

# **PARENT HANDBOOK**

## **POLICIES & PROCEDURES FOR PARENTS**






[Page Numbered Printable Version]







**2429 North Cedar Avenue  
Owatonna, MN 55060**

**Main: (507)444-0601 Fax: (507)444-0005  
Director Rebecca: (507)456-0961  
Assistant Director Leslie (Scheduling): (507)213-4113  
Email: [cedarkids2429@gmail.com](mailto:cedarkids2429@gmail.com)**

# TABLE OF CONTENTS

<b>BASIC POLICY &amp; PROCEDURE INFORMATION FOR PARENTS</b>	<b>5</b>
 <b>YOUR RIGHTS</b>	<b>5</b>
Know Your Rights	5
Complaint Procedure	5
Privacy Statement	6
 <b>HISTORY, CORE VALUES &amp; PHILOSOPHY</b>	<b>7</b>
Our Mission	7
Company History	7
Our Core Values & Behaviors	8
Our Philosophy	9
A Message from the Director	9
 <b>A FEW DETAILS TO BE AWARE OF</b>	<b>11</b>
Staff Training	11
Tuition Policy & Contacts	11
Weekly Rate Sheets	11
Enrollment Contract and Setting Up Your Account	11
Billing and Payment Scheduling	11
Discounts	11
Drop-In Care	12
Changes to Rates, Services & Fees	12
Late or Declined Payments	12
Arrival, Departure & Absences Policy	12
Authorized Persons	13
Visitation	13
Classroom Rules	13
Abuse and Neglect of Cedar Kids, Inc. Assets	14
CCTV	14
Procedure for Ending Services	14
 <b>STUDENT SUPPLIES</b>	<b>15</b>
Toddler Supplies	15
Preschool Supplies	15
School Age Supplies	15
 <b>HEALTH &amp; SAFETY INFORMATION</b>	<b>16</b>
Health Requirements	16
Health Consultant	16
First Aid & Emergency Care Information	16
Sickness & Communicable Diseases	16
Parent(s)/guardian(s) Responsibility	16
Communication	17
In the Event of Illness	17
Return to Care	17
Allergy Prevention & Response	17

Handling & Disposal of Bodily Fluids	18
Medications	18
Child Care Emergency Plan	18
Evacuation & Relocation Plan	18
Shelter-in-place or Lockdown Plan	18
 PROGRAM PLANS & DAILY SCHEDULE	19
Supervision	19
Program Census	19
Hours of Operation	19
General Methods	19
Our Mission	19
Our Philosophy	19
Our Core Values & Behaviors	20
Program Plan Development and Evaluation	21
Goals and Objectives	21
Conferences & Communication	21
Daily Activity Schedule	22
Program Plan Availability	23
 OUR BEHAVIOR GUIDANCE POLICY	24
Purpose	24
The Power of “Take-a-Break” Intervention	24
Scenario	24
Dealing With Unacceptable Behavior	25
Scenario	25
Scenario	25
Scenario	25
Persistent Unacceptable Behavior	25
 OTHER PROGRAM INFORMATION	27
Breakfast, Lunch & Snacks	27
Field Trips	27
Research & Public Relations	27
Hours/Days of Operation/Holidays	27
Pets	27
Weather	27
Liability Insurance	28
 NAPS & REST POLICY	29
Our Nap Time Strategies	29
How We Deal With Restless Children	29
Plan	29
Confinement Limitation	29
Placement of Cots	29
Bedding & Blankets	29
Sanitation	30
 MALTREATMENT OF MINORS MANDATED REPORTING POLICY & PROCEDURES	31
Maltreatment of Minors Mandated Reporting Requirement	31

Link to Cedar Kids, Inc. Mandated Reporting Policy	31
🌱 EMERGENCY PLAN	32
Emergency Plan Requirement	32
Link to Cedar Kids, Inc. Emergency Plan	32
🌱 ALCOHOL, DRUGS & WEAPONS/UNSAFE ITEMS	33
Purpose	33
Importance of this Policy	33
Procedure and Practices, Including Responsible Person(s)	33
Communication Plan For Staff and Parents	34
Reviewed By:	34
🌱 PROGRAM GRIEVANCE PROCEDURE FOR PARENTS	35
Purpose	35
Objectives of the Grievance Process	35
The Process	35
🌱 REVIEW & APPROVAL	36
Annual Review Date:	36
Approved By:	36

# ***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](mailto: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, held in a secure file 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 sustain a safe and nurturing environment where our dedicated and caring staff build basic learning essentials upon 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**

At Cedar Kids, we believe God has created every child uniquely, instilling in each a purpose and hope for a promising future of prosperity. Our aim is to serve as a nurturing stepping stone in a child's lifelong journey of learning. We are committed to empower each child to reach their full potential by fostering an environment that promotes social, emotional, physical, intellectual, and spiritual growth.



### **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**

Our classrooms are led by a qualified teacher supported by an additional assistant teacher or aide as needed. All staff are certified in First Aid, CPR, and AED usage as well as trained in Sudden Unexpected Infant Death (SUID) and Abusive Head Trauma (AHT). Additionally, all staff are required to attain annual in-service training hours to maintain their position.

### **Tuition Policy & Contacts**

#### ***Weekly Rate Sheets***

All current rates for tuition, fees and additional services are available on the Weekly Rate Sheet provided to prospective families during the inquiries and touring process. See a member of management for a current Rate Sheet. Full time contracts include up to 45 hours per week of care unless otherwise stipulated. For example the Latchkey before and after school program includes up to 25 hours of care.

#### ***Enrollment Contract and Setting Up Your Account***

At enrollment families will sign a tuition contract. Your signature on this contract indicates you understand our terms fully and are financially responsible for the tuition, fees & additional services billed to your account in accordance with our tuition policy. An ACH automatic withdrawal form will also be completed at enrollment. You may choose to make payments from a checking or savings account at no fee or a debit or credit card with a 3% fee. All tuition payments are considered PIA (payment in advance) due prior to the week of service on Fridays.

#### ***Billing and Payment Scheduling***

You will be able to view your upcoming tuition PIA (payment in advance) notification in your Procure portal at [www.myprocure.com](http://www.myprocure.com) (please note this is not the same as the Procure communication app) Billing information generally populates to your account on Thursday afternoon or early Friday. Any new fees and services incurred will be included on your next scheduled automatic payment after the period in which they were incurred. In order to keep your costs low all ACH transactions are batch processed weekly on Fridays.

#### ***Discounts***

Cedar Kids currently offers a multi-child discount. This discount applies to immediate families with more than one child enrolled full time in our Toddler or Preschool programs. The discount is not applicable in conjunction with the Latchkey or Summer Camp programs. In order for the account to remain eligible for the discount the account

balance must be kept current and tuition must be paid prior to the week of service. Discounts are \$20/week for 2<sup>nd</sup> child, \$40/week for 3<sup>rd</sup> and \$60/week for 4<sup>th</sup>.

### ***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.

### ***Changes to Rates, Services & Fees***

Rates are subject to change. Cedar Kids endeavors to provide as much prior notice as possible regarding the timing of rate increases and communicates these changes electronically and in writing.

### ***Late or Declined Payments***

Each family is responsible to keep their account up to date. As a convenience your current balance is displayed on the screen when you log your child in or out at the center (Note a positive number indicates a balance due & a negative number indicates you are paid ahead in that amount). If we notice an account has fallen behind we will provide you an electronic reminder. Payments are due on Friday. Payments which are not made by close of business on Monday will be considered late. Late payments are assessed a \$10 fee. Two consecutive missed or declined payments will terminate enrollment until the account balance is paid in full or you make financial arrangements agreeable with Cedar Kids, Inc. for a short term payment plan to get your account current.

In the event that Cedar Kids, Inc. agrees to a payment plan any failure to abide by the terms of an agreement will result in a review of your care privileges. Cedar Kids, Inc. reserves the right to review each individual case, and suspend or terminate care at the discretion of the Director. Please be aware that suspension or termination does not waive the two week notice for termination of services and it is your responsibility to pay for this time regardless whether childcare is provided during this time or not.

In the event of more than one declined payment we require an alternate form of payment (cash, debit/credit card transaction or money order). Any declined payment from a financial institution will result in your account being charged a NSF fee of \$30.

### ***Arrival, Departure & Absences Policy***

Children must be accompanied inside the building and released to a staff member upon arrival. You are responsible for checking your child in and out using one of the stations located on each level. A \$1.00 Missed Check In/Out Fee will be applied to your account for every check in/out missed. When departing for the day, please remember to inform classroom staff that your child is leaving.

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

A \$3.00 per hour Excess Hours Fee for toddlers/preschoolers and \$5.00 for school agers will be billed for extra hours of care in excess of your contracted coverage, not to exceed \$20.00 per child per week.

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

### ***Authorized Persons***

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 authorized pick-up list filled out at enrollment. If you know in advance that someone other than a currently authorized person will be picking up your child, please fill out an update to the form at the front desk and we will make the adjustment to your records.

In the event of an unforeseen change to authorized persons occurring during the day after you have already dropped off, contact the center so that we can communicate the change to staff and update documentation in our classroom binders.

Any authorized persons picking up your children should always bring and have their driver's license readily available. For safety all our staff, and especially new hires, are trained to ask for identification if they do not recognize a pick-up person.

### **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.

### **Abuse and Neglect of Cedar Kids, Inc. Assets**

Sometimes, kids might not take appropriate care of materials, resources, equipment or facilities at our center. When this occurs staff will take behavioral guidance action to inform and guide the child in appropriate use of Company assets. When damage to assets becomes willful or repetitive we communicate with parents and come up with a plan to bring about behavior modification. Usually, this helps correct any problems. However, in the event a child intentionally damages or destroys an asset or has repetitive destructive instances, we will have to bill the family for asset replacement or repair. This policy does not apply to accidents and general wear and tear which are bound to occur.

### **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, to end your contract we ask for a written notice two weeks prior to the desired final date of service. If you choose to end your contract 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.

### Health Consultant

Cedar Kids contracts with a health consultant to conduct an annual review of the center's health and safety policies as stipulated by Rule 3. Additionally, if there is a proposed change in health practices or policies or if an outbreak of a contagious illness should occur, the health consultant will be contacted for review.

### 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

### ***Communication***

Cedar Kids endeavors to keep families posted on occurrences of communicable diseases at the center. We utilize a chalkboard located on the right hand side of the doorway to the lower level to communicate the date & type of occurrence reported. Due to confidentiality purposes no further details related to the occurrence can be shared. In the event of a serious disease outbreak Cedar Kids follows the directives of the Minnesota Department of Health & the CDC which may include families being made aware of critical health situations through other forms of communication.

### ***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 PLANS & DAILY SCHEDULE

### ***Supervision***

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.

### ***Program Census***

We are currently licensed for:

27 toddlers (14 months-32 months)

67 preschoolers (33 months- 1<sup>st</sup> day of Kindergarten)

60 school age (1<sup>st</sup> day of Kindergarten-12 years)

### ***Hours of Operation***

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

### ***General Methods***

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

### ***Our Mission***

Our mission is to sustain a safe and nurturing environment where our dedicated and caring staff build basic learning essentials upon an encouraging spiritual foundation. All at affordable prices.

### ***Our Philosophy***

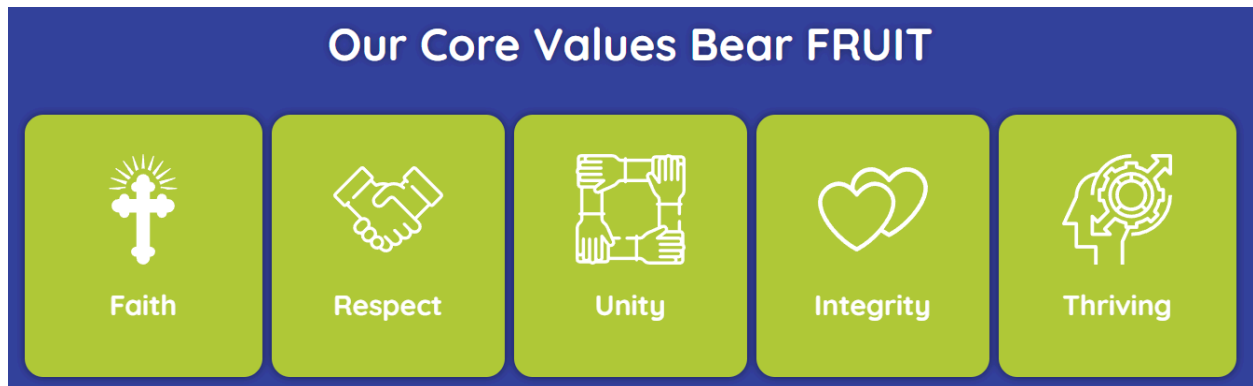
At Cedar Kids, we believe God has created every child uniquely, instilling in each a purpose and hope for a promising future of prosperity. Our aim is to serve as a nurturing stepping stone in a child's lifelong journey of learning. We are committed to empower each child to reach their full potential by fostering an environment that promotes social, emotional, physical, intellectual, and spiritual growth.

Through our program plan and Frog Street curriculum we seek to combine basic learning essentials your preschool-aged child needs to successfully transition into the kindergarten setting with an encouraging spiritual foundation to build your child's character. Our school-aged program plans are designed to begin and end school days with casual learning, developing social-emotional skill sets and spiritual growth. On no-school days, or when school is canceled due to weather or holidays, we offer more structured days, with fun activities planned. Such activities include experiments for tapping into science, games, and art projects. Our Summer Camp program plan offers themed weekly content where your child learns to participate, cooperate, and be a team

player in both small group activities and large group activities. Children practice these skills while developing friendships along the way.

Please note that while Cedar Kids, Inc. incorporates Christian core values and spiritual components in our curriculum, we respect the diverse beliefs of all families and ensure our approach is inclusive and respectful to all.

### *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.

## **Program Plan Development and Evaluation**

At Cedar Kids, Inc. our program plans undergo constant development and improvement. We believe in the unique potential within every child and therefore develop our program plans to be child centered, promoting age appropriate goals for individual growth and development.

A written evaluation of our program plans occurs annually by a Teacher qualified staff member.

## **Goals and Objectives**

Our program is designed to focus on the objectives of individual growth and development. Another objective is to create an environment that fosters curiosity, creativity, and a love for learning. Our approach is child-centered, recognizing and respecting the individual needs and abilities of each child. We are committed to providing a nurturing, supportive and inclusive setting where children can grow and develop at their own pace. Our goal is to help each child build a strong foundation for lifelong learning and success. The program and its activities are designed to promote the physical, intellectual, social and emotional development of each child throughout all age categories.

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, both teacher directed and child initiated, that allow for growth, exploration, experimentation and discovery. Activities are varied including: active and quiet, indoor and outdoor, and staff utilize a wide variety of equipment and materials to enhance the daily routine. The program and its activities also provide diverse ethnic and multicultural experiences to celebrate a multitude of family and cultural backgrounds.

Interest areas are incorporated into the daily program with 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 communicated to the parent(s)/guardian(s) during biannual teacher directed conferences. The center will retain documentation in the child's record that individual parent conferences were planned and offered. Daily written reports are made to the parent(s)/guardian(s) of toddlers about the child's food intake, elimination, sleeping patterns, and general behavior through our procare parent engagement app. Additionally, we utilize other means of communication (telephone calls, text messaging,

email and personal notes) to provide parent(s)/guardian(s) of children in all age groups with frequent and timely feedback on their child's progress.

### ***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 year olds- K begin at 12:30 and rest for 1/2 hour.
    - K-12 (summer program) will not be required to 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

***Program Plan Availability***

The Program Plan is provided to the parent(s)/guardian(s) of all children at the time of enrollment in the child care program and is also available upon request.

## OUR BEHAVIOR GUIDANCE POLICY

### **Purpose**

Our goal at all times is to 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 behaviors. When necessary immediate and directly related consequences will be utilized in response to unacceptable behavior. In the event this guidance is unproductive the child with unacceptable behavior will be redirected to constructive activity to reduce conflict.

### **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. If another child was involved 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 the "take-a-break" 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."



## Dealing With Unacceptable Behavior

At Cedar Kids we seek to avoid the excessive use of direct orders. This reduces the opportunity for power struggles to arise, and creates a more secure emotional climate where consequences are more directly related to issues rather than personalities.

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).

### **Hours/Days of Operation/Holidays**

Cedar Kids is open year round, Monday - Friday, 5:45 a.m. to 6:15 p.m. We are generally closed for business\* on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, Christmas Eve Day and Christmas Day. We may close additional days such as other recognized holidays, staff training days, the day before or after a holiday or if the holiday falls on a Saturday or Sunday. The Director will determine the schedule of the center's closure dates for the upcoming year during the month of December annually & communicate them in writing to parents and staff. In the event of an unplanned closure, for example inclement weather, employees will be notified by the Director or Assistant Director as soon as possible.

*\*Please note that closure for holidays does 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 insurance 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 are no longer required to remain on their cot.

### *Placement of Cots*

- 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.
- 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.

### *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 & PROCEDURES**

### **Maltreatment of Minors Mandated Reporting Requirement**

Per Licensing requirements Cedar Kids, Inc uses the Maltreatment of Minors Mandated Reporting policy as developed by the Minnesota Department of Human Services.

#### ***Link to Cedar Kids, Inc. Mandated Reporting Policy***

 **Mandated Reporting [DHS-7634A].pdf**

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

If you are reading a printed version of this manual please see the Appendix at the back of the manual for the Maltreatment of Minors Mandated Reporting policy. **EMERGENCY PREPAREDNESS POLICY & PROCEDURES**

## EMERGENCY PLAN

### **Emergency Plan Requirement**

Minnesota Statute, section 245A.41, subdivision 3 requires the Emergency Preparedness to be written on official “THE CHILD CARE EMERGENCY PLAN FORM” developed by the Commissioner.

### ***Link to Cedar Kids, Inc. Emergency Plan***

 [Emergency Plan \[092723\].pdf](#)

The Emergency Plan is also available for review in the Director’s office during regular operational hours. A copy will be provided upon request.



## **ALCOHOL, DRUGS & WEAPONS/UNSAFE ITEMS**

### **Purpose**

The purpose of this policy is to ensure a safe, healthy, and productive environment for everyone at our childcare center.

### ***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. Per Minnesota Statutes 2023, section 181.951, subdivision 9 cannabis and its metabolites are considered a drug for those in a position requiring face-to-face care, training, education and supervision of children.
- 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.
- Unsafe items are not allowed in the center including but not limited to, knives/swords or other sharps, martial arts paraphernalia, matches or lighters. In the event a child should bring an unsafe item to school, the item will be separated from the child and turned over to the parents at the end of the day. The Director is the final arbiter of what constitutes an unsafe item.
- In order to prepare children for the expectations of the school systems, toy or replica weapons/unsafe items are not allowed. In the event a child uses a toy in a manner that simulates a weapon, staff will intervene and explain why such behavior is not allowed.
- Under no circumstance may a child be released to an authorized individual that is inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances.

## Communication Plan For Staff and Parents

- The Director or assigned back up staff will cover policies, plans, and procedures including the Alcohol, Drugs & Weapons/Unsafe Items Policy 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 & Weapons/Unsafe Items Policy will be reviewed by the Director or assigned back up staff with the enrolling parent(s)/guardian(s). A signature will be obtained indicating the signatory has read, understands, and agrees to abide by the content of the policy.
- Policies and procedures are available for review in the Director's office during regular operational hours. Policies for parent(s)/guardian(s) can be located in the Parent Handbook in the Director's office or on our website at <https://cedarkidsmn.com/wp-content/uploads>. Policies for Staff are located in the Staff Handbook and supplemental training materials in the Director's office.
- Upon request, staff and parent(s)/guardian(s) may receive a copy of the Alcohol, Drugs & Weapons/Unsafe Items Policy.

## Reviewed By:

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

## PROGRAM GRIEVANCE PROCEDURE FOR PARENTS

### **Purpose**

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**

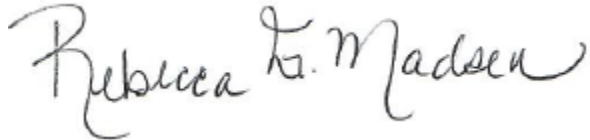
A parent(s)/guardian(s) with a grievance should contact the director immediately to discuss the details of the complaint. The complaint will be documented accordingly and addressed with involved parties

## REVIEW & APPROVAL

### Annual Review Date:

This document was last reviewed in its entirety on Apr 30, 2024 .

### Approved By:



Rebecca Madsen  
Director