

PARENT HANDBOOK

POLICIES & PROCEDURES FOR PARENTS



*Committed to Lifelong Learning
in a Caring Environment*

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BASIC POLICY & PROCEDURE INFORMATION FOR PARENTS

YOUR RIGHTS

Cedar Kids participates in the U.S. Department of Agriculture's Child and Adult Care Food Program.

Know Your Rights

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

Complaint Procedure

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. fax:
(833) 256-1665 or (202) 690-7442; or

3. email:
Program.Intake@usda.gov

This institution is an equal opportunity provider.

Privacy 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.

HISTORY, CORE VALUES & PHILOSOPHY

Welcome to Cedar Kids, Inc., where we are committed to lifelong learning in a caring environment.



CEDAR KIDS in 2018

Our Mission

Our mission is to maintain a safe and nurturing environment where dedicated and caring staff can share with children basic learning essentials built on an encouraging spiritual foundation. All at affordable prices.

Company History

Cedar Kids, Inc. originated as a non-profit church-owned childcare in 2001, operating under the name Christian Family Childcare. Current owners Rebecca Madsen and Kay Huber began their employment with Christian Family Childcare in 2005 and 2002 respectively; Rebecca as a Teacher and Kay an Aide. In 2013 the center was rebranded as Cedar Kids. At Christian Family Childcare Rebecca eventually advanced to the role of Director and Kay to Administrative Assistant. When the opportunity to purchase the business arose Rebecca and Kay jumped at the opportunity, assuming ownership of the business in October 2018. Cedar Kids continues to serve the community, retaining many original staff and clientele while increasing its scope of operations and fostering new growth.



Rebecca Madsen
Owner/Director



Kay Huber
Owner/Admin. Assistant

Our Core Values & Behaviors



“Our Core Values Bear FRUIT!”

Faith

We believe all things are possible through Christ.

We know God has a plan & purpose for each life.

Respect

We treat others how we want to be treated.

We are aware of others' individuality.

Unity

We work together.

We compliment each other's strengths and weaknesses.

Integrity

We are honest, trustworthy & make moral decisions.

We always do the right thing.

Thriving

We prosper in all arenas of life.

We pursue personal growth.

Our Philosophy

We believe God has created every child and has plans to prosper them and to give them hope and a great future. Cedar Kids purposes to be a healthy, happy, and nurturing stepping stone to develop children socially, emotionally, physically, intellectually, and spiritually for the lifelong journey of learning



A Message from the Director

Since my first elementary school age babysitting job, caring for children has been a lifelong journey. Now as Owner/Director of Cedar Kids serving the preschool and childcare needs of our community brings me great joy and fulfillment of purpose. My desire is for every child that crosses our path to know their own individual value and

their importance in our world. I'm grateful for the opportunity to serve you and impact the lives of your children. Choose Cedar Kids and begin your journey today!

A FEW DETAILS TO BE AWARE OF

Staff Training

We provide a qualified teacher per classroom along with assistants and aides as needed. All teachers are First Aid, CPR & 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.

Tuition Policy & Contacts

At Enrollment families will sign a tuition contract and an ACH auto withdrawal form. Payments may be withdrawn from a checking or savings account at no fee or a debit or credit card with a 3% fee. All payments are due prior to the week of service and are processed on Fridays. Late payments are assessed a \$10 fee if not received by Monday. Two consecutive missed payments will terminate enrollment until the account balance is paid in full. A \$3.00 per hour charge will be made for the extra hours of service if a full time child exceeds the allotted 45 hours of care per week (not to exceed \$20.00 per week).

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

Drop-In Care

Inquiries regarding drop in care are always welcome. Please be aware this service is only available when we have an opening for the day.

Declined Payments

A \$30 assessment fee will be charged to your account for each declined payment. In the event of more than one declined payment we require an alternate form of payment (cash, debit/credit card transaction or money order).

Arrival, Departure & 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 stations located on each level. A \$1.00 inconvenience charge will be applied to your account for every check in/out missed. Unless notified otherwise we will only release children to parent(s)/guardian(s) or to individuals authorized by the parent(s)/guardian(s) on the child's emergency form. When you know ahead of time that someone else will be picking

up your child, please fill out the form at the front desk and give it to your child's teacher. In the event of an unforeseen change occurring during the day after you have dropped off, contact the center and we will make the adjustment to your records. Authorized persons picking up your children should always bring their driver's license.

If pick up occurs after close of business hours (6:15 PM), there will be a late charge of \$10.00 for the first minute late plus \$1.00 for every additional minute late.

An additional \$10.00 inconvenience fee (per family) will be charged if you are more than 1 hour late picking up your child from their scheduled departure time. This fee will be waived if you call the Center and inform us that you will be late.

If your child is going to be absent, please notify the center by 7:00 AM in order to avoid a \$5.00 service charge. Regular rates still apply during absences.

Extra charges to your account due to late departures or failure to notify the center of absence will be included on your next scheduled automatic payment.

Visitation

Parent(s)/guardian(s) are welcome to visit any time. Please take into consideration that visitation in the midst of the day may disrupt your child's routine. For example they may not understand why it is not time to leave for the day when you depart. If separation is difficult for your child, you may need to plan accordingly.

Classroom Rules

Please be aware that a list of general rules and expectations are posted at each classroom door. Exact wording & contents may vary or change from time to time but generally include:

- ★ Walking feet
- ★ Inside voices
- ★ Kind gentle hands
- ★ Closed toe sandals
- ★ No snow boots
- ★ Whisper at nap & in the hall
- ★ No food or toys from home

Any help reinforcing these rules with your child(ren) is greatly appreciated.

CCTV

Cedar Kids uses video and audio recording to protect the safety and security of individuals and property at the center, as well as to evaluate business practices of its employees and staff. These recordings are for the sole purpose of internal review by Cedar Kids management and ownership and are not available to be viewed by parents or unauthorized staff. See the Director for details.

Procedure for Ending Services

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

STUDENT SUPPLIES

Toddler Supplies

Parent(s)/guardian(s) must supply diapers/pull-ups with detachable sides, wipes, a pacifier for nap (if needed), spare change of clothing, 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, fit securely and we recommend socks always be worn. Shorts must be worn under skirts. No winter boots in classrooms. Coats, mittens, hats & boots should be labeled & stored in assigned lockers. If your child does not have the needed supplies at any point during the day you will be called to deliver supplies. A charge of \$1.00 per diaper provided by the Center will be billed to your account.

Preschool Supplies

All parent(s)/guardian(s) must supply an extra change of clothing (including socks and underwear), a small cot size blanket for nap time (we launder weekly), sunscreen face stick, and diapers or 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 fit securely and recommend socks always be worn. No winter boots in classrooms. Shorts must be worn under skirts. Coats, mittens, hats & boots should be labeled & stored in assigned lockers. If your child does not have the needed supplies at any point during the day you will be called to deliver supplies. A charge of \$1.00 per diaper provided by the Center will be billed to your account.

School Age Supplies

An extra change of clothing (including socks and underwear), and a sunscreen face stick are to be provided by parent(s)/guardian(s). All shoes must have enclosed toes and fit securely and we recommend socks always be worn. Shorts must be worn under skirts. No winter boots in classrooms. Coats, mittens, hats & boots should be labeled & stored in assigned lockers.

HEALTH & SAFETY INFORMATION

Health Requirements

Your child's health is a matter of importance to all of us.

- At the time of enrollment & before your child may enter the center, we must receive an immunization record.
- A Health Care Summary is required within 15 days of enrollment.

First Aid & Emergency Care Information

In the event of a major injury (suspected broken limbs, not breathing, unconsciousness, etc.): 911 will be called for medical assistance. First Aid and/or CPR will be administered until emergency personnel arrive as determined necessary. This determination will be made by the staff present based upon current training knowledge and taking into regard the extent or seriousness of the injury. Parent(s)/guardian(s) or other emergency contacts (in the event the parent(s)/guardian(s) can not be reached) will be contacted . The Director or appointed staff will take the child's emergency medical information 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/antibiotic cream/cold compress as needed, Parent(s)/guardian(s) will sign an incident report detailing the cause of injury.

Sickness & Communicable Diseases

Parent(s)/guardian(s) Responsibility

Parent(s)/guardian(s) must report to us if your child has been exposed to any of the following conditions for which the child will be excluded from the center until child is no longer infectious:

- COVID
- chicken pox
- vomiting
- diarrhea (3 or more occurrences)
- pink eye or discharge from eyes or ears
- strep throat
- impetigo
- unexplained lethargy
- lice, scabies, ringworm or undiagnosed rash
- fever of 100 degrees or higher
- respiratory distress
- hand-foot-mouth disease

- ❑ inability to participate in childcare program activities with reasonable comfort or that requires more care than the program staff can provide without compromising the health and safety of other children in care

In the Event of Illness

If your child becomes sick at the center parent(s)/guardian(s) or other emergency contacts (in the event the parent(s)/guardian(s) can not be reached) will be contacted. Your child will be isolated from other children and supervised at all times until you arrive.

Return to Care

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 scabbed over (some cases can take up to 7 days)
- ❑ Impetigo: until sores are scabbed over

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

Allergy Prevention & 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 the parent(s)/guardian(s). The administrative staff will maintain current information about the allergy in the child's record.

Handling & 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 children with special care needs must be disposed of in a "sharps container." The sharps container is 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 administering. Parent(s)/guardian(s) will be required to sign a Medication Authorization and Administration form authorizing staff to administer the child's medication. Over-the-counter medications will be administered per parent instruction.

Child Care Emergency Plan

Evacuation & Relocation Plan

In a situation where we must evacuate the facility for any reason, we have an agreement with Traditions next door for immediate temporary evacuation. In the event we are unable to re-enter the building after evacuation the center will relocate operations to Christian Family Church (2300 Heritage Place NW), via the Owatonna Bus Company. Parent(s)/guardian(s) will be notified of evacuations and/or relocations according to our emergency communications plan.

Shelter-in-place or Lockdown Plan

Should the need for sheltering in a sealed environment arise, shelter-in-place procedures shall be followed. In the event of an intruder, lockdown procedures will be followed. Parent(s)/guardian(s) will be notified of shelter-in-place or lockdown events according to our emergency communications plan.

PROGRAM PLAN & DAILY SCHEDULE

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 times of transition.

We are currently licensed for:

27 toddlers (14 months-32 months)

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

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

Our hours of operation are Monday thru Friday from 5:45 a.m. until 6:15 p.m.

Our program and Frog Street curriculum promote appropriate goals for individual growth and development of every child. An emphasis is placed on individual growth and development. The characteristics of individual growth and development being: attentiveness, obedience, contentment, neatness, reverence, forgiveness, gratefulness, truthfulness, meekness and faith.

The program and its activities are designed to promote the physical, intellectual, social and emotional development of each child in all age categories. The program and its activities also provide diverse ethnic and multicultural experiences to celebrate a multitude of family and cultural backgrounds.

The daily program is designed to be individualized to the greatest extent possible within the context of a group setting. For each child there will be opportunities given to grow, explore, experiment and discover. Activities are varied including: active and quiet, indoor and outdoor, teacher directed and child initiated, and utilize a variety of equipment and materials.

Interest areas are incorporated into the daily program with appropriate equipment and adequate supplies for creative arts and crafts, construction, dramatic or practical life activities, science, music, fine motor activities, large muscle activities and sensory stimulation activities.

Conferences & Communication

Each child's intellectual, physical and emotional development will be documented in the child's file and conveyed to the parent(s)/guardian(s) during conferences. Conferences are held twice a year. Daily reports are sent through Procure, our communication app.

Other means of communication with parent(s)/guardian(s) are telephone calls, text messaging, email and personal notes. A written evaluation of our program plan occurs annually by teacher qualified staff and is available to parent(s)/guardian(s) on request.

Daily Activity Schedule

- ★ 5:45-8:30
 - Arrival and supervised indoor free play
 - Breakfast is served until 8:00
- ★ 8:30-9:00
 - Clean up, toileting and hand washing
 - Morning 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 & free play
- ★ 12:00-2:30
 - Nap/rest time followed by quiet activities
 - 1-2 year olds begin at 11:45/12:00
 - 3-5 year olds begin at 12:00
 - K-12 (summer program) do not nap
- ★ 2:30-3:15
 - Clean up, toileting and hand washing
 - Afternoon snack
- ★ 3:15-6:15
 - Planned group activities such as...
 - table games & puzzles

- toy stations
- arts & crafts
- exercise
- video
- story time
- sensory tables
- outdoor play

BEHAVIOR

Behavior Guidance

At all times we will protect the safety of children and staff. Cedar Kids utilizes a positive model of acceptable behavior and guidance to children appropriately tailored to the child's individual developmental level. Children are taught how to avoid conflict by guiding them to acceptable alternative behaviors in place of problem behavior.

The Power of “Take-a-Break” Intervention

Instead of negative punishment such as separation from the group (a “time-out”), a developmentally appropriate method of discipline is implementing a “take-a-break” period. During this break for guidance, staff would connect with the child, and in a developmentally positive manner, help that child understand how their choices are hurtful and give them examples of how to interact with others appropriately as an alternative to separation from the group. This is also a great opportunity for the staff to assist the child in mending their relationship with the hurt peer. This might include having the child say “I am sorry will you please forgive me.” The hurt peer would then pronounce forgiveness... (“I forgive you for _____”). Staff then could hug the offending child to model love and forgiveness. Children experiencing unconditional love during our interaction may be the most important developmental experience of all.

Scenario

The following scenario illustrates a positive model of acceptable behavior. In the instance of a child (Susie) who is calling out inappropriate names to a peer (Timmy). The staff member (Judy) intervenes in the name calling and steps aside with Susie, getting down on her eye level & saying something like, “Timmy feels bad when you say hurtful things to him. Let’s say nice things to our friends instead to brighten their day. Can you go over to Timmy and apologize” Judy would then facilitate Susie in saying, “I am sorry will you please forgive me?” and urging Timmy to respond in kind, “I forgive you for calling me names.” Judy would then give Susie a little hug & say, “Thank you for apologizing to Timmy, let’s get back to our activity.”

How We Deal with Unacceptable Behavior

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

Scenario

Timmy is throwing sand out of the sandbox. Judy calls out Susie saying, “Good job keeping the sand in the sandbox, Susie.”

If the child is unable to modify problematic behavior, other children will be directed away from the child demonstrating misbehavior and toward constructive activity in order to reduce conflict.

Scenario

Susie is throwing a ball too hard and Judy has demonstrated the correct methods of play. Other students are nearby. The other children will be directed away from Susie and towards another activity on the playground.

If the child has been reminded of and instructed regarding their unacceptable behavior in a positive manner and positive results are not obtained, immediate and directly related consequences for the unacceptable behavior are administered. The offending child will be redirected to another activity.

Scenario

Timmy has been modeled positive behavior & reminded to not throw sand out of the sandbox and yet persists, he then will not be allowed to play in the sandbox immediately after he has thrown sand. Timmy will be redirected to another activity on the playground.

Staff will not take away personal comfort items such as blankets, pacifiers and stuffed animals from children as these are not an acceptable method of gaining behavioral compliance and do not reflect a positive model of acceptable behavior guidance.

Persistent Unacceptable Behavior

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

When separation from the group is used as a behavior guidance technique, the child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation, and the child will be returned to the group as soon as the unacceptable behavior that precipitated the separation abates or stops.

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 themselves, they will be removed from the classroom. This allows for classroom activity to continue while providing staff a one on one opportunity to observe, document & attempt to bring the behavior under control.

Parent(s)/guardian(s) will be notified of persistent unacceptable behavior. By keeping communication open we hope the behavior issue can be addressed at home by holding the child accountable. If a behavior issue persists, then a behavior intervention plan will also be developed to address the child's behavior. The intervention plan will be prepared by consulting staff, parent(s)/guardian(s) & when appropriate, child behavior professionals. Suggestions may include incentive programs, atmosphere changes, more direct service or professional referrals for behavior assessments. If the behavior issue is not corrected, other options include: being sent home for the remainder of the day, suspension and/or termination. In the extreme event that a child continuously endangers or inflicts physical harm to another child or staff member, **TERMINATION OF SERVICES WILL BE IMMEDIATE.**

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

OTHER PROGRAM INFORMATION

Breakfast, Lunch & 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. A 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 & Public Relations

Before each occasion of research, experimental procedure or public relations activity involving your child, written permission will be obtained from the parent(s)/guardian(s).

Observed Holidays

The Center is closed on the following holidays (or day of legal observance where applicable)*:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and following day
- Christmas Eve Day
- Christmas Day

**Holidays do not alter weekly rates*

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.

NAP & REST POLICY

NAPS & REST POLICY

OUR NAP TIME STRATEGIES

- A quiet lead in activity prior to nap.
- Creating a relaxing atmosphere by dimming lights and playing soft music or white noise. Classrooms are equipped with nightlights where needed.
- Gentle physical contact is acceptable to aid in relaxing the child.
- **Shoes must remain on during nap for emergency purposes.**
- **Children are never physically restrained on their cot.**

HOW WE DEAL WITH RESTLESS CHILDREN

- Restless children are verbally reminded that their classmates are trying to rest.
- It is explained to the child that rest is good for their bodies.
- If a staff member finds they are unable to console the child, another available staff will attempt to intercede.

PLAN

There will be a designated nap/rest time each day. All children from toddlers to preschool must nap or rest during this period. Nap/rest time gives children a much needed break during the day. Without a nap/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, and no longer be required to remain on their cot.

Placement of Cots

Cots are placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of equipment. Cots are placed directly on the floor for use & stacked when not in use. Cots are labeled with each child's name.

Naps and rest are 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.

Bedding & Blankets

Separate blankets will be provided by the parent(s)/guardian(s) for each child.

Sanitation

- Cots will be washed each week on the classroom's assigned laundry day.
 - Cots are washed with hot soapy water and then sprayed with bleach solution
- Blankets and bedding will be washed once per week per an established rotation or when they become soiled or wet.

MALTREATMENT OF MINORS MANDATED REPORTING POLICY

MALTREATMENT OF MINORS MANDATED REPORTING

POLICY FOR DHS LICENSED PROGRAMS

[based on dhs16_139467]

Who Should Report Child Abuse & 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.
- Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family childcare facility should be made to county child protection services
- Reports concerning suspected abuse or neglect of children occurring in all other facilities licensed by the Minnesota Department of Human Services 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 Steele County Human Services at (507) 444-7500 or local law enforcement at (507) 451-8232 (Dispatch) or (507) 444-3800 (Law Enforcement Center).
- 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:

1. Related policies and procedures were followed
2. Policies and procedures were adequate
3. Need for additional staff training
4. Comparison of the reported event being similar to past events with the

- children or the services involved
5. Need for corrective action by the license holder to protect the health and safety of children in care

Primary & Secondary Persons to Ensure Internal Reviews are Completed

The internal review will be completed by Rebecca Madsen, Director. If this individual is involved in the alleged or suspected maltreatment, Leslie Nielsen, Asst. 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 childcare program and must be made available upon request.

PROGRAM GRIEVANCE PROCEDURE FOR PARENTS

Parent Grievance Procedure

Parent Grievances

Our Parent Grievance Procedure provides a means of encouraging parent(s)/guardian(s) in our program to feel comfortable with airing and/or expressing any doubts or problems which may occur regarding the center, staff, programming, or with another parent(s)/guardian(s). This procedure allows the parent(s)/guardian(s) the opportunity for free communication of feelings regarding the center and childcare services.

A Grievance may be a complaint relating to the condition of the center, a staff member who is not performing to expectations, another parent(s)/guardian(s) who is causing a problem, etc.

Objectives of the Grievance Process

- Promote harmony in the working relationships of our parent(s)/guardian(s) and staff.
- Provide and acknowledge an orderly process for the handling of the parent(s)/guardian(s) grievances.
- Quickly resolve grievances before they become unduly exaggerated and disruptive to the program.
- Resolve the grievance at the parent/staff level if possible.
- Correct the cause of the grievance.
- Provide free expression of views and open dialogue between parent(s)/guardian(s) and staff while establishing documentation of the grievance.

The Process

A parent(s)/guardian(s) with a grievance should contact the director immediately to discuss the details of the complaint. The complaint will be documented accordingly and addressed with involved parties.

ALCOHOL, DRUGS and FIREARMS

Policy for Staff & Parents

Importance of this Policy

- Young children's natural curiosity may result in experimentation with harmful substances or use of dangerous materials or objects.

Procedure and Practices, Including Responsible Person(s)

- License holders, employees, substitute staff, and volunteers, when directly responsible for children, are prohibited from abusing prescription medication or being under the influence of a chemical that impairs the individual's ability to provide services or care.
- The use of tobacco in any form, alcohol, or illegal drugs is prohibited on the premises.
- Possession of illegal substances or unauthorized and potentially toxic substances is prohibited.
- All staff will maintain sobriety while providing childcare. Staff that are discovered to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances will be required to leave the premises immediately and will be subject to discipline.
- No guns or other lethal weapons will be allowed in the child care setting. Parent(s)/guardian(s) or authorized persons required to carry firearms as a function of their job will secure firearms in their vehicle before entering Cedar Kids.
- Under no circumstance may a child be released to any authorized individual that is inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances.

When the Policy Applies

- The policy is in effect at all times, both on the program premises and vehicles used by the program. It is also enforced when away from the center on childcare business (i.e. field trips and training).

Communication Plan For Staff and Parents

- The Director or assigned back up staff will cover policies, plans, and procedures with all new staff (paid and volunteer) during orientation training. Staff will sign that they have read, understand and agree to abide by the content of the policies.
- During enrollment the Alcohol, Drugs and Firearms Policy will be reviewed by the Director or assigned back up staff with the parent(s)/guardian(s). A signature will be obtained indicating the signatory has read, understands, and agrees to abide by the content of the policies.
- During hours of operation policies are available for review by staff and parent(s)/guardian(s). Policies can be located in the Parent Handbook in the Director's office or on our website at [Cedar Kids - Parent Handbook](#).
- Upon request, parent(s)/guardian(s) may receive a copy of the Alcohol, Drugs and Firearms Policy.
- Parent(s)/guardian(s) and staff will receive written notification of any updates.

Reviewed By:

- The following individuals will review the Alcohol, Drugs & Firearm Policy. A signed acknowledgement form will be kept on file.
 - Director
 - Owner
 - Staff
 - Parent(s)/Guardian(s),
 - Health Consultant
 - Volunteer

