



God's Little
Treasures

6865 Shingle Creek Parkway
Brooklyn Center, MN 55430

Parent Handbook

God's Little Treasures Philosophy

God's Little Treasures Childcare Center's philosophy is that children need to have a safe, loving, and positive atmosphere with a supervised educational setting. This setting includes the environment, classroom as well as indoor and outdoor plays areas. We believe that children need to be encouraged in developing their understanding of God, as it relates to their life and world, understand and participate in an active learning process, which enhances their learning and growth, while providing social interaction and enrichment in a quality culturally sensitive setting. We believe that the teaching staff should nurture the growth and trust in a safe, loving, and positive atmosphere.

Admission

God's Little Treasures is open to all children regardless to race, church affiliations or creed. Children in God's Little Treasures programs are supervised at all time by an adult with teacher or assistant teacher qualifications.

Our objectives with regard to special needs children are to ensure that we have the capabilities to completely serve their needs if enrolled. Each special needs child will be individually assessed prior to admission with input from parents, physicians and previous teachers. If we are unable to fully serve a child, we reserve the right to deny admission.

God's Little Treasures Childcare Center serves boys and girls from 6 weeks through pre-kindergarten age. Our license capacity is no more than 66 children at any given time. We currently serve 8 infants (6 weeks through 15 months), 14 toddlers (16 months through 32 months) and 44 preschoolers (33 months through Pre-K).

Enrollment

Parents considering enrolling a child should arrange for a center visit. You will be given a copy of our handbook to read and there will be an opportunity to look over the facility and to observe the program. During the visit, parents may review the Program Plan.

The contract application form, emergency card, birth certificate, together with a completed and signed immunization record summary is to be returned to the program prior to your child's first day of attendance. Any changes needed on these forms must be noted as soon as the changes occur.

When God's Little Treasures accepts your enrollment forms, with your registration fee, we can place your child into a classroom (as space permits). The registration fee is used to process your paperwork and provide a handbook and all other information needed; this fee is non refundable.

Registration is on a first come, first serve basis and a waiting list will be maintained.

Beginning a New Program

We hope to make these beginning days as relaxed and comfortable as possible for your child. For some children the first few weeks can be a period of adjustment. Your child's teacher will do their best to make your child feel welcome and to help them adjust to the program. If this is your child's first group experience, it would be wise to postpone participation in a car pool for a few days.

Some children seem to be well-acquainted and happy in a program for a week or two and suddenly become reluctant to come. This happens occasionally and does not necessarily mean anything is wrong. More likely, it means that s/he is not sure that the fun of school is worth the temporary separation from parents. You can help by reassuring at home. Children may not bring friends to visit during school hours.

Hours of Operation/Arrival/Departure

The person bringing your child to school must accompany the child into the classroom each scheduled session and leave the child in the care of their teacher. School hours are 7:00 a.m. to 6:00 p.m., Monday thru Friday. Children should not arrive before 7:00 a.m. Teachers will be planning for the day's program and may not be in their rooms. Kindly pick up your child promptly before 6:00 p.m. or at the end of the contracted 10 hours of care. Failure to pick up children by 6:00 p.m. will result in a late pick up penalty and if persistent may result in refusal of future services.

The person picking up your child from the program must report to your child's teacher. The program will not release your child to a person other than the people authorized on the registration form to pick up your child. If your child is to go home other than the usual way, we must have a note or call from the parent or guardian. We ask that parents notify the program if your child will not be in attendance due to illness or for any other reason.

God's Little Treasures Childcare office will be open for you to stop in for information during childcare hours.

Childcare Program Plan

This parent handbook includes certain parts of the childcare program plan for your information. A complete version of the childcare program plan can be viewed at your request.

Conferences

You will have the opportunity to meet with your child's teacher in a scheduled conference shortly after your child begins the program and every six months thereafter.

The first conference will be a time for you and the teacher to plan for the upcoming months. The next conference will include a report from the teacher on the status of your child's intellectual, physical, social, and emotional development. Daily communication with your child's teacher is desirable, and additional conferences can be arranged at any time.

Parents of infants and toddlers will receive daily written reports about the child's food intake, elimination, sleeping patterns, and general behavior. Parents of preschoolers can expect daily communication through posted lesson plans, group notes, and verbal contact.

A parent is always welcome to observe or discuss any concerns with the staff. It is suggested that a phone call before coming would be helpful. If your visit is to be meaningful, it is suggested that you leave small brothers and sisters at home. The teachers are available at any time before or after the session for informal conferences. Please arrange this with your child's teacher as needed. The program Director is also available for conferences if so desired.

Registration

Prior to any child's attendance at our center, a visit with the parent and child is required to acquaint each new family with the environment, staff, and schedule for childcare. During this visit, the parent will have a personal interview with the Director, or Head Teacher of Child Care and an opportunity to review the "Parent Handbook" and other written materials maintained at the childcare.

Prior to the child's first day of attendance, you must submit the registration fee, one-week tuition (unless you participate in CCAP), registration form, birth certificate, childcare release form, health care summary, immunization form, and an emergency and authorization card. The center must be informed whenever there is a change of home or work phone number, address, medical information, persons authorized to pick up your child, or child attendance schedule.

We are required by the State of Minnesota to maintain certain emergency and health information on file. Other information requested by us is collected in order for our program to best serve your child.

Visitors

All visitors must check in at the childcare office immediately upon entering the facility. We will treat any non-custodial parent as a visitor unless a restraining order or other similar legal document has been provided to the center Director. In addition, any visitor who is disruptive to the program or to the well being of any child or staff person will be asked to leave the center immediately.

Prospective customers who are interested in God's Little Treasures Childcare and parents are welcome to visit the program at any time. However, we do not wish to discuss children or any issues in their presence. Our goal is to know as much about your child

before enrollment and for each parent to feel comfortable with the program and staff before enrollment.

We expect parents to keep us notified about any changes related to your child, or any developments that might help us in working with your child.

Before your child attends his or her first day at God's Little Treasures Childcare

PARENT RESPONSIBILITIES LIST

1. Submit your child's immunization record.
2. Submit your child's health care summary within 30 days after enrollment.
3. Update your child's health care summary every year and when your child moves to an older age group.
4. Notify the center director whenever your child has received another immunization and update the immunization record.
5. Notify the center of any changes to persons authorized to pick up your child.
6. Notify the center if someone other than an authorized person stated in your child's record will be picking up your child.
7. Call the center if your child will be absent for the day.
8. Call the center if you will be late to pick up your child.
9. Follow the arrival and departure procedures.
10. Follow the medicine policy.
11. Dress your child for current existing/anticipated weather conditions.
12. Provide your child with all necessary clothing and supplies such as clothing, diapers, and blankets.
13. Inform the center of changes in your child's schedule as soon as possible.
14. Give a two-week notice of withdrawal from the center.
15. Complete an Emergency Form, listing two alternate contacts in case of illness or medical emergency, your child's regular source of health care, and signed permission to transport your child in case of a medical emergency.
16. Pay all fees, including the registration fee and weekly or monthly tuition.
17. Complete an interview with the Director and in some cases, the classroom teacher.
18. Visit the classroom with your child so that s/he becomes comfortable with the teacher and the center.

Program Goals

When accepting a child in God's Little Treasures Childcare program, our goal is to provide each child with the best possible environment through excellence in education, love and care.

Our staff is dedicated to providing each child with a curriculum that is developmentally appropriate and a stimulating atmosphere that is balanced to promote each child's physical, intellectual, social, emotional and spiritual needs during the time s/he participates in our program.

Some Thoughts about Preschoolers as We Set up Their Environment

Young children learn best by a balance in play and being directly involved in “hands-on” experiences such as, art projects, science experiment and planting a garden, or an opportunity to read and learn from books. There is a large circle time in the classroom with group oral and activity learning. There are learning center activity times available where each child will be allowed in the open activity areas. Interaction, involvement and relationships are children’s work.

Areas in the classroom set up with “Discovery Learning Centers” give opportunities for the children to initiate and choose activities. Offering choices also allows for moments of spontaneous teaching.

Our aim is to provide a well-rounded session that allows for both active and quiet times, allowing the children to exercise their body as well as their mind.

Children need to explore their world through their senses by touching, seeing, hearing, smelling and tasting. This will happen by offering a wide variety of stimulating materials.

Social skills not only include learning to get along with others, but opportunity to make decisions and allow children to solve their own problems. It is these skills that help build self-confidence.

Children need to feel a sense of security, to feel safe in their environment and to trust those adults that care for them.

Standards of Our Program/DHS Contact Number

God’s Little Treasures Childcare care is licensed by the State of Minnesota and complies with the standards set forth by the State of Minnesota Department of Human Services (DHS) and the Minnesota Board of Education. You can contact the Minnesota DHS, Division of Licensing at (651) 431-6500.

It is operated under the supervision of God’s Little Treasures Childcare’s Director.

Policies on Children Transitioning from One Age Group to Another

Each child enrolled in God’s Little Treasures, as they are transitioning from one age group to another, will spend one half of a day (1/2) in the new classroom for a period of one week before moving to the new classroom.

Each Parent will be notified of this plan in writing before the child begins the transitioning process.

Each infant must be mobile before being able to transition into the toddler classroom.

Each toddler must be potty trained before they can be permitted into the transitioning process to the preschool classroom.

Personal Belongings

All children must have an extra set of clothing at the center. Toddlers need at least two sets of clothing. Be sure to include socks and underwear! Public health regulations prohibit us from rinsing soiled clothing, so we will put the clothing in a plastic bag for you to launder at home.

Children are encouraged to bring special items or “show and tell” items on designated days by the teacher. A prized possession your child does not wish to share would not be a good selection.

Besides necessary items for sleeping, toys should not be brought to the center unless specifically discussed with a teacher. We welcome books, videos, records, and other items that can be shared with the entire group. We will not allow weapons or toys that look like weapons or encourage aggressive or violent play. All articles must be labeled. We will assume no responsibility for loss or damage to items from home.

Hand Washing Procedures

Liquid soap and running water is to be used

Rub hands vigorously

Wash all surfaces, including: backs of hands, wrists, between fingers, under fingernails for 15-20 seconds

Rinse well

Dry hands with paper towel

Turn off water using the paper towel

EARLY CHILDHOOD PROGRAM CURRICULUM

Curriculum Areas

ART

Young children create freely. Most preschoolers do not have finished product in mind while doing their art. Creating is swirling fingerprint, arranging scrapes of paper, rolling and pounding play dough. The process rather than the finished product are the most important part.

LANGUAGE

Classroom activities will provide numerous opportunities for children to freely converse about events and activities especially meaningful to them. When children know adults or other children will listen to them, they gain self-confidence and continue building language skills. Some language activities will include stories, finger plays, sharing times and conversing over snack time.

MATH

The teacher's job will be to teach mathematical concepts and to provide a rich environment in which children can make discoveries on their own. As children work with concrete objects through classifying, comparing, evaluating and transforming, they discover relationships, explore new thinking patterns, and begin to make sense of their world.

MUSIC

Music is one of the most powerful means of expression available for children. It is a vehicle for praise of God. The rhythms of life and creation will be praised with voices and with a variety of musical instruments.

PHYSICAL EDUCATION

Children should come to realize that their bodies are wonderfully made. Each one is unique and capable. Physical education activities call upon the children to actively explore their bodies, equipment and space. Stewardship or caring for one's body will be an important concept for our teachers to emphasize. This includes getting enough rest, eating healthy foods, cleanliness, clothing appropriate to the weather, health care, and getting exercise and fresh air. There will also be time to help children understand about good and bad touching of the body. In all activities, we will help the children get to know more about their bodies and appreciate their bodies as wonderful gifts from God.

BIBLE

Children who are three to five years old learn about faith experimentally and cognitively. Jesus can be seen as a friend and the Bible as a source book. Impromptu acting, as well as dramatic storytelling gets the children involved and puts them in the time and place of Christ to identify.

SCIENCE

Preschool children are naturally inquisitive. They are continuously exploring their environment, often noticing things we take for granted. They learn through their senses

and they learn by doing. Plan for your child to do many messy, “hands-on” activities daily!

SOCIAL STUDIES

As a Christian school, we want young children to grow with a positive attitude and respect for all people. Our approach and attitude may be a model to the children as they develop the ability to work with others to solve common problems. We want to lay the groundwork for children to be able to function appropriately in their schools, homes, churches and communities.

WORSHIP/MUSIC

Worship is our response to God’s love. Music is an expression of feeling and emotions. Through worship we express our feeling, our joy and thankfulness to God. In music, the children get a chance to freely express themselves in dance and movement.

Time By Time Schedule: Infants (6 wks. through 15 mos.)

7:00-8:30 - Arrival/ Greet Parents, Nurturing and Quiet or Rest Time

8:30-8:45 - Diaper Changing/ Story time

8:45-9:00 - Wash up/ Prep for Breakfast

9:00-9:30 - Breakfast

9:30-9:45 - Prayer

9:45-10:00 - Music

10:00-10:15 - Diaper Changing

10:15-10:45 - Book Reading - learning through songs, clap game, music time, etc.

10:45-11:15 - Learning environments/ Group Play

11:15-11:30 - Wash up - Diaper Changing

11:30-12:00 - Lunch

12:00-12:45 - Clean up & Outside Fresh Air

1:00- 3:00 - Nap Time 3:20pm - Wake up & Changing

3:20- 4:30 - Snack & story time

4:30-6:00 - Departure/Prep for going home and floor play

Time By Time Schedule: Toddlers (16 mos. through 32 mos.)

7:00-8:30 - Arrival/Morning rest time
8:30-8:45 - Bathroom/Story time
8:45-9:00 - Wash up/Prep for Breakfast
9:00-9:30 - Breakfast
9:30-9:45 - Prayer
9:45-10:00 - Music
10:00-10:15 - Bathroom
10:15-10:30 - Circle time
10:30- 10:40 - Bookwork
10:40-10:45 - Plan with Children
10:45-11:00 - Learning environments/ Group play
11:00-11:15- Recall Time with children
11:15-11:45 – Inside Play or Outside Play
11:45-12:00 -Wash up & lunch prep/ Bathroom
12:00-12:30 - Lunch
12:00-12:15 - Clean up
12:15-12:45 - Outside Play or Inside Play
12:45-1:00 - Bathroom/Cots
1:00-3:00 - Nap (Teachers prep (daily, project, planning time))
3:00-3:20 - Wake up & Bathroom
3:20-3:45 - Snack
3:45-4:30 - Science
4:30-6:00 - Departure/Prep for going home & group play

Time By Time Schedule: Pre-K (33 mos. through pre-k)

7:00-8:30 - Arrival/Morning rest time

8:30-8:45 - Bathroom/Story time

8:45-9:00 - Wash up/Prep for Breakfast

9:00-9:30 - Breakfast

9:30-9:45 - Prayer

9:45-10:00 - Music

10:00-10:15 - Bathroom

10:15-11:00 - Circle Time

11:00-11:45- Bookwork & Environment play

11:45-11:50- Recall with children

11:45-12:00 - Wash up & lunch prep

12:00-12:30 - Lunch

12:30-12:45 - Clean up

12:45-1:15 - Outside Play or Inside Play

1:15-1:45 - Inside Play or Outside Play

1:45-1:50 - Bathroom/Cots

1:50 - 3:00 - Nap

3:00- 3:20 - Wake up & Bathroom

3:20- 3:45 - Snack

3:45-4:30 - Social Studies & Science

4:30-6:00 - Departure/Prep for going home & group play

Outdoor Play

We will try to go outside each day. Please send along appropriate clothing (i.e., hats, boots, gloves, snow pants). If the weather is too cold or hot, the wind chill is severe or the area unsafe (i.e., wet, icy, stormy), we will offer alternate indoor activities for large muscle play.

Policy for Serving Infants

Infant diets and instructions are determined by the infant's parents and are discussed and written at the time of enrollment. Infant feeding schedule forms are filled out daily and kept in the infant room at all times. Each child's bottle and other supplies are labeled with the child's first and last name to ensure that it is being used for the correct child.

Preparing an Infant Meal or Bottle

1. Wash hands
2. Clean area countertop or table where you prepare formula with soap and water and bleach and water solutions.
3. Wash bottle
4. Run water for at least 2 minutes before using it, or use water provided by the parent.
5. Make formula. Formula made to use later can be kept in the refrigerator for no longer than 24 hours.
6. Warm bottle in a bottle warmer.
7. After feeding the infant throw away any leftover formula or breast milk after 1 hour.
8. Record feedings in the infant daily feeding chart.

Health Information

Minnesota Department of Human Services (MDHS) requires immunization information be furnished at the time of enrollment. The recommended schedule for active immunization of children is attached. Please provide the child's Immunization record upon enrollment.

A healthcare summary form will be given to you during enrollment. A current healthcare summary form signed by your child's source of health care is required within 30 days of enrollment, and whenever your child moves into a new age category. The form is required annually for children under 24 months of age. The staff of MDHS reviews all of the program records on a yearly basis for compliance.

Health Consultant

In compliance with the MDHS Licensing Department we at God's Little Treasures have a health consultation by the MN Child Care Health Consultants once a month. This health consultant focuses on our Infant and Toddler classes but also helps with any other health issues we may have.

Diapering Procedures

These are the diapering procedures that all our staff must follow when changing a child, whether it be infant, toddler, or preschooler. These procedures have been developed in consultation with a health consultant. This procedure will be posted at each diapering area.

1. Assemble all supplies needed for diapering in the area, within reach.
2. Cover the changing pad completely with paper. Put on non-latex gloves.
3. Place child on changing table. The staff person shall not leave child's side during diapering process. Hold hand on center of child- do not leave child's side.
4. Remove soiled diaper and place on plastic (bag) or paper towel.
5. Wash bottom and genitals with warm water, soap and soft paper towel, or sanitary wipe.
6. Pat bottom dry with paper towel. Dispose of towels, diaper tabs, wipes etc., in diaper disposal container. Remove gloves
7. Put on a clean glove. Use ointment if provided by and medication form is signed by parent.
8. Put on clean diaper. Change child's clothes if wet or soiled.
9. Wash child's hands with soap and water. Rinse and dry well.
10. Assist child back to the classroom.
11. Return to diapering area.
12. If clothes are soiled, put in plastic bag.
13. Place soiled diaper in plastic bag and then put into the diaper disposal container.
14. Remove changing table paper. Clean and disinfect table top.
15. Adult shall wash hands with soap and water.
16. Use paper towel to turn off the faucet.
17. Mark diapering chart.

Diapers

Disposable diapers and other diapering products, if used (e.g., lotions, creams, wipes, etc.) need to be brought from home. We need written permission to administer diaper rash products, powders, or Vaseline which are commonly used at God's Little Treasures

Childcare. For health and safety reasons, we ask for information during registration about any products that might irritate or cause rashes.

Procedure When Child Becomes Ill or Accident Occurs

The health and welfare of each child is checked by staff throughout the day and if any symptoms, concerns or signs of illness or if an injury occurs, the staff will notify a parent immediately and follow parent's suggestions or if more serious illness or accident the child will be sent home or 911 will be called as emergency occurs.

Should your child develop any of the symptoms listed in the next section while at God's Little Treasures, we will notify parents immediately while we care for the child in a quiet area until pick-up. We ask that the child/ren show no signs of elevated temperature for 24 hours before returning to school. If your child is exposed to an infectious disease while at school, we will notify you immediately by sending a letter home. We must trust you will do the same for us, should your child become exposed outside the program. Please contact our program within 24 hours. On the return of your child to the program, God's Little Children Childcare will require a release from a physician for them to come back to school.

Guidelines for Excluding Sick Children

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms will be excluded from the classroom setting. If a child becomes sick while at the center, the child will be isolated from the other children and the parent will be called immediately to pick up the child. The child will be supervised at all times until parent or guardian arrives to pick them up. Before returning to school a physician must certify that the symptoms are not associated with any infectious agents and they are no longer a threat to the health of other children at the program. God's Little Treasures Childcare must exclude a child:

With a reportable illness or condition as specified in part 4605.7040 that the commissioner of health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk to others;

With Chicken Pox, until the child is no longer infectious or until the lesions are crusted over;

Who has vomited two or more times since admission that day;

Who has had three or more abnormally loose stools since admission that day;

Who has contagious conjunctivitis or pus draining from the eye;

Who has a bacterial infection, such as streptococcal laryngitis or impetigo and has not completed 24 hours of antimicrobial therapy;

Who has unexplained lethargy;

Who has lice, ringworm or scabies that is untreated and contagious to others;

Who has a 100 degree Fahrenheit auxiliary or higher temperature of undiagnosed origin, before reducing medication is given;

Who has an undiagnosed rash or a rash attributable to a contagious illness or condition;

Who has significant respiratory distress;

Who is not able to participate in child care program activities with reasonable comfort;

Who requires more care than the program staff can provide without compromising the health and safety of other children in care;

PICK-UP PROCEDURES

The program will not release your child to a person other than the people authorized on the registration form to pick up a child. In the event that an unauthorized person attempts to pick up a child, they will be told that the parent has to authorize them in writing to pick up the child and another person on the child's emergency pick-up list will be called to pick up the child.

In the case that someone that is incapacitated attempts to pick up a child they will not be given the child and someone else on the emergency pick-up list will be called to pick up the child.

In the case that someone that is suspected of abuse attempts to pick up a child they will not be given the child until the study for suspected abuse is found clean. Someone on the child's emergency pick-up list will be called to pick up the child.

In the event that no one comes to pick up a child, all parents will be called and then emergency contacts will be called to pick up the child. If no one is reached and the child is at the center at closing, the police department will be called.

MEDICAL EMERGENCIES

Signed and dated emergency cards containing parents' telephone numbers, doctors' numbers and phone numbers of relatives will be required upon enrollment. If your child requires medical care the parent or guardian will be contacted immediately. If you or any of the persons listed cannot be reached, your child will be taken to North Memorial Hospital. Should immediate care be required, we will use the 911 system for immediate ambulance transportation. The staff at God's Little Treasures will continue to call to contact you or your emergency contact alternate until we reach one of you.

ACCIDENT LOG

In the event of an accident to a child in our care at God's Little Treasures, we will promptly perform first aid procedures on the child and then write the information in an accident log. The

accident log will state the name and age of the person(s) involved; the date of the accident, injury or incident; the place of the accident, injury or incident; the type of injury; the action taken by staff person(s); and to whom the accident, injury, or incident was reported.

God's Little Treasures Childcare is required and will do an annual analysis of accident, injury, and incident records and modification of the programs policies based on this analysis.

SPECIAL NEEDS

Parents/guardians have the responsibility to inform the center when their child has any **special medical condition, needs or allergies** so that we can provide appropriate care and support.

If the child has a special need and is (one or more of the following):

- Eligible for case management through the state and has an Individual Family Service Plan (IFSP),
- Receiving services through the local school district and has an Individual Educational Plan (IEP),
- Determined by a licensed physician, psychiatrist, psychologist, or consulting psychologist to have a condition related to physical, social, or emotional development,

The parent/ guardian is asked by the director or teacher to share the IFSP and/or IEP with us. In addition, state licensing regulations require us to develop an Individualized Child Care Plan (ICCP) with the parent/guardian that will assist us in meeting the child's needs.

This plan must be signed by the parent/guardian and the child's source of licensed health care as listed above and reviewed annually to assure that necessary changes are made to the plan of care.

If the special need requires that our staff be trained to perform a new skill we will ask the parent/guardian to arrange for this training. The training content, date and staff names must be documented in the child's record.

ICCPs are the responsibility of the parent/guardian and Center Director. If PHN consultation is needed the Director will make the necessary arrangements with the nurse.

MEDICATIONS

Prescription medications will only be given with **written authorization** from the child's licensed health care provider (i.e., prescription label) and parent/guardian. All prescription medication must be brought in the original container. A **Medication Permission Form** must be completed and signed by the parent.

We will give **over the counter** medications with written permission and instructions from the parent/guardian and licensed health care provider. Medications must be in unopened manufacturer packaging. These products must be used according to

manufacturer's instructions. If the dosage or instructions differ from manufacturer's instructions, written instruction from a licensed health care provider will be needed.

Diaper rash products, insect repellents and sunscreens are an exception, and need written parental approval only. Powders and cornstarch preparations will not be used because they may promote or hide infections, and can be inhaled when particles get into the air.

Containers must be labeled with child's full first and last name and date.

Outdated medications will not be given.

All medications must have a legible label on the container. Your medication container will be returned to you when it is completed.

It is the parent responsibility to inform the center of any special medical conditions, needs etc., so that we can provide appropriate care. Please notify us if your child is on a medication that might cause diarrhea or other side effects. Parents are required by law and by our center policies to inform us within 24 hours (exclusive of weekends/holidays) if a child has been diagnosed as having any contagious disease.

The following policies and procedures will be analyzed annually by the Director and a health consultant and may be modified at that time or any other time as needed. When policies and procedures are modified or added, all staff will receive the new policy or procedures.

SUSPECTED CHILD ABUSE

God's Little Treasures Childcare is required by law to report all suspected cases of child abuse or neglect.

DATA PRIVACY

The only persons permitted to see your child's records (name, address, phone, health information, emergency information, etc.) will be you, the parent or legal guardian; child care employees of God's Little Treasures Childcare, including a Health Consultant; and the Commissioner of the Minnesota Department of Human Services (for licensing purposes). If you receive financial assistance for childcare, we are also required to allow funders of your particular child care to access your records, if requested.

Information will not be given to others without parent or legal guardian written consent. Also, God's Little Treasures Childcare will **not** disclose the names of children who may have caused injuries to other children while at the center. This is a safeguard for each family's data privacy. We will not verify your child's enrollment to anyone via the telephone and without your consent.

FIELD TRIPS PARENT PERMISSION

Whenever field trips are taken out of the center into the community, individual written parental permission will be obtained from the parent of each child.

RESEARCH AND PUBLIC RELATIONS PERMISSION

God's Little Treasures Childcare will ensure written permission is obtained from a parent or guardian before the child is involved in research, experimental procedure or public relation activities involving the child while at our program.

PARENT INVOLVEMENT

We encourage parents to visit the center, participate in special events and share information in the classroom whenever possible. Events for the entire family may be held throughout the year, and may include family dinners, seasonal holiday parties, and more.

MEALS AND SNACKS

Formula and Food Handling Policies

God's Little Treasures lunches are prepared and served daily on site in our commercial kitchen by a certified cook trained in USDA child nutrition requirements. The lunch menu is prepared and posted weekly and follows USDA requirements. Cooked food is kept at 140 degrees Fahrenheit or higher. Any excess food is thrown away each day.

All snacks are provided by the center. There is a light breakfast after morning arrival as well as an afternoon snack. When serving food inside the center, all surfaces where food is prepared or served are sanitized with soap and water and bleach and water solution. All hands are washed following our hand washing procedures, and food is served. All food containers, utensils, and equipment are washed with soap and water, rinsed, and put in bleach and water solution. All dairy products are kept refrigerated at a temperature of 40 degrees Fahrenheit or less.

Formula is provided for all infants through 12 months old. Safe food handling procedures are used when providing formula for infants. A sample copy of the menu is made available at the time of enrollment. Children will not be forced to eat, but will be encouraged.

Food Allergies or Special Diets

If your child is on a special or modified diet, has special medical conditions or is allergic to any foods, please inform the office at the time of enrollment and include this information on your child's enrollment forms. Common food allergies, such as milk intolerance or avoiding one or two food items, can be handled by the center. If your infant or toddler has a special dietary need including parent supplied bottle and/or formula; we will attempt to work out a plan acceptable to the parent, child's physician,

our health consultant, and our staff. Formula is to be prepared on site by parents or staff the day it is consumed. See the Health Department regulations for formula and breast milk for more information.

Entrance Requirements: Policies for checking children in and out of the center

- All parents that have enrolled their children into the child care center have the right to pick up their child or children. Each parent will be introduced to the child's teacher by the Director or Head Teacher.
- Other adults permitted to pick up children from the child care center are those listed on the child's emergency pickup list on the enrollment form. All emergency pick up must be 18 years or older in order for a child to be released.
- If the child has not been picked up before by a valid person on the emergency list, then a photo I.D. must be presented to the Director or Head Teacher on duty and matched up with the name on the applications emergency list.
- If a parent calls and requests their child or children to be picked up by an adult 18 or older that is not on the application emergency list, it is not permitted.
- Each parent must present in writing the new adult to pick up their child or children, or send it by another valid emergency pickup already on their enrollment form.

The center requires written an authorization from any or all fee subsidy programs responsible for payment of childcare fees before the first day that your child attends the center.

Birthday Treats: Your child's birthday may be celebrated at the center. Health regulations require all treats to be commercially packaged. Please check with your child's teacher to determine how many children are in the group.

Field Trips: Children may go on field trips occasionally. A Head Teacher always accompanies children on a trip, and all staff to child ratios are maintained according to age. The office is notified which children and staff have gone, and where they will be when they leave the building. First aid kits and emergency cards accompany all field trips or walks.

Transportation is via our own van or by chartered bus. Seat belts are not required or available on the buses. In accordance with Minnesota law, federally approved, age-appropriate restraint devices will be used when your child is transported by van. A permission form with a description of the field trip, including date, destination, mode of transportation, and time will be given to parents prior to each field trip. Each parent/guardian must read, sign, date, and return the form to the teacher if the child is to participate in the trip. Trips will sometimes be canceled due to difficult staffing, bus trouble or bad weather.

Pets: At this time, Cod's Little Treasures Childcare does not have any pets on the premises. If staff were to get a pet for their room, parents would be informed of the presence of a pet in the room. Generally the pets are goldfish, rabbits, hamsters, gerbils

and/or guinea pigs. With explicit permission of the teacher and center director, a child may be allowed to bring a pet from home for a visit. A written note from the staff regarding the pet's visit will inform all parents of children enrolled in the group. Because of the number of children who have allergies and asthma, the center does not encourage pet visiting.

WITHDRAWAL/TERMINATION

If you decide to withdraw your child from the program, you must submit a written, two-week advance notice. Your account must be paid in full at this time.

HOLIDAYS

God's Little Treasures Childcare will observe 10 official holidays during the year. The center will be closed during these holidays while tuition will still be due and payable. The holidays are:

1. New Years Day
2. Good Friday
3. Memorial Day
4. Independence Day (4th of July)
5. Labor Day
6. Thanksgiving Day
7. The Day after Thanksgiving Day
8. Christmas Eve
9. Christmas Day
10. New Years Eve

WEATHER RELATED CLOSINGS

God's Little Treasures Childcare will try to be open every scheduled day except in the event adverse weather conditions force the center to close. Parents will still need to pay the full tuition due. If a severe storm develops during the course of a day when your child is already at the center, please try to pick up your child as quickly as possible. If you are unable to get to the center quickly, please call us so that we can know when to expect you.

INCLEMENT WEATHER

In the event of inclement weather, please listen to WCCO radio or watch channel 5 morning news for school closing and late starts.

TUITION PAYMENTS

In order to provide the high quality of service that we desire, our program expects all parents to adhere to our tuition schedule as follows:

- Monthly tuition is due by the first day of the session for that month. Weekly tuition is due on each Monday of the week prior to care.
- The Program Director expects to be notified if a tuition payment will be late for any reason.
- We cannot deduct for absences due to illness or family vacations.

Please make checks payable to **God's Little Treasures Childcare** and deposit them in the tuition box in the hallway by the Director's office or give them to designated staff.

A \$10 late fee will be assessed to all payments made after the 1st of the month or the first day of the week, which is Monday, and \$10 per day thereafter.

LATE PICKUP FEE

If you do not pick your child up by closing time, you will be charged \$5.00 after the first minute and an additional \$5.00 for every five minutes thereafter. If there is an **Emergency** and you are unable to pick your child up on time, **Please call** the center. **The late fee will still apply.**

INSURANCE

God's Little Treasures Childcare carries general liability and comprehensive liability insurance coverage.

SUGGESTIONS AND GRIEVANCES PROCEDURE

God's Little Treasures Childcare welcomes comments and suggestions to improve the quality of care for your child. When areas of concerns arise, the problem should be brought to the attention of the classroom teacher, who will hear your suggestions and/or grievance and attempt to work through the problem. If additional communication is necessary, the parent should discuss the concern with the Director. The Director will respond to all parent grievances within ten working days.

MANAGEMENT STAFF

God's Little Treasures Childcare
Director/Founder - Kiril A. Totev
Phone: (763) 898-3226

NAP AND REST POLICY

Cots are used for each toddler and preschooler to rest on. Nap should last no longer than one hour each day. If a child has a hard time resting they will be required to do a quiet activity while others rest. A child who has completed a nap or rested quietly for 30 minutes will not be required to remain on a cot or mat or in a crib or bed.

Placement of equipment: Naps and rest will be provided in a quiet area that is physically separated from children engaged in an activity that will disrupt a napping or resting child. Cribs, cots and mats will 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 mats will be placed directly on the floor and will not be stacked when in use.

Bedding: Cots are provided for each child in care of God's Little Treasures. Bedding will be sent home weekly or when soiled or wet. Blankets must be washed or dry cleaned weekly or when soiled or wet.

Cribs: A crib is provided for each infant for whom God's Little Treasures is licensed to provide care. All equipment is of safe and sturdy construction that conforms to federal crib standards under Code of Federal Regulations.

Reduction of risk of sudden unexpected infant death: Pursuant to Minnesota Statutes, section 245A.1435, God's Little Treasures staff must place each infant to sleep on the infant's back, unless we have 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 commissioner and must remain on file at the licensed location. An infant who independently rolls onto its stomach after being placed to sleep on its back may be allowed to remain sleeping on its stomach if the infant is at least six months of age or the license holder has a signed statement from the parent indicating that the infant regularly rolls over at home.

God's Little Treasures staff must place each infant in a 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. Staff must not place anything in the crib with the infant except for the infant's pacifier, as defined in Code of Federal Regulations, title 16, part 1511.

If an infant falls asleep before being placed in a crib, God's Little Treasures staff must move the infant to a crib as soon as practicable, and must keep the infant within sight of the staff member until the infant is placed in a crib. When an infant falls asleep while being held, the staff member must consider the supervision needs of other children in care when determining how long to hold the infant before placing the infant in a crib to sleep. The sleeping infant 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 in our facility is not recommended for an infant of any age and is prohibited for any infant who has begun to roll over independently. However, with the written consent of a parent or guardian according to this paragraph, a staff member may place the infant who has not yet begun to roll over on its own down to sleep in a one-piece sleeper equipped with an attached system that fastens securely only across the upper torso, with no constriction of the hips or legs, to create a swaddle. Prior to any use of swaddling for sleep by a staff member under this chapter, the license holder must obtain informed written consent for the use of swaddling from the parent or guardian of the infant on a form provided by the commissioner and prepared in partnership with the Minnesota Sudden Infant Death Center.

BEHAVIOR GUIDANCE POLICIES AND PROCEDURES

God's Little Treasures behavior guidance policy is tailored to the developmental level of the children that we serve. We also tailor this policy to protect the safety of our children and staff. We have adopted the behavior guidance principles set forth in the Minnesota Association for the Education of Young Children's Behavior Guidance position statement. This document is entitled Developmentally Appropriate Behavior Guidance of Young Children. The principles are as follows:

1. Children are in the process of learning acceptable behavior
2. An effective guidance approach is preventative, because it respects feelings even while it addresses behavior.
3. Adults need to understand the reasons for children behavior.
4. A supportive relationship between an adult and child is the most critical component of effective guidance.
5. Adults use forms of guidance and group management that help children learn self-control and responsiveness to the needs of others.
6. Adults model appropriate expression of their feelings.
7. Adults continue to learn even as they teach.

Our staff is committed to the use of encouragement and positive reinforcement, setting appropriate expectations, and to structuring the environment and activities for the success of each child. Our goal in guiding behavior is to help children to develop positive self-images, to help children to interact positively with others, and learn self-control. We accept and respect each child and treat all children with dignity.

The focus of behavior guidance is to teach children how to use acceptable behavior to reduce conflict and to provide for the safety of all children, staff, and equipment. Staff will model acceptable behavior, redirect children and groups away from problems toward constructive activity, and teach children how to use acceptable alternatives to problem behavior in order to reduce conflict. The applications of guidance techniques will be immediate, and any consequences will be directly related to the unacceptable behavior.

We find that discipline problems arise infrequently. Techniques include: Setting clear and enforceable limits, modeling acceptable behaviors; structuring the schedules and environment to maximize good behavior; planning an adequate number of activities; giving choices; recognizing children's efforts; anticipating problems; redirecting children; good timing of teachers intervention; and using natural and logical consequences. A child may be separated from the group temporarily only if other less intrusive methods of guiding the child's behavior have been ineffective and the child's behavior threatens the well-being of other children. All separation must be noted on a daily log.

SEPERATION FROM THE GROUP

No child may be separated from the group unless the teacher has tried less intrusive methods of guiding the child's behavior, which have been ineffective and the child's behavior threatens the well being of the child or other children in the center. A child who requires separation from the group must remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a staff member. When separation from the group is used as a behavior guidance technique, the child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation, and the child must be returned to the group as soon as the behavior that precipitated the separation abates or stops. A child between the ages of six weeks and 15 months must not be separated from the group as a means of behavior guidance.

SEPARATION REPORT

All separations from the group must be noted on the separation log located in the classroom. This log will note the child's name, the staff person's name, the time, the date, information indicating what less intrusive methods were used to guide the child's behavior, and how the child's behavior continued to threaten the well being of the child or other children in care. If a child is separated from the group three times or more in one day, the child's parent shall be notified and notation shall be indicated on the separation log. If a child is separated five times or more in one week, or eight times or more in two weeks, the Persistent Unacceptable Behavior procedure will be put into effect.

PERSISTANT UNACCEPTABLE BEHAVIOR

Persistent unacceptable behavior is a rare event. However, in case of its occurrence, the following will occur:

1. Staff will observe and record the behavior of the child and the staff response to the behavior.
2. Staff will develop a written plan to address the behavior documented above in consultation with the child's parent(s) and with other staff persons and professionals when appropriate.

UNACCEPTABLE METHODS OF BEHAVIOR GUIDANCE/ Prohibited Actions

Staff will never use or direct another to use any of the following methods to address behavior issues:

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

2. Subjection of a child to emotional abuse. Emotional abuse includes, but is not limited to, name calling, ostracism, shaming, making derogatory remarks about a child or the child's family, and using language that threatens, humiliates, or frightens the child.
3. Separation of a child from the group except as provided in section "Separation from the Group"
4. Punishment for lapses in toilet habits.
5. Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
6. The use of physical restraint other than to physically hold a child when containment is necessary to protect the child or others from harm.
7. The use of mechanical restraints, such as tying.

PARENT BEHAVIOR AT THE CENTER

We expect all adults, including parents, to behave in a manner consistent with the philosophy of God's Little Treasures Childcare while at the center. Inside the center, the following is expected:

No physical discipline of a child.

- * No verbal threats toward a child.
- * No humiliating a child.

Please remember that your cooperation is instrumental in assisting us as we provide the best possible care for your child and other children.

EMERGENCY AND ACCIDENT POLICIES, PROCEDURES AND RECORDS

The following policies and procedures will be analyzed annually by the director and a health consultant and may be modified at that time or any other time as needed. When policies and procedures are modified or added, all staff will receive the new policy or procedures.

EMERGENCY CARE PROCEDURES/FIRST AID

All staff is trained in emergency first aid every three years or more frequently. In the event of an accident that needs medical attention, we will proceed as follows:

Trained staff will immediately administer appropriate first aid. If staff decides emergency care is necessary, 911 will be contacted to provide emergency first aid. If necessary, the child will be transported to a medical facility as designated by emergency services. A parent or alternate listed on the child's emergency card will be contacted as soon as possible and staff will also attempt to contact the child's physician.

POLICY AND PROCEDURES ON AVOIDING INJURIES, BURNS, POISON, CHOKING, SUFFOCATION, TRAFFIC AND PEDESTRIAN ACCIDENTS.

All Staff will attend training within the first 60 days of employment, which will cover avoiding and treating injuries, burns, poisoning, choking, suffocation, and traffic and pedestrian accidents. Currently the American Red Cross- First Aid & Safety will offer this training. Traffic, pedestrian accidents and missing child training will be done in our monthly staff in-service. Staff who has current certification in first aid will be exempted from this training. Alternative training will be offered every three years, or more frequently as needed.

Staff will inspect classrooms daily for potential hazards and will take preventive actions as needed. (Use Daily Hazards Checklist.) In addition, staff will check daily to insure that each of the following preventive actions is in place. To Avoid *Injuries* equipment in need of repair are removed from the children's play area. Furniture and equipment are arranged in a safe manner. Floors and areas used by children are kept free of slippery debris and materials. The carpet areas will be kept securely fastened and no litter, flaking or peeling plaster or paint will be allowed. To avoid *Burns* all safety covers are placed on electrical outlets at all times or when not being used. Children are not allowed in Kitchen where food is warmed. Sunscreen is also applied when needed and if medical request is completed by parent to do so. To Avoid *Poisoning* cleaning materials and medicines are safely stored away from children. The children use only non-toxic materials (paint, glue, etc.) To Avoid *Choking* no small items that a child can choke on such as a marble or bead will be kept away from play areas. To Avoid *Suffocation* no plastic or bags of any kind are available or in the reach of children. To Avoid *Traffic or Pedestrian Accidents* all children are with his/her teacher at all times and when going outside and also in a gated yard.

RECORDING INJURIES, ACCIDENTS, AND INCIDENTS

Any injury, accident, or incident to children, staff, or visitors will be recorded on an individual report form available in the office. This will be filled out in duplicate, giving one copy to the parent and placing one in the child's record. Staff must have the parent sign the record copy. Parents will be notified that first aid measures were carried out. The duplicate procedure also applies to parents, visitors, or staff members.

All injury to children, staff, parents, or visitors will be listed on the daily log in the office and in each classroom. Injury logs will be reviewed by the Director annually to assess for potential hazards.

Treating Burns, Poisoning, Injuries or Bites

Burns

Emergency Care for Burns:

1. Correct life threatening emergencies: Blocked airway, absent breathing, absent pulse, and major bleeding. CPR might be needed in electrical burns.
2. Minor burns – cool water, cover with clean dressing.
3. Extensive burns – clean dressings, treat for shock.
4. Call 911.
5. No Butter or Ointments.
6. Chemical burns – flood with cold water for 20-30 minutes. Brush away remaining dry chemicals before flooding. Eyes – flood with cold water 20-30 minutes with eyes open, remove contact, and cover both eyes with moist dressings.
7. Electrical burns – cover with clean dressing. May be more extensive than they appear, could cause heart problems. Continue supportive care until firefighters or paramedics take over.
8. May have smoke inhalation.

Poisoning

Emergency Care for Swallowed Poisons:

1. Remove any remaining poison from mouth.
2. Treat life-threatening injuries: Blocked airway, absent breathing or pulse, or major bleeding.
3. Call 911
4. Contact Poison control at 1-800-222-1222 and follow their directions.
5. Continue supportive care until fire fighters or paramedics take over.

Injuries and Wounds

First Aid

1. Stop bleeding
 - a. Direct pressure
 - b. Elevation
2. Protect wound from contamination and infection.
 - a. Cover wound with dressing, sterile or clean.
3. Prevent shock:
 - a. Reassure victim.
 - b. Lay victim down.
 - c. Raise legs unless head injury or pelvic or thigh bone injury or if raising the legs is causing difficulty breathing.
 - d. Call 911.
 - e. Keep warm.

Bites

1. Human:
 - a. If skin is broken, may cause serious infection.
 - b. Cleanse with soap and water.
 - c. Cover wound and victim must see a doctor
2. Animal:
 - a. Danger of tetanus and rabies.
 - b. Cleanse with soap and water
 - c. Seek medical attention.
 - d. Have animal detained if possible.
 - e. Cover wound (sterile or clean dressing).
 - f. Call local animal control

MALTREATMENT OF MINORS MANDATED REPORTING POLICY FOR DHS LICENSED PROGRAMS

Who Should Report Child Abuse and Neglect

- Any person may voluntarily report abuse and 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 9-1-1.
- 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 social services agency at (612) 348-3552
- 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).
- 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.

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.

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.

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:

- Related policies and procedures were followed;
- The policies and procedures were adequate;
- There is a need for additional staff training;
- The reported event is similar to past events with the children or the services involved; and
- 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 Director. If this individual is involved in the alleged or suspected maltreatment, the Head Teacher will be responsible for completing the internal review.

Documentation of the Internal Review

The facility must document completion of the internal review and provide documentation of the review to the commissioner 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 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.

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