are posted at each classroom telephone. Emergency evacuation plans are posted at each classroom exit. Children will routinely practice evacuation plans.

In case of an emergency, CKCC will first try to reach the parent/guardian. If the parent/guardian cannot be reached, CKCC will then contact the child's emergency contact person(s) as listed on the child’s Emergency Information Card.

Minor injuries such as scratches and scrapes will be treated by CKCC with soap, water and a bandage. CKCC will inform the parent of the minor injury and the treatment provided.

**Emergency and Accident Policies and Records**

* All CKCC children will be monitored by a staff member at all times. CKCC staff will follow state guidelines in regards to child safety.
* All CKCC staff will be trained in first aid and CPR
* CKCC staff will inspect classrooms, hallways and outdoor play areas for potential hazards such as but not limited to, standing water, hazardous chemicals, and/or debris. Hazards will be reported to the main office to be addressed as soon as possible.

*Procedures for fire prevention and procedures to follow in the event of a fire*

* The CKCC building will be inspected by the Minnesota State Fire Marshall on a regular basis and all findings will be addressed in a timely manner.
* All fire extinguishers will be inspected and serviced on a biannual basis and kept in working order.

CKCC will complete all state mandated Tornado, Fire, Evacuation, and Lock Down drills. Drills will be recorded with the date and time of all drills.

All classrooms contain safety plans, maps of evacuation, exit plans, and phone numbers of local emergency professionals.

All fire extinguishers contain directions on use and log of inspection dates.

All staff will be trained in emergency procedures in accordance with the CKCC Safety Plan which can be found in every classroom.

CKCC will keep an injury log and health services handbook that will document and record accidents, injuries, and incidents involving a child enrolled in the center. The written record will contain the name and age of the persons involved; date and place of the accident, injury, or incident; type of injury; action taken by staff; and to whom the accident, injury, or incident was reported.

CKCC staff will use the safest possible exit when with children to limit their access to busy streets.

**Emergency Preparedness**

CKCC will follow the Crisis Plan that can be found in every classroom including the main office.

**Equal Opportunity**

No child will be denied care on the basis of race, color, sex, disability, age, national origin, or religion of either the parent/gaurdian or the child.

**Tuition**

CKCC tuition rates are based on the scheduled hours of full time contracted child care services. CKCC provides each family with 5 vacation days to use at their discretion.

*Tuition for Care:*

Tuition fees for care are amended as needed at the discretion of the Director and the Board. Any increase to fees will be addressed with families a minimum of two weeks prior to the increase beginning.

$225 infant weekly tuition

$200 toddler weekly tuition

$200 preschool weekly tuition

 *Registration:*

CKCC requires a one week registration fee. The fee must be paid at the time the Child Care Contract is signed. The registration fee is nonrefundable and is not applied to any child care fees. The registration fee is to hold the spot for your child. Once enrolled this fee helps to cover the cost of supplies, curriculum and equipment.

*Fees for Leave of Absence:*

Families have the option to hold a spot for their child(ren) for up to 90 days by paying a 1-month tuition fee, per spot, which would be non-refundable.

*Returned Check Fee:*

The parent will pay a $30.00 fee for all checks returned unpaid. Parent/guardian will be required to pay with money order or credit card for any future tuition fees.

*Overtime Fees:*

CKCC will charge an overtime fee of $2.00 per 1-minute interval if a child is not picked up by the scheduled time. This overtime fee will be paid the following day prior to the child/children being accepted into care. Child/children will not be allowed to return to care until the outstanding balance is paid in full.

\*\*If any payment obligation is not paid when due, the parent/guardian is responsible for paying all costs of collection, including reasonable attorney fees, whether or not a lawsuit is started as part of the collection process.

**First Aid Kit**

CKCC Staff will ensure that a first aid kit is available within the classroom. The kit must contain sterile bandages and band-aids, sterile compresses, scissors, an ice bag or cold pack, an oral or surface thermometer, and adhesive tape. A current first aid manual must be included. The first aid kit and manual must be accessible to the staff in the center and taken on all field trips.

**Future Enrollment**

Payment of the registration fee (equal to one week of care)will hold a child care spot open. CKCC will not hold a child care spot open unless the parent/guardian has completed all required forms, and paid the registration fee. The registration fee is nonrefundable.

**Grievance Procedure for Parents**

CKCC will follow the Green Isle Community School Board Policy 103 COMPLAINTS - STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS. A copy of this policy can be found online at <http://greenislecommunityschool.org/board.aspx> , in the main office or will be given upon request.

**Health Policies**

CKCC will follow the Green Isle Community School Health Services Handbook which can be found in the main office as well as the CKCC classrooms. This handbook is created and managed by a licensed health professional employed by Green Isle Community School and CKCC.

A review of the Health Services Handbook will be done annually. A parent/guardian may request a copy of this handbook from the office at any time.

*Administration of Medicine*

CKCC staff, with written permission, will administer diapering products, sunscreen lotions, and insect repellents according to directions.

All medicine must be kept in its original container and have a legible label stating the child's first and last name. The medicine must be given only to the child whose name is on the label. The medicine must not be given after an expiration date on the label, and any unused portion must be returned to the child's parent or properly discarded. The staff member must ensure that the administration of medicine is recorded and give the name of the child, name of the medication or prescription number, date, time, dosage, and the name and signature of the person who dispensed the medicine. The record must be available to the parent upon request and maintained in the child's record.

Medicines, insect repellents, sunscreen lotions, and diaper rash products must be stored according to directions on the original container and so that they are inaccessible to children.

*Health Information at Admission*

Before a child is admitted to a center or within 30 days of admission, the staff member must obtain a report on a current physical examination of the child signed by the child's source of medical care.

*Immunizations*

When a child is enrolled in the center, the staff member must obtain documentation of current immunization according to Minnesota Statutes, section [121A.15](https://www.revisor.mn.gov/statutes/?id=121A.15), a signed notarized statement of parental/guardian objection to the immunization, or a medical exemption.

*Medical Care Information*

The parent/guardian will provide CKCC with updated medical information regarding the child, such as information regarding the child's medical concerns, immunizations, allergies, regular medications, physical handicaps, or restrictions on the child's physical activities. Information should also be provided as to whether the child has had measles, chicken pox, mumps, whooping cough, or any other contagious disease. This information should be provided to CKCC prior to the child's first day of care.

If a child becomes ill, CKCC will first try to reach the parent. If the parent cannot be reached, CKCC may contact the child's physician.

In case of a medical emergency, CKCC will obtain the necessary emergency medical care for the child, including but not limited to transportation to an emergency room. The parent will be responsible for all costs and expenses incurred in connection with any medical care provided to the child, including the cost of transportation.

*Notice About a Sick Child*

Notices about the illness or condition of a child must be given as required in the instances below:

* CKCC staff must ensure that a parent/guardian is notified immediately when the child becomes sick at the center.
* Parents/guardians are required to inform the center within 24 hours, exclusive of weekends and holidays, when a child is diagnosed by a medical or dental professional as having a contagious reportable disease specified in part [4605.7040](https://www.revisor.mn.gov/rules/?id=4605.7040), or lice, scabies, impetigo, ringworm, or chicken pox.
* CKCC Director must post or give a notice to the parents of exposed children the same day a parent notifies the center of a child's illness or condition listed in item B (exclusive of weekends and holidays).
* CKCC Director must ensure that the health authority is notified of any suspected case of reportable disease as specified in part [4605.7040](https://www.revisor.mn.gov/rules/?id=4605.7040) within 24 hours of receiving the parent's report (exclusive of weekends and holidays).

*Reexamination*

For children already admitted to the center, CKCC shall obtain an updated report of physical examination signed by a medical professional at least annually for children under 24 months of age, and whenever a child 24 months or older advances to an older age category (another classroom).

*Sick Child Policy*

The goal of CKCC is to keep both the children and the caregivers healthy. Therefore, if a child exhibits any of the symptoms listed below, the child will not be allowed to attend the child care facility until the symptoms are no longer present or unless the parent/guardian has obtained a statement from the child's doctor that the child is not contagious. The final decision as to whether a child will be admitted to the child care facility will be made in the sole discretion of the provider.

 A sick child will be supervised at all times. The staff member will exclude a child:

* with a reportable illness or condition as specified in part [4605.7040](https://www.revisor.mn.gov/rules/?id=4605.7040) that the commissioner of health determines to be contagious and/or a physician determines has not had sufficient treatment to reduce the health risk to others;
* with chicken pox until the child is no longer infectious or until the lesions are crusted over;
* who has vomited two or more times since admission that day;
* who has had three or more abnormally loose stools since admission that day;
* who has contagious conjunctivitis or pus draining from the eye;
* who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy;
* who has unexplained lethargy;
* who has lice, ringworm, or scabies that is untreated and contagious to others;
* who has a 100-degree Fahrenheit axillary or higher temperature of undiagnosed origin before fever reducing medication is given;
* who has an undiagnosed rash or a rash attributable to a contagious illness or condition;
* who has significant respiratory distress;
* who is not able to participate in child care program activities with reasonable comfort; or
* who requires more care than the program staff can provide without compromising the health and safety of other children in care.

CKCC Director will notify parent/guardian via phone call or message on HiMama app of any contagious diseases that a child may have been exposed to while at CKCC.

The parent/guardian is expected to inform CKCC of any illness or problem of a child that might affect other children at the child care facility.

The parent/guardian is responsible to arrange for alternate care if the child is sick or is otherwise unable to attend the child care facility. Child care fees will not be adjusted for the days that a sick child does not attend the child care facility.

CKCC will administer prescription and over-the-counter medication to a sick child. The parent/guardian will complete a medication consent form listing the type of medication, the dosage, the time of day it should be administered, and any side effects or special instructions. All medications must be in the original container with the child's first and last name on it.

**Holidays, Vacations, Miscellaneous Closings**

CKCC will provide child care on the following federal holidays: Columbus Day, Veterans Day, MLK Day, and Presidents Day. CKCC will be closed on the following holidays, New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, the Day After Thanksgiving, Christmas Eve, and Christmas Day. The child care fees will not be adjusted for the holidays during which CKCC is closed.

Additionally, CKCC will be closed for 1 full week each calendar year at the end of August for staff training and building updates/ deep cleanings. Dates will be communicated 2 weeks prior in writing. There will be no tuition billed for this week.

The parent/guardian is responsible for arranging alternate child care for closings due to holidays, training/cleaning week and weather related emergencies. The child care fees will be reduced proportionately for the days during which CKCC is closed due to training or weather related emergencies.

The parent/guardian will provide CKCC with 1-week advance written notice of expected family vacations. The child care fees will be adjusted for the family vacation days if the parent/caregiver provides 1 week advance notice and requests that vacation days be applied. Each family receives 5 vacation days to be used at their discretion.

**Hours of Operation**

CKCC will accept children from 6:00 a.m. to 6:00 p.m., Monday through Friday.

**Meals**

*Toddler/Preschool*

* Meal times are as follows: Breakfast 8:00 a.m.- 8:30 a.m.,Lunch 11:30 a.m. to 12:00 p.m. For health and safety concerns meals will not be “saved” for children arriving after the designated meal times.
* Lunch will be provided by Lutheran Social Services and served by CKCC. CKCC will provide breakfast, lunch and 1 snack each day.
* Candy and/or gum is not allowed.
* Outside food will be allowed for special circumstances with Director approval.
* CKCC will attempt to provide meals for children with special dietary needs. This will be reviewed on a case by case basis.

*Infants*

* Infants will be fed either formula supplied by CKCC (Good Start), formula supplied by the parent/guardian (any special diet formula), or breast milk supplied by the parent/guardian. CKCC will be responsible for providing baby food and baby cereal for as long as necessary.
* The parent/guardian will provide CKCC with information regarding feeding times and other feeding instructions.
* Outside food will be allowed for special circumstances with Director approval.

**Naps and Rest Periods**

Quiet time is from 12:00 p.m. to 2:00 p.m. daily. A child who has completed a nap or rested quietly for 30 minutes will not be required to remain resting but will participate in quiet activities for the remainder of quiet time.

* Placement of equipment - Naps will be provided in a quiet area of the classroom. Each child will have a cot for rest time that is unique to him/her. The sleeping cots are physically separated from children who are not sleeping. During quiet time children who do not sleep will have an opportunity to engage in quiet activities separate from the sleeping children.
* Crib standard - A crib or portable crib will be provided for each infant for which the center is licensed to provide care. The equipment will be of safe and sturdy construction that conforms to Code of Federal Regulations, title 16, sections 1508 to 1508.7 and 1509 to 1509.9, as amended through October 27, 1982, or have a bar, mesh, or rail pattern such that a 2-3/8-inch diameter sphere cannot pass through.
* Bedding - Separate bedding will be provided by CKCC for each child in care. Bedding will be washed weekly and when wet or soiled. Families are encouraged to bring a blanket or special sleeping/comfort toy. The blanket/toy will be sent home on Friday each week to be washed and returned on Monday.
* Reduction of risk of sudden infant death - When a staff member is placing an infant to sleep, the staff member will place the infant on the infant's back, unless the staff member has documentation from the infant's physician directing an alternative sleeping position for the infant. The physician directive will be on a form approved by the commissioner and will remain on file at the licensed location. An infant who independently rolls onto its stomach after being placed to sleep on its back may be allowed to remain sleeping on its stomach if the infant is at least six months of age or the staff member has a signed statement from the parent indicating that the infant regularly rolls over at home.

The staff member will place the infant in a crib directly on a firm mattress with a fitted sheet that is appropriate to the mattress size, that fits tightly on the mattress, and overlaps the underside of the mattress so it cannot be dislodged by pulling on the corner of the sheet with reasonable effort. The staff member will not place anything in the crib with the infant except for the infant's pacifier, as defined in Code of Federal Regulations, title 16, part 1511. The requirements of this section apply to staff members serving infants younger than one year of age.

If an infant falls asleep before being placed in a crib, the staff member will move the infant to a crib as soon as practicable, and will keep the infant within sight of the staff member until the infant is placed in a crib. When an infant falls asleep while being held, the staff member will consider the supervision needs of other children in care when determining how long to hold the infant before placing the infant in a crib to sleep. The sleeping infant will not be in a position where the airway may be blocked or with anything covering the infant's face.

Placing a swaddled infant down to sleep in a licensed setting is not recommended for an infant of any age and is prohibited for any infant who has begun to roll over independently. However, with the written consent of a parent or guardian according to this paragraph, a staff member may place the infant who has not yet begun to roll over on its own down to sleep in a one-piece sleeper equipped with an attached system that fastens securely only across the upper torso, with no constriction of the hips or legs, to create a swaddle. Prior to any use of swaddling for sleep by a provider licensed under this chapter, the staff member will obtain informed written consent for the use of swaddling from the parent or guardian of the infant on a form provided by the commissioner and prepared in partnership with the Minnesota Sudden Infant Death Center.

**Conferences**

Conferences will be offered twice yearly. One in fall and one in the spring. Teachers are available to parents/guardians who wish to add an additional conference.

**Payment Information**

Parents are required to make tuition payment on Friday for the upcoming week. If no payment is received, no child care will be offered. Payments can be physically put into the payment drop box outside the office or made online. Online payments are made through the HIMAMA App. Electronic bank transfers and credit card payments are available. A transaction fee will be applied to all credit card and electronic bank transfers made through HIMAMA.

**Pickup of a Child**

To ensure the safety of the children attending the child care facility, CKCC has established the following procedures for the pickup of a child from its facility: Parents/guardians and individuals, designated by parent on the registration, may pick up a child.

Parents/guardians will inform CKCC (in writing) in advance if someone other than a parent/guardian will pick up the child. If a parent/guardian has not provided CKCC with such information, the child will not be released to the individual(s), and the parent/guardian will be notified. Individuals may be asked to show a photo id to confirm identity. Only authorized persons will be permitted to pick up a child from CKCC. This includes parents, family members and emergency contacts.

CKCC will keep the safety of all children as the #1 priority. If a person picking up the child is deemed to be a danger (i.e. intoxicated, overly aggressive, etc.) CKCC staff will use their best judgment to either help find another approved individual to release the child to or release the child and immediately call the Sibley County Sheriff with a description of the adult, description of their vehicle, and license plate number where applicable.

**Program Activities**

CKCC will provide daily activities, manipulatives, and materials appropriate for each child's age level to entertain the child as well as facilitate the child's physical, intellectual, social, and emotional development.

A child should not bring toys from home. Toy weapons, such as guns or knives, are prohibited. CKCC is not responsible for lost or broken toys brought from home.

CKCC will post a weekly activity chart, which will detail the activities for the upcoming week.

CKCC may occasionally take the children on walking field trips. A child will not be allowed to participate in a walking field trip unless a parent/guardian has signed a permission form. Advance written notice of the dates and locations of all field trips will be provided. Additional fees may be charged in order to reimburse CKCC for admission prices, transportation costs, and/or meal costs in connection with the field trip. If a parent chooses not to have his/her child participate in the field trip, the parent is responsible for arranging alternate child care. The child care fees will not be reduced for the time period of the field trip for non participating children. Staff will maintain appropriate staff to child ratios as well as frequent head counts (every 30 minutes). CKCC will also provide in-house field trips where events are brought in for the child/children.

**Supplies**

The parent is responsible for bringing the following items to CKCC for the benefit of the child:

* Infants - diapers, wipes, bottles, sleep sack (if desired), pacifier (if needed), two changes of clothing and sunscreen in the summer months. Breast milk, formula and baby food will need to be provided if not using the CKCC supplied food and/or formula.
* Toddlers - diapers, wipes, blanket for rest time, two changes of clothing, water bottle, sunscreen in the summer months, and snow gear in the winter months
* Preschool - pull up's (if needed), blanket for rest time, two changes of clothing, water bottle, sunscreen in the summer months, and snow gear in the winter months

CKCC Staff may request additional items for special projects or as they get to know your child better.

Parents are encouraged to bring a security item for quiet time (blanket, stuffed toy).

**Termination of Child Care Services**

Child care may be terminated by the provider or the parent/guardian only by providing the other party with 1 month advance written notice. If the parent fails to provide 1 month advance written notice, payment for the month will be billed in full.

CKCC retains the right to terminate a child's enrollment without notice for the following reasons:

* A child's behavior is destructive, uncontrollable, violent, or threatening to the other children or providers at the care facility. This determination is made at the sole discretion of the provider.
* Behavior of a parent/guardian is threatening or abusive to the other children or providers at the care facility.
* Child care fees are 14 days or more delinquent.

CKCC reserves the right to terminate a contract at any time with just cause.

All terminations of this type can be made effective immediately.

 It is the responsibility of the parent/guardian to find alternate child care.

**Toileting and Facilities**

The toilet rooms of the center must be cleaned daily. Toilet training chairs must be emptied, washed with soap and water, and disinfected after each use. Toilets and seats must be washed with soap and water and disinfected when soiled or at least daily. When using a changing table, 1 hand will remain on the child at all times.

*Infants*

 Diapers are checked every two hours and changed whenever reasonably necessary. After the diaper is changed, the diaper-changing area will be sterilized and the child and provider's hands washed. Parents/guardians will provide CKCC with any special instructions regarding the use of diaper-changing products, such as ointment.

*Toilet Training*

 CKCC will assist with toilet training. However, the parent/guardian should first initiate the training at home. When training has started, the parent will supply training pants, pull-ups, or underwear with rubber pants.

Addendum A

**CHILD GUIDANCE (DISCIPLINE) POLICY**

During the early childhood years, children are learning to be in charge of their own behavior. We believe in establishing consistent, easy to understand limits and in having teachers who respond to inappropriate behavior with insight, sensitivity and skill. When clear, consistent and age-appropriate limits are present, children increasingly become responsible for themselves. When out-of-bounds behaviors do occur, we believe it is important for children to understand why the behavior is inappropriate and how to modify it.

We work to prevent behavior problems by arranging each classroom so that children work in small groups and have a choice of activities. The range of activities will give your child the freedom and ability to experience success and become self-directed. Teachers are also trained to skillfully direct behavior along appropriate channels. Children are encouraged to verbalize their feelings in order to learn to positively work through strong emotions. Teachers act as role models and encourage children’s appropriate behaviors. **Under no circumstances is corporal punishment permitted. Discipline will not be associated with food, rest, or toileting**.

We believe that is our responsibility to provide children with positive guidance and in our experience most children will respond well to our approach. In the event that a child does not respond, we will notify parent/guardian and work closely with them to develop a plan to help the child gain self-control and a positive attitude toward their peers and teachers. Should the child’s continued negative behavior put themselves, their peers or their teachers at risk of physical harm or if the child damages CKCC property, we reserve the right to ask the parent to withdraw the child from CKCC. While we understand the developmental tendencies of children to experiment with inappropriate language to shock others, withdrawal may also be requested for those children who are verbally abusive, including the repeated use of inappropriate language which other families consider offensive.

Addendum B

**NOTIFICATION OF PARENT’S RIGHTS**

As a parent/guardian you have rights to:

1. Enter and inspect the child care center without advance notice whenever children are in care
2. File a complaint against the licensee with the licensing office and review the licensee’s public file kept by the licensing office.
3. Review reports of licensing visits and substantiated complaints against the licensee made during the last 3 years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that an individual not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address, and telephone number of the local licensing office:
	1. **Licensing Office Name:** Minnesota Department of Human Services
	2. **Licensing Office Address:** PO Box 64242 St. Paul, MN 55164
	3. **Licensing office Telephone**: 651.431.2828

CKCC Handbook Signature Acknowledgement Page

As a parent or guardian, I have read the CKCC Handbook. I agree to follow the handbook to the best of my ability.

Parent / Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

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As a parent or guardian, I agree to always sign in at the office upon arrival to the center outside of pick up/drop off times.

Parent / Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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As a parent or guardian, I agree to the fees and fee schedule as mentioned in this handbook.

Parent / Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I have read and understand the **Child Guidance (Discipline) Policy**.

Parent / Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CKCC Parent/ Guardian Permission Page

CKCC has permission to use my child’s name, photo, and school work for the purpose of publicizing and promoting the program. (please circle all that apply).

* School Website
* Facebook/Social Media
* Newspaper Pictures and Articles

Parent / Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CKCC has permission to apply topical products that I provide and that are clearly labeled with my child’s first and last name. (please circle all that apply).

* Sunscreen
* Insect Repellant
* Diaper Rash Product
* Lotion
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_