



# Parent Handbook

"Helping to make their Early Years their Best Years!"

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This handbook has been developed to help facilitate the relationship between directors, teachers and parents by providing you with specific information about our center and the programs we offer. It includes in-depth descriptions of our programs, policies, procedures, and parent expectations.

Updated 3/27/2017



Early Years provides a wonderful place for your child to grow and develop in a warm and nurturing environment. We believe that our children need to feel secure and important at all times! We build on a strong foundation by providing learning, adventure, and guidance. Children will grow in an environment that invites and encourages their curiosity and questions as well as provides outlets for them to express themselves. We encourage thoughtful and respectful interaction between all people involved with our center making children feel comfortable to open up and take life in!

Parents are a key factor in creating a successful child care program. Through parental involvement we are able to meet the needs of our families. We think that families should work with us as a team to provide an environment that facilitates the growth of children into well-adjusted individuals with positive self-images. Early Years Sites each have designated resource areas that provide brochures for support services including but limited to: Learning Scholarships, Child Care Assistance Program, Public Health Services, Counseling Services and other changes a child may experience.

If you have any questions or concerns after you have read our handbook, please feel free to contact the Site Directors at Early Years.

<b><u>Enrichment Center</u></b>	1209 Center Ave West, Dilworth, MN Serving ages 6 weeks to 12 years	218-287-8988
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<b><u>Learning Center</u></b>	1410 9th Street E West Fargo, ND Serving ages 6 weeks to 12 years	701-356-3952 (EYLC)
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## Our Mission Statement

The goal of Early Years is to create an environment for children that supports and nurtures their growth and development. There is an emphasis on learning, yet an understanding of the importance of interactive play and imagination. Our trained, experienced, and caring staff will be on hand to guide children to thoughtful, respectful interaction as well as make every child's learning and daily experiences nothing but positive!

## Hours of Operation

Early Years is open from 6:30am to 6:00pm Monday through Friday. We will be closed the following days: NEW YEARS DAY, MEMORIAL DAY, INDEPENDENCE DAY, FRIDAY BEFORE LABOR DAY, LABOR DAY, THANKSGIVING DAY, FRIDAY FOLLOWING THANKSGIVING, CHRISTMAS EVE, AND CHRISTMAS DAY. In the event a holiday falls on a weekend, the Center will close Friday and/or Monday. The Center reserves the right to close for any reason deemed necessary. Parents will be given a 30 day notice for other arrangements to be made for childcare. Please feel free to view our annual calendar online at [www.earlyyearsfm.com](http://www.earlyyearsfm.com).

## Child Care Regulations

1. Early Childhood Services – Department of Human Services and Cass County Social Services. Early Years is licensed by the state of Minnesota and Cass County, ND. The purpose of these regulations is to establish minimum standards for licensed child care centers and to assure that those standards are maintained. Should a parent suspect a licensing violation or want to report a complaint for our MN center, please contact the Dept. of Human Services, Division of Licensing at (651) 431-6500. Reports can be made in person, by telephone to or in writing. To report a licensing violation or want to report a complaint for our ND centers, please contact the Department of Human Services, Division of Licensing at (701) 328-4809.
2. Maltreatment of Minors Mandated Reporting – Early Years recognizes the basic human and legal rights of each individual served. It is the policy of our center that all staff and volunteers treat individuals with dignity and respect. Physical abuse, verbal, or neglect of any individual within or outside the center is strictly prohibited. Any staff or volunteer who has knowledge of abuse or neglect of an individual or has reasonable cause to believe that an individual has been abuse or neglected, MUST report this information to the Site Director and to the appropriate authorities. Failure to report abuse/neglect may implicate the observer and may lead to disciplinary measures. In addition, all possible abuse/neglect situations will be reported to the county of residence as required by the Dept. of Human Services, Division of Licensing Maltreatment Intake line at (651) 431-6600 and Cass County Social Services Intake line at (701) 241-5765.
3. Health-The center will have annual health and sanitation inspections completed by an environmental health practitioner. The center follows guidelines as suggested by Minnesota Dept. of Health for our Minnesota site and North Dakota Health Services for our North Dakota Sites. In our Dilworth location, we also have monthly health visits from our health consultant who will review any changes or procedures on health policies within our center.
4. Fire – The center will have annual fire inspections completed by local or state fire authorities. Fire and tornado evacuations will be performed in accordance with state and local fire department’s guidelines.
5. Confidentiality – Any and all information including personal information regarding enrolled children and their families is confidential and will not be shared without a Release of Information. The information will be shared only on a “need to know” basis.

## Adult-Child Ratios – Minnesota Site

Early Years serves children ages 0 to 12 years of age. The Dilworth Site is licensed to serve 96 children. The Center meets or exceeds the adult/child ratios established by the Minnesota Department of Human Services. The ratios are:

Group	Ages	Ratio
Infant	6 Weeks -15 Months	1:4
Toddler	16 Months-32 Months	1:7
Preschool	33 months-4 years	1:10
Pre K/School age	Kindergarten Eligible within 4 mo. and up	1:15

### Adult-Child Ratios – North Dakota Site

Early Years serves children ages 0 to 12 years of age. The Center meets or exceeds the adult/child ratios established by the Cass County Social Services. The ratios are:

Group	Ages	Ratio
Infant	6 Weeks -18 Months	1:4
Toddler	18 Months- 3 Years	1:5
Preschool	3 Year Olds	1:7
Preschool	4 Year Olds	1:10
Kindergarten	5 Year Olds	1:12
School Age	6 Years and Up	1:20

### Waiting List

- If you are not currently enrolled in the Center, you can complete the waitlist registration on our website.
- If you are a current enrolled family or employee, a spot for an additional child is not guaranteed, this includes a future infant spot. You should complete the waitlist registration on our website. The two week infant tuition is the registration fee to guarantee a future infant spot when an opening is available.

The Site Director will maintain an enrollment list. Priority on this list will be given as follows:

- 1) Early Years' Employees
- 2) Current families – siblings of children who are already in the program
- 3) Transfers from one site to another
- 4) Remaining families on the list by date

Early Years does not discriminate on the basis of race, gender, color, religion, or national origin.

## Enrollment Procedures

Parents may enroll their child at the Early Years' director's office at the site desired. A \$50.00 per child (or \$70.00 per family) non-refundable registration fee will be due along with the signed contract page. If you are holding or enrolling for an infant spot, the first two weeks tuition will be due at the time of registration. If your preferred start date follows the date the enrolled spot is open, the vacation rate will be required to hold the opening until your preferred enrollment date. If your child can not be immediately enrolled it will be your responsibility to register for the waitlist on our website.

- Parents must submit a typical weekly schedule at the time of enrollment o If your actual pick up and drop off time differs without prior approval from what is originally listed on your 'typical weekly schedule' you will be given one verbal warning, the second time this occurs the center's director will be notified and you will be sent a written warning, if it occurs a third time we will call you or your emergency contacts to pick up your child – this is so Early Years can comply with licensing rules and regulations at all times and have adequate staffing on hand.
- Summer Care-\$100 per week per child is required to "hold" the spot if your child will not be in regular attendance during the summer. A multi-child discount does not apply. If you choose to forego the \$100 weekly absent/vacation rate, your child's spot is not guaranteed upon return. Your child will be placed on the waitlist to re-enroll

Before your child attends the Center, a short pre-admission conference will be scheduled with the Site Director and classroom teacher. Visiting the program allows both the parent and child to become comfortable with our environment, staff, and schedule.

Trial Period-The first 30 days of your child's enrollment will be considered as a "trial-period." If we feel things are not "working out," we reserve the right to give notice for removal from the program. If after the probationary period or any time, we feel that we cannot meet the needs of the child, we may give notice to end care for your child.

Parents are required by the state of Minnesota to submit a health care summary for their child/children within 30 days of enrollment. Health care summaries must be submitted annually after that.

Parents are required by the state of North Dakota to submit a Health Assessment (document is provided on easy enrollment page of website) and a copy of their child's birth certificate upon their child upon enrollment.

## Billing Procedures

If there is any length of time between enrollment and the start date it is the family's responsibility to review the fee schedule before the start date for any changes. Upcoming tuition

invoices will be posted to your account every other Monday and emailed to you with upcoming center reminders for review. Funds are deposited to the Early Years account on Friday. Invoicing periods are for 2 weeks in advance. You do have the option to sign up to pay 4 weeks in advance. Payment of each invoice is due Friday by 6:00 PM. An annual calendar is available at [www.earlyyearsfm.com](http://www.earlyyearsfm.com).

Early Years will provide an itemized monthly statement for each family on request. Early Years will provide an itemized yearly statement of child care payments by January 31st for tax purposes. It is your responsibility to contact the center for your yearly statement if you are no longer enrolled. Early Years is constantly improving its facility and resources. Families currently attending Early Years will be given at least 30 day notice of any changes in fees. Our rates will increase each year depending on the amount needed to meet financial obligations and increase staff wages.

PAYMENT OPTIONS- Early Years requires all families to pay by ACH or a Credit/Debit Card.

1. Automatic payment by Credit Card. American Express, Master Card and Visa are accepted. (this includes a Visa debit card)

If paying every 2 weeks a flat rate of \$8.00 is automatically added to your invoice. If paying every 4 weeks a flat rate of \$16.00 is automatically added to your invoice.

Early Years will process the funds on Thursday in order to receive payment on Friday, if you use a debit card, funds may be "held" on Thursday. Please be aware of this possible inconvenience.

2. Automatic payment by ACH (checking or savings account) Early Years will process the funds on Friday, without "holding" funds for families paying by ACH.

## Fees

- **Tuition:** fees are based on the age of the child enrolled in the program.
- **Multi-Child Discount:** Early Years will offer a \$10 discount per billing cycle for multi-child families whose children are enrolled in the Center. The discount is applicable on a bi-weekly basis and is subject to the following criteria. Your children must reside in the same household, both be enrolled on a regular basis and not be used with the vacation rate.
- **NSF Payments:** A handling fee of \$30.00 will be charged for processing any returned payments. Early Years will notify you by email if your payment is NSF.
- **Late Payments:** A late charge of \$25.00 will be charged for payment not made on your schedule due date. For example, if a credit card has expired, we will process the card again the next business day with the new exp. date. This will NOT be a late payment. If you fail to contact us with a new expiration date and we are unable to process your payment until 3 days after the payment is due, a late charge of \$25.00 will be charged to your account.
- Early Years reserves the right to collect payment until the balance has been paid in full.

- Early Years reserves the right to discontinue care until FULL payment has been collected.
- **Late Pickup Fee:** A charge of \$1.00 per minute past 6:00pm per child will be applied to your account upon late pickup. If the parent does not arrive and cannot be contacted by 6:10, emergency contacts will be contacted, if there is no response by 6:30pm, local authorities will be contacted. This may result in immediate termination of care if it becomes a repeated issue.
- **Advance payment:** Families are able to pay 4 weeks in advance, no discount is offered.
- **Vacation Discount:** There is 1 time discount per calendar year for a child enrolled at the full time rate and the Center Director is notified in writing two weeks in advance, that a child will be absent 5 consecutive days the weekly rate will be \$100.
- **Holiday Closing /illness:** Early Years will be closed on the following holiday days: Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Memorial Day, Independence Day and any annual training days for staff the regular fee is due.
- **Other Absences:** for parent illness, maternity leave, storm days, or funeral. Early Years reserves the right to close at any time, we will try to prepare families by giving a 30 day notice if possible – a regular fee still charged.

Please follow the billing calendar if payment processing day changes due to a Holiday.

Child Care Assistance Program in Cass County: Regular tuition and fees are paid as normal, families that qualify for Child Care Assistance are responsible for notifying the Director when completion of forms are required so the parent can submit them to the appropriate agency. Early Years will complete the appropriate form for parents to receive direct reimbursement from the ND Dept. of Human Services.

Child Care Assistance Program in Clay County: Regular tuition and fees are paid as normal, families that qualify for Child Care Assistance through a third party must notify the Director on the Registration forms. Once Early Years is able to process billing and has received payment from MN Dept. of Human Services it will not be applied directly to your account. Until that time, regular tuition will be required.

### Withdrawal Procedures

Written notice of intent to withdraw a child from Early Years must be submitted to the Site Director three (3) weeks in advance of withdrawal. You will be still responsible for payment for three (3) weeks if a proper notice is not given.

Parents are responsible for tuition for three weeks after the notice is given, whether or not your child attends Early Years in that time. If your vacation notice was submitted 2 weeks in advance prior to the withdrawal notice. The vacation rate will be applied.

### Early Years Client Privacy



Early Years client personal family information must be kept confidential.

At no time will pictures of children faces or the childcare center facility be used on cellular phones or the Internet (e.g., Facebook). This breach of confidentiality will result in immediate dismissal.

We emphasize the extraordinary degree of care that employees must take in maintaining the confidentiality of all Early Years matters, including information about children, families, budgets, and employees this includes but is not limited to salary, benefits, health history, or corrective action information.

Our obligation to maintain confidentiality requires that exceptional care must be taken to protect confidential information. If a teacher believes a parent is pressing them for information or requesting information they should not be sharing. They have been instructed to notify the Site Director immediately. We do not want any teachers to be placed in a position where they feel obligated to share confidential information.

Failure to abide by this procedure may lead to immediate family and/or teacher suspension or dismissal from the program. This requires that private information, including staff memos, correspondence, and child records, be safeguarded and not be discussed between staff and parents. Emails from the lead teacher may be sent copying the Site Director with all correspondence.

EARLY YEARS RESERVES THE RIGHT TO TAKE LEGAL ACTION FOR BREACH OF CONFIDENTIALITY.

**Babysitting Policy**-Early Years does not encourage or discourage the staff to babysit your child, however, by signing the agreement to this handbook you are releasing Early Years, its entities, and owners from any liability. We do ask that this type of arrangement not be discussed during business hours or be made public knowledge by either the staff or parents.

**Staff Pickup/Drop off Policy**-From time to time an Early Years employee may have authorization from a parent/guardian to drop off or pick up a child. This person must be on the authorized pickup list. This employee must have ended their work shift, left the building and reentered through the front security door to avoid any confusion. The employee will drop off the child prior to the beginning of their shift. Leave the building and reenter through the employee entrance if there is a designated entrance to begin work to avoid any liability issues. Please be mindful that there may be a time when a previous staff is no longer given permission to enter the facility based on past events. We encourage you to check with the Site Director if you have any past staff dropping off or picking up to avoid any unplanned situations.

**Program Grievance Procedure for Parents** - If at any time parents have a grievance relating to their child's program they should speak with their child's teacher. Respectable

communication is expected. Children may be dismissed if inappropriate words, yelling, threatening comments or gestures are made to any employee. If speaking with the teacher is uneasy for parents, please contact the Site director, Assistant Director or a Site Supervisor.

Owner/Executive Director-Linda 218.329.2000

Dilworth Director- [earlyyearsdilworth@gmail.com](mailto:earlyyearsdilworth@gmail.com) Dilworth office: 218-287-8988

West Fargo Director- [earlyyearswest@gmail.com](mailto:earlyyearswest@gmail.com) West Fargo office: 701-356-3952

## Security

Early Years is equipped with Procare, which is a State of the Art computerized controlled access system. Each parent has a personal identification number (PIN) that allows them access into the center. The PIN also signs your child in and out of their classroom/center. Our ND Site uses key cards for entry. Please let the center know immediately if your security card is lost or stolen so that your card can be deactivated. Replacement cards can be purchased for \$5.00 each. If at any time you see suspicious behavior, please let a staff or Site Director know immediately.

## Pick Up Authorization

Your child/children may only be released to the individuals listed on your pick up authorization form. Individuals picking up a child, other than the parents/guardian, will be asked to provide photo ID. Please include information if your child/children will be picked up for school or other activities. The birth parents are always entitled to custody of their child unless a court order limits their rights. If that is the case, we will need documentation from the court. No child will be allowed to leave the center with any individual that is not authorized in writing from the parent/guardian on the child's registration paperwork. If someone who is not authorized attempts to pick up a child, the child's parent/guardian will be contacted first, then the authorities if the parent/guardian is unreachable. The child will have to stay at the center until the parents or an authorized person can come to the center to confirm. If necessary, fees for picking up late will apply.

## Social Media Policy

In light of our constantly changing technological environment, specifically the advancement of social media (Twitter, Facebook, Instagram, etc.) we have implemented a Center-wide Social Media Policy: Any "negative" or "inappropriate" post or communication that involves a teacher, a child, a parent, a manager or anyone else related to Early Years Program, will be dealt with based on the severity of the offense. The correction will be decided upon and will range from the offender's children being suspended from enrollment or permanent dismissal from the Early Years Program. We will strive to be positive influences in our community and role models to the children.

## Parent Teacher Communication

Parent-teacher communication is achieved through several methods including:

- Daily Communication & Sign-in– It is your responsibility to sign your child in each day. Please drop your child off with their teacher in the designated classroom. At this time children are supervised by Early Years until they are picked up by an authorized person. Each program provides daily information on your child. Each classrooms daily schedule is posted in the Parent Board in your child’s room. Here you find a weekly lesson plan of meeting the objectives and goals. Teacher bios, calendars, menus, comings and goings of the classroom. Individual children’s activities, physical care, napping, toileting, feeding records are recorded on a daily sheet along with any supplies needed. Special events and reminders may be written on dry erase boards. The Dilworth classrooms can be emailed at [eydilworthclassrooms@gmail.com](mailto:eydilworthclassrooms@gmail.com) and the West Fargo classrooms can reached at [earlyyears wf@gmail.com](mailto:earlyyears wf@gmail.com) It is required that anything regards your child’s schedule be sent to the Director.
- Social Media-It is not suggested to become friends with your parents on Social Media. This can be a confusing line to draw between professional and personal.
- Newsletter/Calendar A monthly center newsletter will be available at [earlyyears fm.com](http://earlyyears fm.com) and posted on the parent board.
- Assessment & Conferences – Children are assessed by ongoing observation and an assessment depending on their age that aligns with our curriculum which promotes physical, intellectual, social & emotional development. For Infants and Toddlers the Creative Curriculum Continuum is the approved assessment by ongoing observation of the Goals and Objectives as well as the CDC milestone tool. Preschool and PreK Children are assessed using a Child at a Glance checklist. We are proud to assist in any referral processes that are necessary to help your child in their development. Conferences are planned and offered 2 times each year. Parents will be notified of dates in advance. It is not mandatory but highly encouraged! Other conferences may be held throughout the year at either the parent or teacher’s request.
- Phone Contacts – Classroom teachers and the Site Director will be very happy to discuss any questions or concerns with you. Another way of contacting the center director is via email. Phone calls are discouraged because it can be distracting and take away from the supervision of the children, unless it is urgent. Please try to communicate with your child’s room at drop off time.

### PALs (Parents As Leaders) Team

We strive to form a partnership with families and offer many opportunities for parents to be involved with their child’s journey. The PALs Team will meet periodically and will be comprised of parents whose children attend Early Years. The team addresses topics of interest to EY families and provides parent perspectives.

- Discussing possible participation in community projects or events
- Planning the Golf Outing Fundraiser for Playground needs
- Participating in conversations about Parent Education Opportunities

- Coordinating Week of the Young Child Teacher Appreciation

## Special Needs

Children with special needs are more than welcome at Early Years. However, parents will need to discuss the needs of the child with the Director of the center and the teacher that will be involved in the child care. This would include following an Individual Education Plan (IEP) Early Years does not train staff to deal specifically with special needs, however, some staff choose to take training in this area of child development. A trial period will be set up. If the director, the child's teacher, or the child's parents decide they are uncomfortable with the care provided by the center care may be dismissed.

## Nap and Rest

Parents will be consulted at the time of enrollment and as needed about their child's napping habits. A two hour period will be set aside every day depending on the age of the children to rest and take a break from the day's activities.

- Confinement limitation: A child who has completed a nap or rested quietly for 30 minutes must not remain on a cot or in a crib that would exceed 30 minutes. If they are not sleeping after 30 minutes the child can choose the quiet activity provided.
- Placement of Equipment: Naps and rest must 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. Cribs, cots and beds 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. Cribs, cots and beds must be placed directly on the floor and must not be stacked when in use bedding: Separate bedding must be provided for each child in care. Bedding must be washed weekly and when soiled or wet. Blankets must be washed or dry cleaned weekly and when soiled or wet.
- Crib Standard: A crib must be provided for each infant for which the center is licensed to provide care. The equipment must be of safe and sturdy construction that conforms to the Code of Federal Regulations. The license holder must place each infant in a crib directly on a firm mattress with a fitted crib sheet that fits tightly on the mattress and overlaps the mattress so it cannot be dislodged by pulling on the corner of the sheet. The license holder must not place blankets, pillows, quilts, comforters, sheepskin, pillow-like stuffed toys, or other soft products in the crib with the infant. Only a pacifier is allowed.
- Infant sleeping position: Pursuant to Minnesota Statutes, section 245A.1435, the license holder must place each infant on the infant's back, unless the license holder has documentation from the infant's physician directing an alternative sleeping position for the infant. The physician directive must be on a form approved by the licenser and must remain on file at licensed site. 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 license holder has signed statement from the parent indicating that the infant regularly rolls over at home.
- If an infant falls asleep before being placed in a crib, the infant must move to a crib as soon

as practicable, and must keep the infant within sight of the license holder until the infant is placed in a crib. When an infant falls asleep while being held, the staff must consider the supervision needs of the other children in care when determining how long to hold the infant before placing the infant in a crib to sleep. The sleeping infant must 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 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/guardian according to this paragraph, a license holder may place the infant who has not yet begun to roll over on its own down to sleep in a one-piece sleep sack that does not have additional fabric to wrap around. This does not have constriction of the hips, legs or arms. Prior to any use of swaddling for sleep by a provider licensed under this chapter, the license holder must obtain informed written consent for the use of swaddling from the parent/guardian of the infant on a form provided by the licenser and prepared in partnership with the Minnesota Sudden Infant Death Center.

### Proper Clothing and Personal Items

Children should be dressed in "play" clothes suitable for art projects, climbing, outdoor play, and eating. We ask that children wear shoes suitable for walking, running, and exercise. Preferably rubber soled, close toed shoes, no heels please. Always have clothing that is appropriate for the weather. All clothing should be clearly labeled with child's first and last name. If your child needs another set of clothing, please know your child's teacher may need to call you to bring clothing or item needed.

- No personal toys or other items other than security items for nap/rest should be brought into the center to avoid breakage or loss.
- No money or any object with a significant amount of value.  
"Show and Tell" days are left up to each teacher. Toys brought in on those special days must be removed on the same day. Violent toys such as guns, knives, or swords are NOT allowed in the center at any time. Early Years cannot be held responsible for lost or damaged personal items

### Food Handling and Preparation

- Early Years will obtain dietary instructions from the parent of the child on their Social Resume.
- Children are served a nutritious breakfast, lunch, and afternoon snack every day when in care. Parents are welcomed to provide feedback on menu items at each site.
- Menus meet the CACFP requirements, we strive to exceed those standards by offering a variety of whole grains, fruits and vegetables.
- Menus will be posted on our website. Please let us know under the Allergy area if there are any specific foods that you do not want your child to consume. All food allergies and special diets will be posted.
- A consultation may be necessary prior to enrollment to discuss allergies or special diets. Food allergies are handled on a case by case basis depending on the allergy. Please meet with

the director for details. Children will have meals brought to and served in their rooms.

- At no time are children left unattended while eating.

Infants are fed individually according to their developmental needs and feeding patterns  
Breastfeeding is promoted and encouraged by Early Years.

Mixing formula:

1. Formula will be mixed with tap water.
2. Bottles will be heated using water warm in a small crock pot on low heat.
3. Any formula left in excess after feeding will be discarded (maximum of one hour).

Early Years provides formula (site chosen), rice cereal, oatmeal, and baby food for infants. Please see the specific formula that the center will provide listed in the infant welcome packet at that Site. Any formula or baby food/cereal outside of these items will have to be provided by the parents of the child. Refrigerator space will be made available to store expressed milk in the classroom. There is also freezer space available for frozen expressed milk. Each expressed milk must be labeled with first and last name, date, and the time the milk was expressed. All teachers are trained on the handling of human milk, and will follow guidelines from the American Academy of Pediatrics and Centers for Disease Control in ensuring that breast milk is properly treated. Bottles to sippy cups will be transitioned in the infant room and not allowed to be used in the toddler rooms.

### Food Brought From Home Policy

At Early Years we understand the necessity for some families to bring in food for their child's individual needs. Food from home will not be allowed to be served to other children in the center. If you have any questions please see the director. Nutritious foods are essential for young children's optimal growth and development. If you choose to bring in food for your child we ask you to do the following:

- Bring meals based on the time your child is here. The meals that you provide should follow the times that we serve meals to the classrooms.
- Bring nutritious foods from all of the food groups.
- Plan your child's meals using the 5 food groups: FRUIT, VEGETABLES, PROTEIN, GRAIN and DAIRY (we provide milk from the dairy food group).
  - Breakfast- Bring foods from 2 of the food groups
  - Lunch- bring foods from 3 of the food groups
  - Snack- bring snack from 1 of the above food groups
- Portion Sizes: Please bring portion sizes appropriate for the age of your child. Remember that children's stomachs are smaller than ours! We'll provide you with suggested meal sizes from USDA Or, you can visit [http://www.fns.usda.gov/sites/default/files/Child\\_Meals.pdf](http://www.fns.usda.gov/sites/default/files/Child_Meals.pdf)
- Substitutions are available. We know mornings can get busy! If we notice that your child

does not have the proper food groups or portion size, we will provide a substitution for your child.

We also follow these guidelines to help your child get the nutrients they need to grow and develop.

- A refrigerator is available to store your child's meals, all food needs to be kept in 1 container.
- The containers will not be washed but sent home the same day.
- We can warm up vegetables for lunch. Please plan meals accordingly.
- Candy, potato chips and gum are not allowed.
- We do not regularly serve dessert. If your child's meals include a dessert from home it will be saved until your child is picked up.
- Please do not bring sugary drinks or fruit juice for your child.

### Promoting a Healthy Lifestyle

Things we can do to help children develop healthy habits and to help prevent overweight children. This can include:

- Remember, half of your plate should be fruits and vegetables.
- No sugary drinks will be served to the children. Limit the amount of juice you serve children at home or water can be added to it. Make sure that any juice served is 100% fruit juice.
- Serve a variety of colors, textures, and scents in the meal.
- Make meal times a pleasant experience. Sit with the children to role model healthy eating habits.
- Let the children see you drink water, engage in outdoor play, and only use positive body image comments.
- Encourage children to try all the foods but never force or bribe them to eat anything. Food should not be offered as a reward or restricted as a punishment.
- Provide time outdoors. Remember, your playground or yard is just one outside area that you can explore. Consider field trips to nearby parks, walk around and explore area neighborhoods, plant a garden, etc.
- Share information and resources with families about nutrition and active lifestyles.
- Have fun!

### Physical Activity

All children spend at least 60 minutes daily moving their bodies in active play. Through engaging activities such as music, dancing and performing actions with our bodies, children engage in physical activity. We believe that active play is vital for muscle, skeletal and brain development. Active play is encouraged with an emphasis on exploration and experimentation. Toddlers and older play outside daily for at least 30 minutes, when the weather conditions do not pose a significant risk. They are allowed to develop the enjoyment of outdoor physical

activity and are able to explore their surroundings. Infants will have an opportunity for the outdoors during spring, summer and fall months. Infants also participate in daily physical activity goals in their environment.

### Birthdays

We love to celebrate birthdays with store bought treats! Feel free to ask if we can store anything in our kitchen to help out with this fun day! We ask that if your child has any invitations, it is your responsibility to put them in the children's mailbox. Please do not ask your child's teacher to do this.

### Screen Time

We believe that active learning is a vital part of a child's development. Therefore, screen time is limited and must be approved by the site Director. Teachers may request a movie for special occasions, prior to the showing, parents will be notified in advance of the movie title. There may be times when a parent objects to the content of a movie and would prefer to keep their child at home during that time. The iPad will be used for learning purposes and child assessments only. A Predetermined "educational lesson" will be listed on the room's weekly lesson plan. Computers and DVD's will not be used with children under the age of 2 years.

### Curriculum

Classrooms at all Early Years Sites implement the Creative Curriculum®. The Curriculum is research based teaching strategy focuses on the foundation that children ages birth to five years old learn best through play, hands on learning experiences and a purposeful environment. Classroom teachers focus on the fact that children are constantly learning regardless if they are building block creations, getting messy with finger paints or playing dress up in the dramatic play area. On a daily basis your child's learning will take place during all aspects of their daily schedule which include quiet indoor activities, free choice time, meal times and structured activities in small and large group settings. Your child will be working on all necessary skills although you might not always see paper evidence of this being sent home. The program promotes diversity in regard to aspects of cultural, ethnic and lifestyle differences. This is done through play sets/people, books, dramatic play characters, holiday discussions, song/dance, food and real life pictures. Your child will have multiple times during the day to explore on their own, all of the classroom's interest areas which include blocks, math, science, art, toy and games, reading, dramatic play, writing and computers.

### Nurtured Heart Approach®

The Nurtured Heart Approach® is a relationship-focused methodology founded strategically in "The 3 Stands" for helping children (and adults) build their inner wealth and use their intensity in successful ways. It has become a powerful way of awakening the inherent greatness in all children while facilitating parenting and classroom success. The essence of the Approach is a set of core methodologies originally developed for working with the most difficult children. The approach is simple and accessible. Parents, Teachers and other children will learn to acknowledge that



through the awareness that their intensity is actually the source of their greatness.

## Behavior Guidance Policy

Corporal or physical punishment will NEVER be used in any form at Early Years. No child will ever be subjected to emotional stress/abuse. There will be no punishment for lapses in toileting. There will never be withholding of food, water, light, clothing, or medical care. Physical or mechanical restraints will never be used. Positive strategies for behavior guidance will be used in order for your child to keep his or her dignity and to strengthen self-esteem.

Early Years will:

- Agree that a child less than 16 months of age will not be separated from the group as a means of behavior guidance.
- Ensure that each child is provided with a positive model of acceptable behavior.
- Tailor to the development level of the children that the center is licensed to serve.
- Redirect children and group 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.
- Protect the safety of children and staff persons.
- Provide immediate and directly-related consequences for a child's unacceptable behavior.
- CHILD SENT HOME-Any child whose behavior places himself/herself in danger of jeopardizing the health, safety, and welfare of others in attendance will have a parent notified to pick up the child based on the severity.
- Not child will be separated from the group unless the following has occurred:
- Less intrusive methods of guiding the child's behavior have been tried and were ineffective.
- The child's behavior threatens the well-being of the child or other children in the program.
- A child who required separation from the group must:
- Remain within an enclosed part of the classroom where the child can be continuously seen and heard by a program staff person.
- Be able to return to the group when child's original behavior that caused the separation is under control or has stopped.

If the child is separated from the group three or more times in one day, the child's parents will be notified and the parent notification will be indicated on the Early Years Behavior and Bite log. If a child engages in unacceptable behavior (examples: violent behavior, and inappropriate language) then STEP #1 Behavior Guidance Procedure will be followed.

### STEP # 1-Behavior Guidance Procedures

- Staff will observe a record the behavior of the child and staff response to the behavior by using Early Years Behavior and Bite Log Form.

- Staff will work with parents and other professionals (if needed) to develop a plan to address the unacceptable behavior immediately.
- CHILD SENT HOME-Any child whose behavior places himself/herself in danger of jeopardizing the health, safety, and welfare of others in attendance will have a parent notified to pick up the child based on the severity.

If a child is separated five or more times in one week, eight times or more in two weeks, then STEP #2 Persistent Unacceptable Behavior Procedures will be followed.

#### STEP #2- Persistent Unacceptable Behavior Procedures

- Early Years will provide extra resources should a classroom be dealing with behavioral issues. Extra staff members if available will be scheduled to give teachers more time to deal with the behavior. All measure taken will be recorded and kept in the child's record
- Early Years will observe and record the behavior of the child and staff response to the behavior via Early Years Behavior and Bite Log.
- Dealing with persistent unacceptable behavior will involve a second conference with the parents to outline new approaches and discuss consequences.
- CHILD SENT HOME-Any child whose behavior places himself/herself in danger of jeopardizing the health, safety, and welfare of others in attendance will have a parent notified to pick up the child based on the severity.

If the unacceptable behavior persists in spite of the use of the established plan, the child may be suspended or dismissed from the program.

### Biting and Hitting

Biting and hitting may occur in several of the rooms. This happens periodically in even the best child care programs and is an unavoidable consequence of group care. When it happens it can be scary, frustrating, and very stressful for children, parents, and teachers. It is not something to blame on the children, parents or teachers and unfortunately there are no quick or easy solutions.

Bite Policy- UNDER THE AGE OF 2: If a child bites 3 or more times in a day, the parents will be notified and need to pick up immediately.

Bite Policy- AGE 2 YEARS AND OLDER: If a child bites 3 or more times in a day, the parents will be notified and need to pick up immediately. If a child bites through the skin 1 time, the parent will need to pick up immediately and protocol for both families will be followed.

Both biting and hitting are normal toddler behavior, but the safety of all children in our care is the priority. Early Years will do everything we can to prevent a situation where this policy must be put into effect. Staff will follow the unacceptable behavior procedure listed above if biting or hitting occurs.

What teachers do when biting or hitting occurs:

- Focus on the child who was injured
- The aggressive child will be redirected
- Simple language is used "Biting Hurts!"
- Explain to the child that they need to use gentle touches. Explains what our mouth is used for.
- Accident/Injury Report will be given to parents of the child who was bitten. The parent of the child who bit will have a verbal conference with a staff member in the room. Teachers will track occurrences of biting or hitting. Listing the time of day, reason (if known), and action taken by the staff.
- Conference with parents will be scheduled at the director and teacher's discretion, if necessary.
- Strategies will be provided to the parents and agreed upon by the lead teacher, director and parents to reduce hitting/biting behavior. The strategies will be evaluated.
- Confidentiality will be maintained at all times (the name of the child who bites will not be released to the parents of the child who is bitten). Biting is a developmentally appropriate infant/toddler behavior. Delayed punishment does not work. Infants and toddlers do not connect an event of one time of the day to be a consequence of an event, activity, or action of an earlier time of the day.
- Teachers address the biting incident when it happens and assist the children in appropriate alternatives at that time. We discourage parents from punishing or reprimanding their child later in the day for a biting or hitting incident which occurred at the center.

## Toilet Training Policy

Learning to use the toilet is a big event in a young child's life. Because toilet training a complex process, there are many issues caregivers and families must consider before and during the process of toilet training for it to be a successful experience for everyone. If you would like resources to see if your child may be ready, please see the Director. There are guidelines that are used in each classroom depending on the age of the child when self-help skills are required.

### Toilet training:

- When parents and staff agree to begin toilet training, the child will be taken to the toilet at frequent intervals.
- The child is allowed to sit as long as he/she is willing. At any sign of distress by the child the process will be stopped.
- Children will never be embarrassed or punished for accidents.
- If the child has soiled or wet clothing, normal diapering procedures will be used.
- All toilet training chairs will be cleaned and disinfected after each use.
- Children's and teacher's hands will be washed following toileting using proper hand washing techniques
- Bathrooms are cleaned and disinfected daily.

- Children will not be left unattended in the bathroom. The door will remain open for any child that is not considered school age.

### Cloth Diapers:

The Center licensed in ND does not allow them unless a doctor's note is provided. The Center located in Dilworth can allow them, if the following guidelines are met: It is the Center's decision to discontinue allowing use of cloth diapers if the procedures are not being followed by the family.

- An adequate supply of clean diapers must be available for each child and stored in a clean place inaccessible to children.
- If cloth diapers are used, parents must provide a change of the outer plastic pants for each fecal soiled diaper change.
- Cloth diapers, except those supplied by a commercial diaper service, and plastic pants, if supplied by parents, must be labeled with the child's name.
- Single service disposable wipes or freshly laundered cloths must be used for washing a soiled child.
- A child who has soiled or wet must be washed with a disposable wipe or a freshly laundered cloth before rediapering.
- Cloth diapers, except those supplied by a commercial diaper service, plastic pants, and soiled clothing must be placed in the plastic bag after removal and sent home with the parent daily.

### Health Policy

We take every precaution to protect your child's health. In turn, it is your responsibility to help us protect the health of the other children. There will be at least one staff member that has been successfully trained in CPR and first aid present in the facility during all hours of operation as well as on field trips and when transporting children

1. A record of immunization must be on file at the time of admission to Early Years. The child will be withdrawn from the program, if the child's statement of health form is not on file within 30 days after your child's start date.
2. A staff member will give all children daily informal health screening. The staff member's decision will report to the Center's Director who will determine whether your child may stay at the Center after consulting the MN/ ND licensing regulations.
3. If a child becomes ill while at Early Years, the child will be isolated from the other children and the parent will be called to pick up the child within the hour. If the child's parent does not respond to our call, the emergency contacts will be called.
4. Should the children be exposed to a communicable disease, the Center will notify the parents of the possibility of exposure, symptoms, and period or incubation. This information will be posted in main viewing areas of the Center or affected rooms.

### Illnesses

Keeping all the children who attend Early Years as healthy as possible is a top priority. Illnesses

can be difficult and frustrating and we appreciate all of the cooperation and understanding when dealing with these issues. Our health policies will not be undermined even by a doctor's authorization for attendance. The child must be excluded if illness is characterized by one or more of the following:

- The illness has a specified cause that requires exclusion
- The illness limits the child's comfortable participation in Early Years' activities
- The illness results in a need for more care than the staff can provide, which compromises the care and safety of the other children.

Below is a listing of possible signs of illness and communicable diseases and if your child shows one or more of the following the child will be sent home:

- The illness prevents the child from participating comfortably in activities as determined by either the child's teacher or the Center Director.
- The illness results in a greater need of care than Early Years' staff can provide; which in turn would compromise the health and safety of the other children.

If the child has any of the following conditions or behaviors is a sick child and must be excluded from the Center:

- Fever-no child will be admitted to or allowed to remain in the center with a temperature of 100 degrees or higher at the MN Site, 100.4 degrees at the ND Sites. If a fever begins while the child is at the center the parent will be called and expected to pick up the child within the hour. A child must be fever free for 24 hours before returning to the center without fever reducing medications.
- Diarrhea –children with 3 or more abnormally loose stools since admission that day must be removed from care. The child needs to be diarrhea free for 24 hours before returning to the center. When a child is teething their stools may become looser but diarrhea is not associated teething.
- Vomiting: has vomited 2 or more times since admission that day or within the previous 24 hours (more than spit up) The child needs to be vomit free for 24 hours before returning to the center.
- Undiagnosed Rash or a rash attributable to a contagious illness or condition.
- Pink Eye (contagious conjunctivitis): discharge or pus drainage from eyes. The child cannot return to the center until pus drainage has stopped and for 24 hours after being sent home.
- Significant Respiratory Distress-Labored breathing such as wheezing or extreme congestion.
- Unexplained Lethargy
- Not able to participate in Child Care Program activities with reasonable comfort.
- Who requires more care than the program can provide without compromising the health and safety of other children.

Exclusion of a sick child: To keep other children safe from any infectious process a child that develops an illness while at the center will be excluded from the regular classroom activities. For comfort, the child will be given a blanket and cot/mat. The child will be supervised at all times. It is

our responsibility to protect all the children in our care. Please consider others when your child is ill. Pick up as soon as possible, keep your child home if any symptoms arise or continue. Parents will be notified in writing of any exposure to an infection illness that has occurred at Early Years. Parents are required to inform Early Years immediately if their child is diagnosed as having a contagious reportable disease.

Please see the list of reportable communicable diseases from the MN and ND Dept. of Health.

**EARLY YEARS RESERVES THE RIGHT TO REFUSE THE CONTINUED CARE OF ANY CHILD WHO, IN OUR JUDGEMENT IS DEEMED ILL.**

Early Years will notify the appropriate health authority of any suspected case of reportable disease as specified in part 4605.740 within 24 hours of receiving parent’s report.

**COMMUNICABLE DISEASES** (List is not all inclusive)

<u>Disease</u>	<u>MINIMUM exclusion period</u>
Significant Respiratory Distress	May include common cold, sore throat, croup, bronchitis, runny nose, ear infection.
Influenza	24 hours after fever and symptoms have ceased
Lice	After first treatment completed and is not
Scabies	After treatment has begun and determined to be non- communicable.
Chicken pox	Until child is no longer infectious or until ALL lesions are scabbed over.
Impetigo	24 hours after antibiotic treatment has begun
Hepatitis	Physician’s statement required for re-admission
Pink Eye	24 hours after treatment has begun.
Bacterial Infection, Strep Throat or Scarlet Fever	24 hours after antibiotic treatment has begun and no longer has a fever.
Tuberculosis	Physician’s statement required for re-admission

Measles	4 days after onset of rash
Rubella	6 days after onset of rash
Mumps	9 days after the onset of parotid gland swelling
Pertussis (Whooping Cough)	5 days of antibiotic treatment has been completed
Ringworm	24 hours after treatment has been started and lesions must be covered or scabbed over and non-communicable.
Shingles	If all sores can be covered by clothing or a dressing no exclusion necessary. If they cannot be covered, exclusion until all sores are completely scabbed over

## Medications

A "Permission to Administer Medication" form MUST be signed by parents before any medication is to be given. This includes Tylenol, skin creams, Oragel, and all other over the counter medications. Non-Prescription medication (OTC) will be administered according to the manufacturer's recommendations on the label. If a parent request a dosage different than the label a signed authorization will be necessary from both parent and licensed prescriber prior to administering the medication. No medications will be administered without a parent's WRITTEN consent. Parents can obtain this form from the front office or from your child's teacher. All non-prescription medication must be in their original container. If medication is prescribed by a physician, it must be accompanied by the doctor's written instructions as to proper dosage and storage. ALL medications need to be labeled with the child's first and last name with the date.

Early Years will not administer child herbal or natural remedies. Because many remedies are not standardized, it's best not to give them unless they are properly labeled and prescribed by a licensed health care provider. We suggest that the parent administer these at home or come into the Center to administer them instead.

- Medication forms are valid no longer than one week unless prescribed by a physician
- All medications are kept in a secure storage that is out of the reach of children
- Medication that requires refrigeration will be kept in a sealed container away from any food items.
- No Syrup of Ipecac will be kept at Early Years

THE TERM 'MEDICATION' APPLIES TO ALL PRESCRIBED AND NONPRESCRIBED MEDICATION, ALL SURFACE MEDICATIONS, OINTMENTS, ETC.

## MALTREATMENT OF MINORS MANDATED REPORTING POLICY FOR DHS

## LICENSED PROGRAMS

### 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 your 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 preceding 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) 4316600.
- 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 social services agency at (218)299-5200 or local law enforcement at (218)287-2666.
- If your report does not involve possible 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 (Minnesota 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 programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider 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:

1. related policies and procedures were followed;
2. the policies and procedures were adequate;
3. there is a need for additional staff training;
4. the reported event is similar to past events with the children or the services involved; and
5. 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 Rachel Osborne, Center Director. If this individual is involved in the alleged or suspected maltreatment, Linda Bakken, Executive Director will be responsible for completing the internal review.

## Documentation of the 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 lapses and prevent future lapses in performance by individuals or the license holder, if any.

## Staff Training

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota 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 Minnesota 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.

### Accident Procedures

Please hold your child's hand, if possible, until they are inside the Center. Your child is under your supervision until you have properly dropped them off with their teacher. Injuries at the center will be documented and kept on file. If your child is injured while at the center you will receive a written report telling you what happened and what actions were taken by the staff. Parents must read and sign the reports. The report will be kept at the center in your child's file. If your child needs to be taken to the doctor or dentist due to an accident, the Child's primary health insurance will be used. Early Years does not cover these medical expenses. The center is covered under liability insurance in case of a major accident or incident involving your child. Your insurance would be required to cover injuries for child, as Early Years coverage is secondary. Your insurance coverage would include the calling of 911 and other emergency room care needed for your child.

### Emergency Procedures

- Parents will be notified immediately of any emergency or injury involving their child. If parents cannot be reached the individuals they have designated at emergency contacts will be notified.
- Medical emergencies and disaster plans: Staff is trained in our emergency disaster plan, first aid and CPR, and will be prepared to administer care as needed. If immediate care is not needed the parents will be contacted to transport the child to the hospital. If the parents cannot be reached the emergency contacts persons will be called to transport the child. If ambulance transport is indicated 911 will be called. The child will be accompanied by a staff member until parents arrive.
- Emergency response procedures and phone numbers are located by every telephone within the center. Fire escape routes are located within each room and staff is trained in emergency procedures.
- Early Years performs monthly fire, lockdown and tornado (April through September) drills in preparation should a disaster occur. Logs are available for viewing at any time.
- Should a disaster occur and the center must be evacuated to the designated "safe place." Parents will be contacted as soon as possible.
- In cases of severe weather, Early Years will make an independent decision to close. An announcement will be posted to local news. You may need to look on their webpage for information about our closing.
- Our source of emergency care will be Sanford or Essentia Health. Emergency dental care will be provided by Edeen Family Dentistry in MN and Pediatric Dentistry in ND. If immediate care is not needed the parents will be contacted to transport the child. If the parents cannot be reached the emergency contacts persons will be called to transport the child. Early Years

will have a car seat on site at all times for emergency situations where transport by the center is necessary. If ambulance transport is indicated 911 will be called. The child will be accompanied by a staff member until parents arrive.

- Fire: We will evacuate to the nearest building. We have practiced two escape routes from each room. Once outside, there is a designated meeting place. Please check with each Early Years Site to be notified that sites designated building.
- Lock Down: We practice this procedure but do not print for safety purposes.
- Tornado: Children will be kept indoors and taken to the designated shelter area within the center.
- Blizzard: If a winter storm warning is issued, parents will be notified. Children may need to be picked up based on discretion.
- Power Outage: If we experience a power outage we maintain a battery operated radio for official instructions. We also have emergency lighting throughout the building. Temperature of the Center is a factor along with running water. If necessary we may call to have you pick up your child.
- Every precaution will be taken to ensure the safety of the children in our care. Early Years provides the required staff trained in First Aid and CPR. If necessary they will be prepared to administer aid as trained whenever needed. Parents will be informed of any accidents, incidents, injuries, and all action taken. Accident reports will be filled out by teachers when any accident, incident, or injury occurs. A copy of that report will be kept in the child's file.

### School Drop Off and Pick Up Policy

- Early Years will adhere to the policies of the school your child attends. When the children are dropped off at school, they must go directly into the building.
- The drivers will watch them go in unless the school requires that they stand outside until the time they are allowed to go into the building.
- For afternoon pick up, the Early Years staff will meet children upon dismissal and take roll of each child (unless families have called before to report a child not riding). If any children are missing the driver will call the Center. The Center will contact the child's school and then the emergency contacts listed in the child's file.
- Vans will wait five minutes after school dismissal; then then will be permitted to leave.
- If School is dismissed early due to weather conditions, parents will be required to pick up their school child directly from school. If the School is on a lockdown, the Center will be called by the Driver. The Driver will drop off the children currently in the van first. Then follow directions given by the Site Director, depending on the information provided by the School at the time. Parents may be called to pick up their child directly from the School.
- If School begins late due to weather, Early Years will transport.
- If a child is left at the school, families or guardians will be responsible for picking up and transporting the child.

### Transport Behavior

- All children who ride in the Early Years van will be asked to be very responsible for their

behavior while being transported.

- All children are expected to use seatbelts and sit in the seats in the van.
- The behavior on the van must be appropriate. If the child does not follow the rules for riding in our vehicles, they will be warned.
- After one or more written incidents in the van, transportation for the child will be suspended for three days. The safety of all children is of utmost importance.
- If persistent unacceptable behavior continues, guardians will be consulted.
- Open communication between the center and families is encouraged, and conferences will be scheduled as needed.
- All children will be respectful and caring to other children and staff. If children hurt others, call others names or harm another child or staff person in a degrading and vindictive manner, the child and guardian will receive a written warning, or incident report, indicating the details of the incident.

Any child who receives three incident reports within one week will be asked to leave the program

### Child Restraint in Vehicles

Automobile safety restraints will be used at all times for children. We will follow the ND or MN State Car Seat Safety Law. Our children will be transported in our vehicles for field trips and other program events. Car seats may be required to transport and parents will be notified in advance when needed.

### Weather or Emergency/Facility Related Closings

The decision to cancel Early Years will be made by the Early Years Executive Director or designee and an announcement will be made. Circumstances such as extreme weather conditions, natural disasters, or accidents may result in the Dilworth and West Fargo sites to be closed. If your child is School Age, you must call the center to see if we meet the child to staff ratio in order to accommodate children that are not normally in attendance for a FULL DAY. This decision will be based, first on meeting our licensing requirements, the safety of children, travel conditions and law enforcement advisories. In those cases of inclement weather, the Center may choose to remain closed, open late, close early or encourage early pickup. Parents should check WDAY at [www.wday.com](http://www.wday.com). Regardless of these announcements, whenever travel and weather conditions deteriorate, you may pick up your child at any time. Early Years cannot predict every situation. In the event that an emergency/facility related situation should occur. We will use our best judgement. Please realize that social media and news related stations often times do not always have accurate information. We will contact you immediately, if possible. Our first method of contact will be our quickest to update you about your child's safety. This will be through email if we are not able to call you and are not able to speak with you directly. Our best intention is to try to inform every parent of any updates. Then we will call the parent listed as the primary person on the account, if there is no answer a detailed voicemail will be left, next the secondary person will be called if they do not answer, no voicemail will be left. Please communicate this with each other. Phone calls may not be coming from the Center number but possibly a teacher's cell

phone that has offered to help call a list of families. Try not to call back because staff will be going down a list unless we have a left a voicemail to do so. Always use your best judgment for your family and understand we will do our best!

We have an emergency evacuation and disaster plans and procedures that are discussed or practiced. A display of the floor plan of our facility is posted. After the warning is over, you will be notified about the location and safety of your child/children.

### Animal Policy

Pets are wonderful to most children, please let us know under the Allergy or Statement of Health area if you do not want your child to interact with specific animals. During specific themes animals may visit the center and interact with the children however; pets must be immunized properly, well maintained and approved in advance by a Director.

### Aquatic Policy

Children will not be participating in Aquatic Activities while they are being care for during normal business hours at Early Years. Definition of Aquatic Activities per Early Years: activities that take place in, on, or around a body of water such as swimming, swimming instruction, visits to water parks, and boating. Aquatic Safety Hazards – Children participating in swimming and water activities involve a high level of risk. Aquatic activities do not include water play activities such as water table play, slip and slide activities, playing in sprinklers and at the Splash Pad.

### Firearm Policy

All Early Years Sites prohibit carrying concealed weapons and firearms of any kind at into Early Years facilities and on the grounds. We realize this is your right and some positions require a firearm at all times. Please speak directly with Linda Bakken if you carry a concealed firearm.

### Smoking Policy

Early Years prohibits smoking at our facilities and on the grounds. Staff are prohibited from smoking during work hours – if they smell of smoke they will be asked to go home and change before returning to work.



## Contract Signature Page

Please fill out completely and legibly

*I have read and understand the policies set forth in the Parent Handbook and Fee Schedule. I agree to abide by the policies and procedures outlined. I understand that I am responsible for the financial obligations throughout the service of this contract. I have, in my possession, a copy of the contract and will refer to it with questions as they may arise.*

**Early Years Location Requested: (Circle Site)**      **Dilworth**      **West Fargo**

**Child's Name:** \_\_\_\_\_

**Child's Due Date or Date of Birth:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

**Opening:** \_\_\_\_\_ (To be completed by a Director completion of **actual open date**. If the child begins at a later date then is open for enrollment at the center, the vacation rate will be billed until the start date.)

### Contact Information:

**(1) Parent/Guardian Name: (please print)** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone(s): Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

**(2) Parent/Guardian Name: (please print)** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone(s): Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **Billing Options:**

\_\_\_\_ Bank Account (2 Week Billing)

\_\_\_\_ Credit Card (2 Week Billing \$8 fee)

\_\_\_\_ Bank Account (4 Week Billing)

\_\_\_\_ Credit Card (4 Week Billing \$16 fee)

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