

JUMPING JAX KIDS

child care center

Hayfield, MN • 507-671-1202

Parent Handbook of Policies and Procedures

(updated 12/9/20)

Kelli Jax
Owner
118 2nd Ave NW
Hayfield, MN 55940
507-671-1202

Table of Contents

Welcome from the Owner 4

Our Philosophy 5

Our Mission 5

Our Purpose..... 5

Goals..... 5

General Information 6

 Days/Hours of Operation: 6

 Days Closed: 6

 Staff/Child Ratio 6

 Enrollment/Registration Information 6

 Tuition Payments & Fees 6

 Holiday, Vacation, Sick Time, Time Off 7

 Application Packet 7

 Waiting List Policy..... 8

 Safety & Security 8

 Attendance..... 8

 Arrival & Departure of Children 8

 Children’s Personal Belongings 9

 Clothing Suggestions..... 9

 Toilet Training 10

 Our “(Un)curriculum” 10

 Parent- Teacher Conferences..... 10

Trial Period 10

Withdrawal/Termination Procedure 10

Weather Policy 10

Photography/Social Media 11

Pets..... 11

Child Care Program Plan 11

 Infants (6 weeks - 16months) Program: 11

 Toddler (16 months-26months) Program:..... 12

 Preschool (26 months-3years) Program: 12

 Prep-K (4-5 years) Program:..... 13

Field Trips	14
Meals & Snacks	14
Nap and Rest Policy	14
Infants	15
Toddler, Preschool, Prep-K	15
Health Policies	16
Emergency Medical Care	16
Injuries	17
Illness	17
Behavior Guidance Policies & Procedures	18
General Requirements.....	18
Intervention Strategies:	19
Persistent Unacceptable Behavior	19
Prohibited Actions	20
Separation from the Group.....	20
Grievance Procedure	21
Maltreatment of Miners Mandated Reporting Policy	22

Welcome from the Owner

Dear Parents,

Welcome! I would like to personally thank you for choosing Jumping Jax Kids for your child care needs. I ensure you that I am committed to all parents and children enrolled in my center. My staff and I are committed to building your child's self-confidence and self-esteem with praise and positive redirections. It is our goal to provide a variety of exciting and stimulating activities each day so that your child can develop socially, emotionally, physically, and mentally to the very best of his or her ability.

A little background about me.... I grew up in Hayfield and graduated from Hayfield High School. I attended the University of Minnesota, Duluth for two years and then transferred to Rochester Community and Technical College, where I received my Associates Degree in Child Development. While attending college I worked at the SACC program in Hayfield for a year and did my internships at Country Corner Preschool. I worked with infants and toddlers at Knowledge Beginnings in Rochester for almost four years. For the last ten years, I have been running my own in-home daycare. I have also been teaching Family School the last two years at Country Corner Preschool. Due to the shortage of child care in the area, I decided to take on the adventure of opening my own, family owned, child care center right here Hayfield.

This handbook has been prepared especially for you, the parent of a child enrolled in my center. You will find many of our policies and procedures explained here. After reading this handbook, I hope you feel more confident in your family's adjustment into our program. Whenever you have questions, please feel free to call or stop by my office. I look forward to working with you and your family.

Thank You,

Kelli Jax
Owner
507-671-1202
jumpingjaxkids118@gmail.com

Our Philosophy

At Jumping Jax Kids we believe **“Playing is Learning!”**

Our Mission

The mission of Jumping Jax Kids is to provide quality child care and learning experiences for children in a safe and caring environment. We want all children to grow physically, emotionally, socially, and intellectually with others in a fun, safe, healthy environment. Our children will spend a great deal of time playing and learning with their peers!

Our Purpose

To provide child care for children 6 weeks to 5 years old. We opened in the Summer of 2019 to help minimize the shortage of child care options in our community. As a family owned and operated company, Jumping Jax Kids welcomes community involvement and encourages a parent-teacher relationship to ensure the kids are getting the best early start to life.

Goals

The following are the basic goals for the children that are in our care:

Emotional

- To become independent and learn to be in control of their emotions
- To be able to express and deal with the emotions they have
- To learn how other express and deal with emotions
- To develop empathy with others

Social

- To be able to interact effectively with others, regardless of perceived differences
- To be able to respect others and the property of others
- To be able to function well in a group setting
- To be able to understand why they should cooperate with others
- To be able to develop meaningful friendships

Physical

- To develop large and small motor skills
- To learn the importance of good nutrition and good hygiene
- To develop lifelong, healthy habits

Intellectual

- To develop a lifelong love of learning
- To learn observation and discussion skills
- To build a love for reading
- To build upon natural curiosity
- To develop the foundation needed to advance in the primary grades

General Information

Jumping Jax Kids is licensed by the State of Minnesota. All of the following policies and procedures are in accordance to the MN state law under the Department of Human Services, Licensing Division for childcare centers.

Days/Hours of Operation:

January – December Monday – Friday 6:00am – 6:00pm

*Parents of enrolled children may visit the center at any time during the hours of operation!

Days Closed:

New Year's Day	January 1 st
Memorial Day	Last Monday in May
4 th of July Week	First week in July (unpaid)
Labor Day	First Monday in September
Thanksgiving	Fourth Thursday in November
Black Friday	November - day after Thanksgiving
Christmas Eve	December 24 th
Christmas Day	December 25 th

Staff/Child Ratio

Licensing Capacity: (Max 57)

Infants: 8 (1:4 staff/child ratio)

Toddlers: 14 (1:7 staff/child ratio)

Preschool: 14 (1:7 staff/child ratio)

Prep-K: 20 (1:10 staff/child ratio)

Enrollment/Registration Information

Enrollment is open to any child 6 weeks to the start of Kindergarten (age 5) provided Jumping Jax Kids is able to meet the needs of the child. Enrollment shall be granted without discrimination in regards, to sex, race, color, religion, or beliefs. Before a child may be accepted for care into Jumping Jax Kids, the application packet must be completed and turned in.

A one-week security deposit is due upon enrolling. The security deposit will be applied toward your last week tuition as long as the required two-week notice is given.

A \$50.00 non-refundable registration fee per child is also due upon enrolling.

Tuition Payments & Fees

Tuition is due on a bi-weekly basis. Statements will go out every-other Wednesday. Tuition must be paid by the end of the day Friday. Each statement will include that current week and the upcoming week. Tuition not received by 12:00pm (Noon) Monday will be charged a \$10 per day late fee. Tuition

payments that are not received by 6:00pm Wednesday of that week will not be allowed to bring their child back to the center until tuition is paid in full. Tuition rates are included on the Financial Policy form.

County Assistance. Jumping Jax Kids accepts Child Care County Assistance as long as all paperwork is filled out and processed prior to starting care.

Extra charge for late pickup. Please allow time, especially when weather or traffic may be questionable, so that you are able to pickup your child by 6:00pm. A late fee of \$10 will be charged for each period of 15 minutes, or fraction thereof, past the center's closing time. The late fee will be charged to your account.

NSF checks. A \$30 fee will be charged for each NSP check returned to Jumping Jax Kids. After a second NSF check, Jumping Jax Kids has the right to only accept cash.

Holiday, Vacation, Sick Time, Time Off

- Holidays, listed under "days closed", that Jumping Jax Kids is closed are paid holidays. The 4th of July week is unpaid. If the holiday falls on a Saturday, the Friday before that holiday will be observed and closed. If the holiday falls on a Sunday, the Monday after the holiday will be observed and closed.
- Jumping Jax Kids offers one (1) consecutive week of vacation for each family who has attended care for over 6 months. This means if your child does not attend for five (5) consecutive (Monday-Friday) days, Jumping Jax Kids will waive the weekly tuition fee one time per year (January-December). A vacation time form must be filled out at least three (3) weeks prior to use. Vacation weeks may not be used for your two-week termination notice or during a week with a holiday.
- In the event your child is ill and cannot attend, Jumping Jax Kids will be paid normal contract rates. Make sure you have a back-up plan for when this happens.
- Jumping Jax Kids families may take up to 90 days of absence and still hold their spot. Parents must discuss their options with the owner. An agreement with both parents and owner will be put in writing and kept in child's file.

Application Packet

Includes:

- Enrollment Form
- Policy & Procedures Handbook
- Tuition Agreement
- Child's Personal Record Form
- Health Care Summary (must be completed within 30 days of enrollment by a physician)
- Immunization Record Form (due at the time of enrollment)
- Medical Consent Form
- Emergency Card
- New Child Orientation Information Form
- Safe Sleep Documentation (infants only)
- Allergy Information Form (if applicable)
- Food Program Household Income Statement

- Permission to Administer
- Social Media Permission
- Sunscreen Permission

Waiting List Policy

Applicants who wish to have their name placed on Jumping Jax Kids waiting list must submit a completed enrollment form. No registration fee is required at this time. Admission will be granted on the basis of availability. Parents/guardians will be notified by phone/email when space becomes available and enrollment must begin when the spot is open. Current families will have precedence over non-enrolled families.

Safety & Security

Your child's safety is a top priority here. The doors to our facility remain securely locked throughout the day. Each family and staff member will receive a code to allow entry into the facility. If a friend or relative will be picking up your child, they will have to knock on the door and be let in by a staff member. Please do not let anyone other than you use your code.

Children must be signed in and out upon arrival and departure. Children will only be released to those persons authorized in writing by the parent/guardian. Identification will be required when someone other than the parent or guardian will be picking up your child.

Attendance

All children must be escorted into the building to be signed in and taken out of their classroom.

Separation can be stressful for both the parent and the child, especially in the early days of care. Please help us make this time less stressful by adhering to the following guidelines:

- Do not attempt to sneak out without saying goodbye to your child.
- Give your child a goodbye hug and kiss and explain that it is time for you to leave and you will return later.
- As difficult as it can be, make your goodbyes short and sweet, even if your child is crying. The longer the goodbye, the longer the child will cry. Jumping Jax Kids staff are trained to handle these difficult, but normal occurrences. They will comfort your child and involve him/her in an activity. (90% of the time, your child will have stopped crying before you get out to the parking lot.)
- Do not linger around after you have said goodbye, as this can confuse your child and prolong the crying.

Arrival & Departure of Children

Arrival and departures are transitional times for children. Parents need to bring children directly into his/her classroom. It is important that the teacher is aware of all arrivals. Children may not be left unaccompanied in the parking lot, dropped off at the front entrance, left in the entry way, playground or in the halls. When picking up children, parents need to come into the center through the front entrance of the building. If the child is outside on the playground, parents must let the teacher know he/she is picking him/her up. Children may not be picked up from an outside entrance or over the fence. It is for the safety and security of all children.

If someone other than the parent is going to be picking up the child, the parents are required to contact the center in advance. An ID may be required from the individual picking up the child.

Children's Personal Belongings

Infants' Belongings:

- It is requested that parents of infants bring several changes of clothing for their child.
- Parents provide diapers, wipes, diaper cream.
- Parents provide bottles, pacifiers. (Jumping Jax Kids offers Members Mark infant formula)
- Parents who are breast feeding will be allowed to store milk in the classroom refrigerator for that day. The breast milk must be in bottles in the amount the child will be fed. Any breast milk bottles left in the fridge at the end of the day will be marked and kept for the parent to take home the next day or thrown. It can not be fed to the infant the next day.
- Parents must provide three (3) bottles, if on formula to keep at the center. These will be washed after use and used the next day.
- Parents are encouraged to bring a special blanket or soft toy to comfort your child. However, it must be marked with the child's name to ensure it does not get lost. The child will not be put in the crib with their blanket/toy while sleeping until age appropriate.

Toddler, Preschool, Prep-K Belongings:

- Parents are encouraged to dress their child in clothing that is washable and comfortable. When children are hard at work and play, they do get dirty. This is a part of healthy growth and development.
- Parents need to bring in several changes of clothing for their children.
- During toilet training time, it is best if the child is dressed in clothing that he/she can manage by him/herself.
- Parents are encouraged to have a sweater or sweatshirt in their child's cubby at all times.
- Parents are encouraged to bring a special blanket or stuffed animal to comfort your child. However, it must be marked with the child's name to ensure it does not get lost.

Clothing Suggestions

Our playground area is used as an extension of the classroom, and daily programs are conducted outside whenever weather permits. Your child needs to dress for the weather. In the Winter, please send warm jacket, snow pants, hat, gloves, & boots daily. In the Spring and Fall, a jacket is needed daily. Sometimes mornings are cool. In the Summer, lite-weight clothes for those extra hot days. Swim suits and beach towels will also be required at all times. Water play will consist of tables, buckets, sprinklers, etc. (no wading pools for sanitary purposes). If it is not extremely hot or cold your child will go outside for a short period of time to run off energy and get fresh air.

If a child is well enough to come to daycare, he/she is able to play outside as long as he/she stays dry. Therefore, we ask that you leave a few complete sets of extra clothing, especially socks, at all times. The best way to remember to always have extra clothes on hand is when a soiled bag of clothes comes home, bring another full outfit back the next day!

Jumping Jax Kids staff will be working with children to learn how to dress themselves, please work on this at home as well.

Toilet Training

Your child may be ready for toilet training if he/she:

- Has a dry diaper for two hours or more
- Has a dry diaper after naptime
- Tells you when the diaper needs to be changed
- Tells you when he/she is going in the diaper
- Shows an interest in using the toilet

Our “(Un)curriculum”

Jumping Jax Kids is a play-based program, therefore much of our day is driven by the children’s choice of play. All children will create, move, sing, discuss, observe, read, & play daily!! Children learn by doing!! Through active involvement with their environment, children attempt to make sense of the world around them. They learn by exploring their environment through hands-on experience. Play-based learning encourages exploration and discovery. Children develop a sense of trust and belonging. They feel important and valued when others listen to them, seek out their ideas, and allow them to express themselves. Children will be encouraged to discover things on their own. The environment cherishes freedom and autonomy in children. It is set up to engage children and help them become lifelong learners. Our “(un)curriculum” sees everything as a learning experience. The teachers inspire the children by asking open-ended questions and finding new ways to teach within a subject area.

Each classroom teacher will plan their own daily schedule, however outdoor/large motor room time will be expected daily. Infants will be able to go for walks when possible. All other classrooms will be required to schedule outdoor time in the morning and afternoon, weather permitting.

Parent- Teacher Conferences

Parent-Teacher Conferences will be semi-annually (October & April) for all age groups. At this time the child’s intellectual, physical, social, and emotional progress will be discussed with parents. All conference records will be kept in the child’s file and a copy sent home with the parents.

Trial Period

The first two weeks in attendance will be considered a trial period, for both the parents and Jumping Jax Kids. If either is not satisfied, the contract will end with payment due for the two-week period.

Withdrawal/Termination Procedure

After the two-week trial period, either party can terminate this contract at any time giving the other party two-week written notice. If a parent removes a child earlier than the end of the two-week notice, parents will still be responsible for payment of these two weeks.

Weather Policy

Jumping Jax Kids will be open even in inclement weather, as long as our staff can make it to work. Therefore, if roads are closed and MN DOT advises no travel for our area, we will NOT be open. If you ever question it check our Facebook page or call the center.

Photography/Social Media

Photographs are taken of the children to hang up in our center and to be sent to parents via email and/or Seesaw App. Permission to take pictures of your child and post on social media is included in the paperwork. Written parental permission will be given before each occasion one of these pictures is used for research, experimental procedures, or public relations involving your child.

Pets

Pets will not be kept at the facility, with the exception of small fish. Parents will be informed if there will be an additional pet present at any time for a special day or learning experience.

Child Care Program Plan

Each program plan below will be developed and evaluated in writing annually by the owner. This plan will also be available for parents to view upon request.

Infants (6 weeks - 16months) Program:

Parents and teachers will work together to develop an appropriate schedule for each individual infant. Continuous communication is extremely important. A daily sheet will be filled out by the teachers so parents will know about their infants eating, sleeping, diapering routine daily. Our teachers' priority is to make your newborn feel safe, comfortable, happy and loved while mom and dad are away at work. Teachers will respond to the needs of the individual child to ensure they are receiving the best care needed to develop and improve their social and emotional development.

Parents must supply diapers, wipes, diaper cream, bottles, extra clothing, pacifiers, blankets, security items etc. At Jumping Jax Kids we are a part of the USDA food program through Providers Choice so we will be providing Member's Mark Infant formula as well as baby jar food.

Breast Milk: All breast milk must be brought in ready-to-use bottles. For health reasons we are not able to store frozen milk. All breast milk bottles will be rinsed out and sent back home at the end of the day for families to wash and fill back up for the next day. If a mother is breastfeeding please be sure to discuss with the mother when she would like her child fed breast milk. Also invite her to come in and nurse anytime if she wants. Infants must be held when being fed a bottle. Propping a bottle is forbidden!! We recommend that all new foods are tried at home first since a child could have an allergic reaction to foods they have not had before. Check with parents before introducing ANY new food.

All infants are to be placed on their back in a crib with only a fitted sheet and pacifier at all times. Infants can only sleep in a crib. If they fall asleep anywhere else (i.e. car seat, swing, bouncy seat, floor, etc.) Staff will move them to the safe sleep environment as soon as practicable and must keep the infant within sight of the staff until the infant is placed in a crib.

Teacher-child interactions and communication are extremely important!! Basic baby sign language will be used regularly. Teachers sing songs, read books, & show picture books to build association between words and objects...building their language and literacy development.

Age appropriate materials and equipment are available to improve infants' mobility and coordination. Starting with tummy time to improve those neck muscles, to rolling over, crawling, sitting, standing, walking, and climbing. Teachers also encourage infants through sensory materials. A variety of

materials is provided in all different colors, sizes, shapes, and textures. Learning through all five senses is the goal of our teachers. Infants learn through experiences, not strict lesson plans. Teachers do age appropriate art activities. Music and movement are also a huge part of a child's development so singing and dancing will be a major part of the infants' day.

Toddler (16 months-26months) Program:

This age group is when structure and routine are key components to the process of learning. Toddlers thrive on structure. Unlike the infant room, mealtimes, potty breaks, outside time, naps, group times will all be on a schedule so the children will know what to expect throughout the day. The main focus of toddler age is to begin learning the social skills needed to succeed in life. They will also continue learning through art, sensory, music and dancing, & manipulatives both indoors and outdoors.

Teachers will fill out a daily form throughout the day. This form will include what your child ate, potty training/diapers, & naps.

Toddlers will gain new skills through a variety of enrichment activities. Your child will engage with teaching staff and socialize with one another while:

- Playing with Toys
- Dabbling in Art
- Imitating and Pretending
- Enjoying Stories and Books
- Tasting and Preparing Food
- Exploring Sand and Water
- Having fun with Music and Movement
- Going Outdoors

We encourage their natural curiosity by setting up play centers with learning opportunities that they can discover which develops the children's sense of independence. The play centers include sensory, fine motor, cognitive, language and early literacy, role play, and gross motor activities. They allow children to learn at their own pace.

Teachers will work with the parents on potty training. Teachers will ask parents how/when they would like to start potty training their child at the center.

Naps will be on cots. Each child will have their own cot with a sheet. Children are encouraged to bring a blanket or security item for naptime. All items will be sent home weekly for washing.

Preschool (26 months-3years) Program:

This age group is when structure and routine are key components to the process of learning. Toddlers thrive on structure. Unlike the infant and toddler room, there is a daily schedule for them to go by. The main focus of the preschool room is to continue learning those social skills needs to succeed as well as prepare them for the prep-k room. They will continue learning through art, sensory, music and dancing, & manipulatives both indoors and outdoors. They will have more structured large and small group times together. They will learn to follow directions/rules more.

Teachers will fill out a daily form throughout the day for children under the age of 3. This form will include what your child ate, potty training/diapers, & naps.

Children will gain new skills through a variety of enrichment activities. Your child will engage with teaching staff and socialize with one another. They will learn both fine and large motor skills.

We encourage their natural curiosity by setting up play centers with learning opportunities that they can discover which develops the children's sense of independence. The play centers include sensory, fine motor, cognitive, language and early literacy, role play, and gross motor activities. They allow children to learn at their own pace.

Teachers continue with the parents on potty training. Teachers will have children sitting on the potty every time their diapers are changed unless they have a BM, then they will be changed on a changing table. This helps get the children familiar with going potty.

Naps will be on cots. Each child will have their own cot with a sheet. Children are encouraged to bring blanket or security item for naptime. All items will be sent home weekly for washing.

Prep-K (4-5 years) Program:

This program is preparing a child for Kindergarten and beyond. Through play children learn about language and literacy, mathematical and scientific concepts, and how to make, build, design and record their ideas. Play offers children the opportunity to set up pretend real life scenarios where they can practice, share, and learn new skills they need for real life, for relationships, and for exploring and thinking.

The job of the teacher is to facilitate play and draw out and extend what children learn through play. In this program the indoor and outdoor environments are structured so that children can

- **Play house, shop, work, etc.** – explore roles, relationships, skills (the skills needed to be a parent, shopkeeper, doctor, carpenter – including language and numeracy skills, thinking and relationship skills).
- **Building with Lego/Blocks etc.** – to develop mathematical, design, collaboration and negotiation skills.
- **Sand & water play** – to explore science concepts about volume, capacity, consistency, etc. Unless children have first-hand experience of material and their properties – they cannot understand them at a mental level.
- **Art** – Purpose here is to encourage creative expression. It opens up the child's mind to not only talking, reading, and writing but expressing creatively through media. Creativity creates alert minds that are able to invent and think outside the box.
- **Stories, songs, rhymes** – children love them and they are real help in developing language, rhythm, movement and a sense of community.
- **Large motor play** – where children stretch themselves – learn to manage risk – develop a sense of adventure and well-being as well as important physical and mental skills

The daily routine is structured so that there is time for free play both indoors and outdoors. Children will choose their activities and explore and experiment with the materials around them.

- **Small Group Time** – Children will further explore issues and interests that arise in play.
- **Large Group Time** – this will be a time for songs, stories, rhymes, & movement.

- **Clean-up Time** – having the children help with the clean-up is a great learning experience for life.
- **Meal Time** – as discussed later
- **Nap/Rest Time** – Naps will be on cots. Each child will have their own with a sheet. Children are encouraged to bring a blanket or security item for naptime. All items will be sent home weekly for washing.

Your role as the teacher is to help children develop the skills of interacting and playing with others. To develop the ability to contribute ideas to the play themes and stories. To have a strong sense of well-being, identity and belonging. To develop skills for thinking, exploring, & communicating. The teacher needs to help the child develop the skills needed for school, work, and everyday life

Field Trips

From time to time, field trips may be planned to enrich the learning experiences of our children. Written permission from a child’s parent is needed prior to the child going on the field trip. In addition, children under the age of four (4) may not go on a field trip unless the child’s parent attends as well.

Meals & Snacks

We are a part of the MN Child Care Food Program. The goals of this program are to provide nutritious and appetizing meals and snacks for children, introduce different kinds of foods, and help teach good eating habits. Our Menu will be posted on the board in the entryway each week.

Teachers are encouraged to sit with the children at meal times and, if appropriate and if time allows, eat with the children.

Children with dietary restrictions prescribed by a medical care provider will be followed. Staff will keep the diet menu and food allergy information on file and posted in the kitchen and classroom.

Special occasion treats: such as birthdays, parents may furnish a snack/treat for the whole class. Prior arrangements should be made with your child’s teacher. All treats must be commercially prepared and packaged or prepared at a restaurant inspected and approved by the local health authority.

Meals will be served...

	Infants	Toddlers	Preschool	Prep-K
Breakfast	8:00am	8:05am	8:10am	8:10am
Lunch	11:00am	11:05am	11:10am	11:10am
Snack	3:15pm	3:00pm	2:45pm	2:30pm

Nap and Rest Policy

We do not allow drop offs between 1:00-3:00pm to ensure the classrooms stay quiet and peaceful for all children.

Infants

- Infants will nap on their own schedules. As they get older, they will get onto an AM nap and a PM nap each day.
- A crib that meets federal safety codes will be provided for each infant the program is licensed to care for. Routine crib inspections will be conducted on a monthly basis.
- Cribs will be placed so there are clear aisles and unimpeded access for both adult and children on at least one side of each. They will be placed directly on the floor and not stacked when in use.
- Separate bedding will be provided for each child. Bedding will be washed regularly (weekly) and when soiled or wet.
- Infants can only be placed on their back in the crib 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. Infant, fitted sheet & pacifier are the only things allowed in the cribs.
- Infant can ONLY sleep in a crib. If they fall asleep anywhere else (i.e. car seat, swing, bouncy seat, floor, etc.) Staff will move them to the safe sleep environment as soon as practicable and must keep the infant within sight of the staff until the infant is placed in a crib.
- Swaddling: 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 written consent of a parent or guardian, a staff member may place the infant who has not yet begun rolling over. Staff can swaddle infant with a one-piece sleeper equipped with an attached system (wings) that fastens securely only across the torso, with no constriction of hips or legs. (parents must provide one-piece sleeper).
- Once child is rolling over only a sleeper w/o wings (sleep sac) can be worn during naps.
- Infants rolling over: If infant is independently rolling over prior to 6 months parents need to sign an “acknowledgement of infants rolling over” form.
- Alternate sleep positions: Infants may be put to sleep on their tummy with a signed consent from a physician. This is the only alternative sleep position a physician can order.

Toddler, Preschool, Prep-K

- Naps and rest will be provided in a quiet area that is physically separated from children who are engaged in an activity that will disrupt a napping or resting child.
- A child who has completed a nap or rested quietly for 30 minutes will not be required to remain on their cot. A child that falls asleep will be able to sleep until 3pm at the latest. After half an hour, non-sleeping children will be offered a naptime bag and a book. Naptime bags have a variety of materials in them to keep children’s minds and hands busy at quiet time. They are reserved for children who are still awake after 30 minutes of quiet time or for children who do sleep, but wake up early.
- Cots will be placed directly on the floor and must not be stacked when in use. They must be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment.
- Separate bedding will be provided for each child. Bedding will be washed regularly and when soiled or wet. Child is expected to bring in a blanket and/or security item if needed.
- Child’s head will be uncovered during sleep time at all times.

Health Policies

Children's hands are washed using soap and warm running water:

- Before and after eating meals or snacks
- Before and after toileting or diaper changes
- Before and after sand and water play
- After outdoor play
- When visibly dirty

All staff with direct contact with children will be trained in pediatric first aid and child CPR within 90 days of the start of work. There will be an individual trained in pediatric first aid and child CPR present in the facility during all hours of operation as well as on field trips and when transporting children.

Safety rules to follow in avoiding each of the following:

Injuries – adult supervision is required at all time to avoid injuries.

Burns:

- Water temps are set at 120 degrees or below to avoid burns.
- Hot drinks (coffee, hot chocolate, tea, etc.) are not allowed in the classrooms.
- Containers with hot water (infant room) must be attached to the wall or counter.
- When children are using hot glue guns or other hot objects, they must be under direct supervision of an adult at all time.

Poisoning:

- All poisonous substances will be clearly marked with poison stickers, locked up and out of sight of children. Children should never be allowed to use poisonous substances. All products should be kept in original containers with original labels.
- Always check dosage every time when administering medicine to children.
- Contact Poison Control at 1-800-222-1222 immediately in case of poisoning. This number will be posted by each phone at all times.

Choking & Suffocation:

- Blankets, pillows, plastic bags, and other objects will not be placed on child's head.
- All foods will be cut-up into age-appropriate sizes, especially grapes, hotdogs, etc.
- All toys and materials in the classrooms will be sized appropriately for the child's age.
- Children will be taught to eat slowly and chew thoroughly.
- All Staff will be trained to use the Abdominal Thrust method with children.

Pedestrian & Traffic Accidents – Children will not be allowed outside unless within the fenced area. If going on walks, safety rules will be discussed and demonstrated to all children prior to going out the door. The younger children will be holding onto a rope line.

Emergency Medical Care

When immediate medical care is needed, the following emergency procedure shall be used:

- a) Stay calm.

- b) Check for life-threatening situations (choking, severe bleeding, or shock). Do not move a seriously injured child.
- c) Call 911 if a child is seriously hurt.
- d) Give CPR or first aid, if necessary.
- e) In the event that the child needs to be transported to a medical facility either by car or by ambulance, one of the providers will accompany the child to the medical facility and stay with him/her until the parent or emergency contact person arrives.
- f) The parent or emergency contact person will be called as soon as it is practical.
- g) Record all injuries on an incident report form.

Note: Each child will have a Medical Consent Form to be given to an emergency responder in the event that one must come to the facility. This will include any information needed by the emergency responder to respond appropriately to the child's condition and a listing of the child's health care providers in the event of an emergency. It also includes the parental consent to administer care in an emergency.

Injuries

All classrooms have a first aid kit which includes directions on how to administer first aid for common injuries. There are also first aid kits in the staff lounge & large motor room. Each classroom teacher will take their first aid kit with the group each time they leave the classroom. (playground, walks, field trips, etc.)

These policies and procedures will be analyzed and modified, if needed, annually by the owner of Jumping Jax Kids.

Illness

If a child becomes sick while at the center (complaining, vomiting, diarrhea, temperature, etc.) parents will be notified to pick up the child within one hour. Your child will be provided a quiet place to rest that is in view of a staff member until the child is removed from the facility.

We do not provide child care for sick children. If a child is ill and/or not able to participate in normal activities, parents will be responsible for arranging alternate care. A child may not come if they have the following illness or symptoms....

- Signs/Symptoms of possible severe illness: unusually tired, has uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs for the child.
- Fever
 - Axillary (armpit) temperature: 100° F or higher
 - Oral temperature: 101° F or higher
 - Rectal temperature: 102° F or higher
- Vomiting or diarrhea (2 or more times in the last 24 hours)
- Mouth sores with drooling (exclude until seen by doctor or sores healed)
- Strep throat (unless on medication for at least 12 hours & fever free)
- Severe coughing/respiratory distress
- Head lice (must be treated before returning)
- Impetigo, ringworm, chicken pox, scabies,

- Undiagnosed rash
- Unexplained lethargy
- Any other contagious illness

Note: All children must be symptom-free for 24 hours before they can return.

Administering Medicine: Whenever possible, we ask that all medication be given to the children at home. We understand that this is not always possible. If medicine must be administered during daycare hours, the following policy applies:

- Prescription and orally administered over-the-counter medication may be administered only upon written permission of the parent and written instructions from a health care provider stating that the provider may administer such medication or prescription and specifying the circumstances, if any, that the medication must not be administered. Medication must be in the original container labeled with the child’s complete name, the medication name, recommended dosage, time intervals for administration, method of administration, expiration date. For prescription medicines, the prescribed name and administration, expiration date.
- Medication will be stored according to the instructions on the label in a place that is inaccessible to children (owners office or refrigerator in the kitchen). Medication will be returned to the parent when no longer needed.

Parents must call the center by 8:00am if their child will not be attending due to illness.

Parents need to inform the center right away if their child has a contagious illness. The teachers will then post it on the door notifying the other families of the contagious illness that is going around the classroom.

Behavior Guidance Policies & Procedures

General Requirements

Childhood is a unique and valuable stage in a human life cycle. Our biggest responsibility is to protect the safety of all children and staff. We will provide care and education in settings that are safe, healthy, nurturing, and responsive for each child. We are committed to supporting children’s development and learning; respecting individual differences; and helping children learn to live, play, and work cooperatively. We are also committed to promoting children’s self-awareness, competence, self-worth, resiliency, and physical wellbeing.

When interacting with young children, Staff will ask themselves the following questions:

“Am I...

- Validating feelings?
- Asking Open-ended questions?
- Encouraging problem solving?
- Respecting Children’s Choices?
- Using Praise & Positive reinforcement?
- Talking with children – not at them?

- Circulating throughout the classroom?
- At the child's eye level?

It is important that we (the staff) "set the stage" for a positive atmosphere and maximum opportunities for desirable behavior. This will be done by:

- Explaining to the children what behavior will be acceptable and explaining the reason for limits, doing so in a positive way
- Focusing on the child's behavior, rather than the child
- Allowing the children time to respond to the expectations
- Reinforcing appropriate behavior
- Being willing to listen and respond in a fair and supportive manner
- Observing children in order to anticipate potential difficulties

Intervention Strategies:

One or more of the following strategies will be used to help create a positive climate and minimize problems in a supportive way:

- * Establishing eye contact and calling the child's name in a calm controlled voice to gain a child's attention
- * Remaining near the child in situation where he/she may be losing self-control
- * Children will be reminded of limits taking their feelings into consideration
- * For younger children or children with limited attention span and verbal abilities, we will attempt to change the behavior by distraction or diverting the child
- * Children will be offered choices in a non-threatening and non-punitive way to assist them in meeting expectations or to reinforce limits
- * If a child is unable to resolve a problem or take responsibility for their actions, they will be re-directed to another activity, or in special circumstances, be limited in the use of a piece of equipment
- * If all else fails, the child will be removed from the situation in a way that ensures that the "calm down time" is a positive learning experience
 - Prior to the use of "calm down time" the child will be given an explanation of what it means and what it involves
 - The "calm down time" place will be located within the play area, where they can still be supervised, but far enough from the activity
 - The child will be allowed to determine when he/she can return to the activity.
 - For preschoolers the "calm down time" period will be no more than one minute per year of age, to a maximum of five (5) minutes
 - Appropriate or acceptable behavior of the child following "calm down time" will receive praise
- * On a rare occasion where a child loses control and could possibly injure him or herself or others, we may be required to hold the child to soothe them until self-control is gained
- * When a child is ready, they will be provided an opportunity to make amends

Persistent Unacceptable Behavior

The following will take place if the above actions do not help in reducing or changing behavior:

1. Staff will report behavior and what strategies have been attempted to owner.

2. The Owner will observe the child and meet with the Lead Teacher to develop a behavior management plan.
3. The behavior management plan will be discussed with parents and then put into practice.
4. The owner, teachers, and parents will evaluate the behavior management plan. If needed, adjustments will be made.

* If a child's behavior becomes threatening to themselves, other children, staff or teachers the child will be removed from the classroom and possibly the program for a period of time.

Prohibited Actions

Inappropriate means of discipline:

- NEVER use physical punishment for any reason at any time, which include but are not limited to rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, or spanking
- NEVER touch a child with force in any way.
- NEVER verbally abuse, name calling, intimidate, or threaten a child.
- NEVER humiliate, shame, or frighten a child.
- NEVER make derogatory remarks about a child or the child's family.
- NEVER isolate a child from a group's supervision
- NEVER take away or threaten to take away outdoors play, restroom privileges, water breaks, meals, or snacks.
- NEVER punish a child for lapses in toileting.
- NEVER use mechanical restraints, such as tying.

Separation from the Group

When a child continues to make unwise choices and refuses to follow directions after all other guidance techniques have been attempted, a child will be asked to choose a quiet toy and play at the table. The child may also go to the "calm down area" to regain control.

A child who requires separation from the group must:

1. Remain within an enclosed part of the classroom where the child can be continuously seen and heard by a staff person.
2. 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.
3. The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.

Removing a child from the classroom environment only when a child is hurting him/herself, others, or things, and cannot be redirected, call the owner for additional help and intervention. The owner will decide if the child needs to be removed from the room for a short period of time. The decision to send a child home for an inappropriate behavior can only be made by the owner.

*Children between 6 weeks and 16 months (infants) cannot be separated from a group as a means of behavior guidance. Redirection is the best solution with this age group.

Grievance Procedure

We, at Jumping Jax Kids, are always looking for ways to improve our child care program and facility. Please feel free to make any suggestions what you feel would better our services. Should a problem or concern arise please discuss it with your classroom teacher. If you are unsatisfied with your teachers way of handling it, please talk to the owner at any time. We will listen to your thoughts and ideas and attempt to resolve the issue in an expedient manner. If unable to discuss it with us or unsatisfied with our practices you may call the number below.

MN Department of Human Services (DHS), Division of Licensing 651-431-6500

Maltreatment of Miners Mandated Reporting Policy

Who should report child abuse and neglect?

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at the licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the receding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to report?

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at **(651) 431-6600**.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county services agency at **(507) 635- 6170** or local law enforcement **(507) 634-3881**.
- If your report does not involve abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at **(651) 431-6500**.

What to report?

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (MN Statutes, section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Failure to report?

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically, or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from program licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Organizations.

Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Internal Review

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

- i. Related policies and procedures were followed;
- ii. The policies and procedures were accurate;
- iii. There is a need for additional staff training;
- iv. The reported event is similar to past events with the children or the services involved;
and
- v. There is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary and Secondary Person or Position to Ensure Internal Reviews are Completed

The internal review will be completed by the owner. If this individual is involved in the alleged or suspected maltreatment, the cook will be responsible for completing the internal review.

Documentation of Internal Review

The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

Corrective Action Plan

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapse and prevent future lapses in performance by individuals or the license holder, if any.

Staff Training

The license must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (MN Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under MN Statutes, section 245A.04, subdivision 14.

The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.