

Parent Handbook



*Committed to Lifelong Learning
in a Caring Environment*

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Know Your Rights

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) [found online](#) at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov

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This institution is an equal opportunity provider.

Parent Grievance procedure

Please contact the director immediately if you believe you have been discriminated against. Your confidence and satisfaction in our service is important to us. Every effort will be made to address and resolve your concerns promptly. If you feel your concerns have not been satisfied, please submit your concerns in writing within three working days. A meeting of staff involved, the director, and parent will meet to resolve the concern within seven days.

Privacy Rights Statement

Information requested of you is to enable us to meet your child's needs in an informed and personal manner. Information obtained will be kept confidential and shared only with staff working directly with your child or when it is necessary for your child's well-being, or safety, such as when it is requested by the Community Service Department, or the Department of Human Services-State of Minnesota. No release of information to any other outside agency or persons will be made without special permission from you, the parent. Child healthcare summary/immunization records and parent emergency contacts are required for enrollment. All other information is recommended, but is not required for enrollment unless the Director determines that the information is pertinent in order to care for your child. If you need to contact the department of Human Services, the number is (651)431-6500.

Purpose & Philosophy

Welcome to Cedar Kids, Inc., where we are committed to lifelong learning in a caring environment. We are here to provide families in need of childcare, a welcoming and loving environment for their children. We believe God has created every child and has plans to prosper them and to give them hope and a future. Our goal is to provide an atmosphere that is healthy, happy, and nurturing in order to help them develop socially, emotionally, physically, intellectually, and spiritually.

Core Values & Behaviors

Faith

Believe all things are possible through Christ

Knowing God has a plan and purpose for each life

Respect

Treat others how you want to be treated

Being aware of others individuality

Unity

Working together

Complement each other's strengths and weaknesses

Integrity

Honest and trustworthy

Always do the right thing

Thriving

We make moral decisions

We pursue personal growth

Staff Training

We provide a qualified teacher per classroom along with assistants and aides as needed. All staff are First Aid, CPR and AED certified. All staff will be trained in Sudden Unexpected Infant Death (SUID) and Abusive Head Trauma (AHT). Annually, all staff are required to attain in-service training hours to maintain their position here.

Tuition Policy & Contracts

All families will sign a tuition contract upon enrollment. All payments are due prior to the week of service. Late payments are assessed a \$10 fee if not paid on Monday. Two consecutive missed payments will terminate enrollment until balance is paid in full. If a full time child has been in our care for more than the allotted time of 45 hours per week, a \$3.00 per hour charge will be made for the extra hours of service, but will not exceed \$20.00 per week.

A discount applies to families with more than one child enrolled full time and tuition must be paid prior to the week of service and kept current. Discounts are \$10/week for 2nd child, \$30/week for 3rd and \$60/week for 4th.

Drop-In Care

Drop in care is available only when we have an opening for the day.

Returned Checks

A \$30 assessment fee will be charged to your account for each returned check. In the case where we have experienced a return check for a second time you will be required to pay with cash or money order.

Arrival, Departure and Absences

Your child must be brought inside the building and released to a staff member. You are responsible for checking your child in and out using one of the sign stations (one located on each level). A \$1.00 inconvenience charge will be applied to your account for every check in/out missed. Children will be released only to a parent/guardian or to the individuals authorized by the parent/guardian on the child's emergency form, unless notified otherwise. When you know ahead of time that someone else will be picking up your child, please fill out the form in the parent station and give to your child's teacher. If something comes up during the day after you have dropped off, contact the center and we will fill out that form. Authorized persons picking up your children should always bring their driver's license.

If your child or children are picked up after (6:15 p.m.), there will be a late charge of \$10.00 for the first minute late plus \$1.00 for every additional minute late, according to the time in the login station.

If you are more than 1 hour late picking up your child from the schedule you have given us, you will be charged an additional \$10.00 inconvenience fee per family. This fee will be waived if you call and inform us that you will be late.

If your child is going to be absent, please notify the center by 7:00 a.m. or you will be charged a \$5.00 service fee for us having to call you. You will still be charged your regular rates if absent.

Extra charges on your statement must be paid by Monday morning of the following week or you may not drop off your child.

Procedure for Ending Services

To maintain efficient management of the center, we ask that a notice of two weeks be given prior to the desired end date. If you choose to end services without a two week notice, you will be responsible to pay for the regular rate of service of those two weeks.

Parents/Guardians Visitation

Parents/Guardians are welcome to visit any time. Please take into consideration that if you visit in the midst of the day your child may not understand why it's not time to go dependent on the age of the child. If separation is hard for your child, you may want to plan according to the need of the child.

Toddler Supplies

Parents must supply diapers/pull-ups with detachable sides, wipes, a pacifier for nap if applicable, spare outfits, sunscreen face stick and a small cot size blanket for nap time (we launder weekly). If toilet training, we will work with your child. Please be sure to bring plenty of extra clothing in case of accidents. All shoes must have enclosed toes and must fit securely and recommend socks always be worn. No winter boots in classrooms. Shorts must be worn under skirts. Label coats, mittens, hats & boots. If your child does not have the needed supplies at any point within the day you will be called to bring us supplies that day and will be charged \$1.00 per diaper that we have to provide.

Preschool Supplies

All parents must supply an extra outfit (including socks and underwear), a small cot size blanket for nap time (we launder weekly), sunscreen face stick, and diapers/pull-ups with detachable sides and wipes if not toilet trained. If toilet training, we will work with your child. Please be sure to bring plenty of extra clothing in case of accidents. All shoes must have enclosed toes and must fit securely and recommend socks always be worn. No winter boots in classrooms. Shorts must be worn under skirts. Label coats, mittens, hats & boots. If your child does not have the needed supplies at any point within the day you will be called to bring us supplies that day and will be charged \$1.00 per diaper that we have to provide.

School Age Supplies

All parents must supply an extra outfit (including socks and underwear), and a sunscreen face stick. All shoes must have enclosed toes and must fit securely and recommend socks always be worn. Shorts must be worn under skirts.

Health and Safety of Your Child

Your child's health is a matter of importance to all of us. Before your child may enter the center, we must receive an immunization form at time of enrollment and a Health Care Summary within 30 days of enrollment.

First Aid and Emergency Care Information

In the event of a major injury (suspected broken limbs, not breathing, unconsciousness, etc.): our source of medical care that will be called is 911, First Aid and/or CPR will be administered as necessary to all injuries making a determination, based upon current training knowledge, of the extent or seriousness of the injury until emergency personnel arrive. Parents/guardians will be called and if they can't be reached we will then call their other emergency contacts. Director or appointed staff will take child's emergency medical information with them to the hospital. Minor injuries (small cuts, simple nose bleed, bumps, bruises, etc.): will be cleansed with soap and water, staff will apply a bandage and antibiotic cream or cold compress as needed and parent will sign incident report.

Sickness and Communicable Diseases

Parents will be informed and parents must report to us if your child has been exposed to any of the following conditions and the child will be excluded from the center until child is no longer infectious: chicken pox, vomiting, diarrhea (3 or more), pink eye or discharge from eyes or ears, strep throat, impetigo, unexplained lethargy, lice, scabies, ringworm, fever of 100 degrees or higher, undiagnosed rash, respiratory distress, hand-foot-mouth disease, inability to participate in child care program activities with reasonable comfort or requires more care than the program staff can provide without compromising the health and safety of other children in care. If your child becomes sick at the center the parent will be called immediately and your child will be isolated from other children and supervised at all times until you arrive.

Child may return to center according to the following list:

Vomiting: 24 hours after last episode

Diarrhea: 24 hours after last episode

Fever: 24 hours after last episode without medication

Strep throat: 24 hours after first dose of medication

Lice: lice and nit free (inspection must be done by one of the management team)

Chicken pox: until all sores have scabbed over

Hand, foot & mouth disease: until sores are gone (some cases can take up to 7 days)

Impetigo: until sores are scabbed

Scabies: after treatment (can take up to 3 days)
Ringworm: 24 hours after treatment begins

Allergy Prevention and Response

At time of enrollment administrative staff will obtain a completed Individual Child Care Program Plan (ICCPP) for Allergy Prevention and Response for any known allergies from a child's parent or legal guardian and it will need to be signed before admitting the child for care. The administrative staff will maintain current information about the allergy in the child's record.

Handling and Disposal of Bodily Fluids

Surfaces that come in contact with potentially infectious bodily fluids, including blood, vomit, urine, feces, saliva and eye/nose secretions must be cleaned and disinfected with a solution of one-fourth cup chlorine bleach plus water to equal one gallon. Blood contaminated material must be disposed of in a plastic bag with a secure tie. Sharp items used for a child with special care needs must be disposed of in a "sharps container." The sharps container must be stored out of reach of children.

Medications

Childcare staff will administer medication prescribed by a physician to the children in our care. The medication must be in the original container, bearing the pharmacy label and the directions for administration. Parents will be required to sign medical permission forms authorizing the center staff to administer the child's medication. Over-the-counter medications will be administered per parent instruction. The Medication Authorization and Administration form can also be found on our website.

Child Care Emergency Plan

Evacuation & Relocation Plan: In a situation that we must evacuate the facility for any reason, we have an agreement with Traditions next door for immediate temporary relocation while deciding if we are needing to transfer to Christian Family Church at 2300 Heritage Pl NW, via the Owatonna Bus Company, in the event we are unable to re-enter our building. Parent notification procedures will be followed as well.

Shelter-in-place or Lock Down Plan: In the case of the need to have a sealed environment or an intruder is present, shelter-in-place or lock down procedures will be followed by staff and parent notification procedures will be followed as well.

Naps and Rest Policy

Plan: There will be a designated nap/rest time each day. All children from toddlers to preschool must nap or rest during this period. Rest time gives children a much needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and not happy when they go home in the evening.

Confinement limitation: After a child has napped or rested quietly for ½ hour the child may participate in a quiet activity, they shall not be required to remain on their cot.

Placement of cots and sanitation: Cots 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 equipment. They must be placed directly on the floor and must not be stacked when used. 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. Cots will be washed each week on classrooms laundry day.

Bedding/blankets: Separate blankets will be provided by the parent for each child. Blankets and bedding will be washed once a week or when soiled or wet.

Program Plan

All children in our care will be supervised at all times including trips to the bathroom, in hallways, on playgrounds, on walks, during field trips and any other time of transition.

We are licensed for:

27 toddlers (14 months-32months)

67 preschoolers (33 months- 1st day of Kindergarten)

60 school age (1st day of Kindergarten-12 years)

We are open Monday thru Friday from 5:45 a.m. until 6:15 p.m.

Our program and curriculum promote appropriate goals for individual growth and development of every child with an emphasis of individual growth and development. These characteristics being: attentiveness, obedience, contentment, neatness, reverence, forgiveness, gratefulness, truthfulness, meekness and faith.

All activities are designed to help with the physical, intellectual, social and emotional development of every child in each age category. As well as providing diverse ethnic and multi-cultural experiences to celebrate each child's family and cultural background.

The daily program will be as individualized as possible within a group setting. For each child there will be opportunities given to grow, explore, experiment and discover. Providing them also with activities that are active and quiet, indoor and outdoor, teacher directed and child initiated, using a variety of equipment and materials.

Interest areas will be made available daily with appropriate equipment and supplies needed to carry out the activities: creative arts and crafts, construction, dramatic or practical life activities, science, music, fine motor activities, large muscle activities and sensory stimulation activities.

Each child's intellectual, physical and emotional development will be documented in the child's file and conveyed to the parents/guardians during conferences, which will be held twice a year for toddlers & preschoolers and once per year in fall for school age. Other means of communicating will be daily reports written and/or verbal, telephone calls, text messaging, email and personal notes. Our child care program plan will be evaluated annually, in writing, by a teacher qualified staff and is available to parents on request.

DAILY ACTIVITY SCHEDULE

5:45-8:30

Arrival supervised indoor free play

Breakfast served until 8:00

8:30-9:00

Clean up & toileting and hand washing

Snack

9:00-11:00

Class time:

Music

Readiness activities: Experience activities such as...

~shapes and colors

~letters and numbers

~language development

~gross and fine motor skills

~sensory perception

~science

~art

Indoor/Outdoor Activities: Large muscle activities

11:00-11:45

Clean up & toileting and hand washing

Lunch

11:45-12:00

Toileting and hand washing

Story time

12:00-2:30

Nap Time: all children will have a rest period

~1-2 year olds begin at 11:45/12:00

~3 year olds- K begin at 12:30 and rest for 1/2 hour.

(If they have not fallen asleep, they can participate in quiet activities)

~K-12 (summer program) will not be required to nap

2:30-3:15

Clean up & toileting and hand washing

Snack

3:15-6:15

Planned group activities

~table games & puzzles ~toy stations ~arts & crafts ~exercise

~video ~story time ~sensory tables ~outdoor play

Behavior Guidance

At all times we will protect the safety of children and staff persons. We will ensure a positive model of acceptable behavior and all guidance to children will be tailored to the child's developmental level. For example, a positive model of acceptable behavior would be for a staff to intervene between a child who is physically hurting another child or calling out inappropriate names. An example of a developmentally appropriate method of discipline would be if implementing a "take a break" you would sit with the child instead of placing them by themselves and help that child understand how their choices are hurting another and give them examples of how to interact with others appropriately. This is a great time for the caregiver to help the child mend their relationship with the hurt peer by having the child say "I am sorry will you please forgive me." The hurt peer will pronounce forgiveness... ("I forgive you for _____"), then hug the child to show the child love and forgiveness. If we who interact with little children can let them experience unconditional love, this may be the most important experience they have.

When a child is not cooperating, reinforce positive behavior seen in other children of the group, such as thanking them by name for obeying, paying attention, being patient, etc.

If the activity that the child is involved in is causing misbehavior such as throwing beads or throwing a ball too hard, we will show the correct methods of play.

If there is no change in the child's behavior, we will direct the child to a different activity.

If the child is reminded and instructed of their unacceptable behavior in a positive manner and no results are obtained, we will provide immediate and related consequences for unacceptable behavior. For example, a child will not be allowed to play in the sandbox immediately after they have thrown sand.

Persistent Unacceptable Behavior

If the program staff is not successful with the less intrusive methods from the behavior guidance policy, another available program staff may be asked to intervene and try again using methods from the behavior guidance plan. If this does not work the child may be separated from the group. The child must remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person.

If the child displays persistent unacceptable behavior that is causing a continued disruption to the classroom or their behavior threatens the well-being of another child, staff, or to oneself, it will be required that an increased amount of staff guidance and time observing and recording the behavior of the child and staff response to the behavior. Parent will be notified and by holding the child accountable and keeping the parents informed of the misbehavior we hope the inappropriate issues will be resolved. If we reach the point of this occurring 3 times, then a behavior intervention plan will also be developed to address the child's behavior with consultation of staff, parents and professionals when appropriate. Suggestions may include incentive programs, atmosphere changes, more direct service or even professional referrals for behavior assessments. If the issues are not corrected suspension and/or termination may be the final option. In the extreme event that a child may continuously endanger or inflict physical harm to another child or staff member, **TERMINATION WILL BE IMMEDIATE.**

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 unacceptable behavior that precipitated the separation abates or stops.

Note: Children ages 6 weeks to 16 months shall never be separated from the group as a means of behavior guidance.

Breakfast, Lunch and Snacks

Breakfast, lunch and snacks will be served daily. Breakfast will be served until 8:00. Snacks will be served mid-morning (8:45 a.m.) and mid-afternoon (2:45 p.m.). Lunch is catered by Hy-Vee Deli and served between 10:45-11:30. We participate in USDA's Child and Adult Care Food Program. Lunch menu is posted in the parent station.

Field Trips

We will need a signed permission slip from a parent or guardian to participate in any scheduled field trip.

Research and Public Relations

Before each occasion of research, experimental procedure or public relations activity involving your child, permission will be obtained from child's parent.

Holidays Observed

New Year's Day (or observed day)	Memorial Day
Independence Day (or observed day)	Labor Day
Thanksgiving Day and following day	Christmas Eve Day (or observed day)
Christmas Day (or observed day)	

Weekly rates do not change during holidays

Vacation

One vacation week can be earned every 26 weeks of consecutive care. To qualify all tuition payments must be paid in full and on time. Your one-week vacation must be used Monday-Friday. You will only pay \$20 for that vacation week and it must be used within the next 26 weeks.

Pets

Pets are allowed to visit with prior notification given to the center staff and parents will be notified of all animals visiting.

Weather

We do everything we can to be open but in the case of severe weather, such as a blizzard, you will be notified if we will be closed for the day or closing early. In the event of a tornado, company tornado procedures will be followed by our staff.

Liability Insurance

We carry liability coverage under our policy.