

Parent Handbook

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Karie's Kiddo's/Trupka's Daycare

Policies and Procedures

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MN DHS Ottertail Co. Daycare License # 112004 CCAP # _____

Welcome to Karie's Kiddo's/Trupka's Daycare: I'm pleased you chose me to provide for your child/ren. Your whole family is encouraged to visit my home daycare prior to enrollment. This gives me and your child/ren an opportunity to meet and begin a relationship between parent, child, and myself. It also makes separating on the first day a bit easier. **Parent Handbook:** has been written to describe my program, philosophy, policies and practical details. Please, carefully read-on and keep it for future reference. I'm glad to address any questions and concerns. Once again, welcome!

1. Who am I? Karie's Kiddo's/Trupka's Daycare is located four miles from Phelps Mill, on Highway 35, in Ottertail County, MN. The daycare resides in the Perham school district, although I'm located just 15 minutes from Underwood, MN. School buses travel by County Highway 35 from Underwood, Perham, Fergus Falls, Pelican Rapids, and Battle Lake, MN. We are centrally located between many school districts! Wadena, MN is about 40 minutes away. I'm **originally from Breckenridge, MN** where my husband, Jerry Trupka and I raised our three children. We have a spicy rescue miniature poodle named "Maggie." Maggie will usually not be available to children. Our family was blessed with "many children " over the years, in our home (daycare/foster/respice care), from 1985-1995. My favorite preschool teacher's memory from St. John's Preschool in Wahpeton, ND was kindergarten graduation! Being able to work with children is what I love most in life! Teaching 33 years, at the Circle of Nations School (CNS), in Wahpeton, ND was when I earned a Master's degree in education. I believe the best program I directed was the after school program at CNS. **Religious educational activities** involved a large part of my life, including: being a Sunday School and Vacation Bible School teacher, Sunday School Superintendent, and a member of the Education Board. I've also been involved with the North Dakota Department of Public Education Assessment team for over 25 years. Nationally, I was a NASA educator and worked on Common Core Standards and activities.

2. Mission Statement: My life's goal is to communicate Educational/Biblical truths in word, deed, and attitude. Every child is unique and valuable in both God's eyes and mine, being loved is part of being human, having inherent worth in this world and the next are essential. Therefore, I'll be using Educational/Bible stories, songs, and games as curriculum. Content material can build a firm foundation to becoming an inherently "good" person. Modeling prayer is a regular part of my daily routine, although no child will ever be required to pray. My mission is to share a loving environment where children and families can be nourished through a community of faith and love, it's the strength of my daycare! **Transparency is essential. (Coming Soon) Video and still pictures will be available to parents throughout the day. A parent release prior to photography and videography will be signed and dated.** Infants 6-12 months are taught sign language. Toddlers and preschoolers are prepped for kindergarten. Children are taught to interact with others, building the footings of long-term educational success. Children are encouraged to develop manners and build the character of lifelong learners. (Sunshine express) or similar curriculum will be used. The **safety** of every child is my top priority. I'm **MN-DHS-qualified** and have passed federally regulated background checks. Secure check-in/out, billing, and parent communications are all handled through (coming soon) Procure/similar software. **Children under my care are supervised at all times:** "Sight and Hearing Check:" Children are within my sight and hearing at all times. "Count and Check:" "Name to Face Check:" I match children's names to faces every time we transition between inside and outside.

3. Training: Developmentally Appropriate Behavior Guidance (I use Love and Logic) recorded 8/6/23; Supervising for Safety for Family Child Care; Children and Restraint Systems (C.A.R.S.) certified 8/15/23 renewal due 8/15/28; Pediatric CPR, First Aid, AED certified 8/14/23 renewal due 8/14/25; Sudden Unexpected Infant Death (SUID) recorded 8/4/23; Abusive Head Trauma (AHT) recorded 8/3/23; upcoming food program training, safety inspections for fire and storm drills and monthly crib inspections are documented. I will have a Parent Aware three (3) star rating as of January 2024. Specialized training: Master Degree NDSU: Education. **Parent Aware:** (Rating as of January 2024: 3 stars) 3 stars earns: Income based scholarships starting January 2024. This is Minnesota's quality rating system for child care. To learn more about Parent Aware, Minnesota's voluntary quality rating and improvement system, go to <http://parentaware.org>.

4. License Description: Specializing in infant and toddler care is the focus of my daycare. Age breakdown, license capacity: B1/B2 "specialized family daycare" license holder of Otter Tail County. My care limits are up to three infants: age: 6 weeks-12 months or up to four toddlers: age 12 months to 30 months or up to four preschoolers: age: 30 months to 5 years. This will include various combinations as long as the total capacity is not more than four children in these age groups. In addition two school aged: (5-11 years) children bringing my total capacity to 6 children at any given point in time.

5. Conflict Resolution If the issue arises between a family and myself, or between two families, I encourage the considered party to speak directly to me, or family, if the problem remains unresolved, or the parents want to make sure I'm aware, my door is always open. I will act as a

mediator in situations that require more attention or are reoccurring. I will make every effort to remain fair, with my main priority being the safety and quality of care of the child/ren at Karie's Kiddo's/Trupka's Daycare. **Grievance Policy:** *A license holder must have a program grievance procedure that permits persons served by the program and their authorized representatives to bring a grievance to the highest level of authority in the program (Minnesota Statutes 245A.04, subdivision 1d)* **My grievance policy is:** Good communication between parents and the provider is an essential part of any successful childcare arrangement. Each party should feel free to share concerns and ask questions. I welcome your questions and feedback so that together we can assure a happy, safe, and nurturing childcare environment for your children. If concerns cannot be satisfactorily resolved between us, you may contact: **Otter Tail County licenser: Lisa Spangler.** Please contact her with concerns I'm unable to address. Her email is <lspangle@co.ottertail.mn.us>, her phone is 218-998-8213/8206. Her office is located at 520 W Fir Avenue Fergus Falls, MN 56537. The Otter Tail County's DHS office number is 218-998-8150.

6. Days and Hours: As listed on parent Contract. **Unexpected Closings** I will be open on public school designated "snow days"--if necessary it may be a late open. On rare occasions the center is forced to close due to a situation beyond my control (e.g. Ice storm, electrical outage, no water or sewer service) every attempt will be made to inform you of the emergency closing. In cases where the center is told I must close temporarily, and it is beyond my control, tuition is still due. I will make every effort to pro-rate, discount, or credit accounts as necessary. **Security and Access:** Daycare is open for business from **7AM to 6PM** and can be accessed by using the 4 digit code given to you at the time of enrollment. Due to security reasons I ask that this code be used only by the immediate family. If someone is picking up your child/ren that doesn't normally pick-up, but who is listed on your emergency contact information, please have them use the ring doorbell and/or knock on the door. *For your child/ren's safety please do not allow your child/ren to touch the exit door handles or open the doors and/or play yard gates.* This includes entering in the code to unlock the door. Together we will work hard to teach the child/ren not to touch exit doors/gates. **Custody Orders** Until custody has been established by a court action, one parent may not limit the other from picking up a child/ren in my care. The center must be notified immediately of any changes in custody orders, Certified custody orders must be given to me.

7. Tuition Rate: Tuition for full (up to 10 hours per day) or half time (up to 5 hours per day) child care is based on the following options:(One child, monthly, full time rate weather your child attends or not)

- Monthly Payment - due the last day of each prior month. Payments are considered late after that day.

$\$240 \text{ Tuition} \times 50 \text{ weeks} / 12 \text{ months} = \text{Rate due. (based on payments other than cash)}$
 $\$1000/\text{month full time}; \$500/\text{month half time}$

$\$90 \text{ Tuition} \times 50 \text{ weeks} / 12 \text{ months} = \text{Rate due. (Cash rate)}$ **$\$800/\text{month} - \text{full time}$**
 $400/\text{month} - \text{half time}$

- Weekly Payment- due by 5:30 PM the Friday before daycare. Payments are late after that day. Tuition is based on 52 weeks. *(based on payments other than cash)*
 $\$260 \text{ Tuition} \times 52 \text{ weeks} / 12 \text{ months} / 4 \text{ weeks} = \text{Rate due. } \$260/\text{week full time};$
 $\$130/\text{week half time.}$

$\$180 \text{ Tuition} \times 52 \text{ weeks} / 12 \text{ months} / 4 \text{ weeks} = \text{Rate due. } \$210/\text{week - full time};$
 $\$105/\text{week - half time (based on payments of cash)}$

- **Daily Payment - One child, based on cash payments is \$75 full day/\$37.50 half day.**
*** other than cash payments, is \$90 full day/\$45.00 half day.**

School-age Tuition The School-age tuition is computed according to the first day of enrollment until the last scheduled day for the school year. The total is then divided by nine (9) months, September through May. (June is divided into the previous months) The "Set monthly Payment" is due the first day of the month and considered late after the third (3rd) day. Tuition expected according to the child's schedule, not according to the actual days attended. *Only full and half time rates are available.* Rate by age group, statement will be sent one month prior to annual rate increases on December 31 each year. I reserve the right to adjust rates as needed.

8. Payment policies: A large cash discount is offered to all families as seen in #7 Tuition rate above. Ten (10%) discount is offered to families with more than one child enrolled. This applies to full-time enrollment and paid monthly in advance - - only. (School-age full time = AM, PM, None school days). (coming soon) * **Tuition Express Forms must be filled out, and kept on file regardless of payment method being used (check, credit card, Venmo/Paypal, or cash).** *If tuition is not paid by the 3rd of the month then tuition will be processed through the Tuition Express system, along with a \$25 late fee. (coming soon) Electronic Checking Withdrawals are a fee free option. If your standard form of payment is check and not paid by the 3rd of the month, funds will be transferred electronically on the 4th, including a \$25 late payment fee, of the month using the electronic withdrawal option, unless arrangements are made in writing and agreed upon, by both the provider and parent, ahead of time.* (Methods of payment accepted, when payments are due, payment in advance of care provided, late payment due 4PM the Friday before the week of care, including a late payment fee. (Receipts and annual yearly paperwork will be provided in a timely manner.) Tuition is expected whether your child attends or not. Holidays are included in your child's tuition. Unfortunately, as much as I would like to, I cannot make allowances for any days missed in your regular attendance schedule.

9. Fees:

- **Registration fee:** \$50 is due once an assigned start date has been set. This is a one-time, non-refundable charge. If a child/ren is withdrawn then re-enrolls at a later date, a second enrollment fee will be charged. Scheduled days can not be traded for another day. Although, parents may request an added day or extended hours to a day. I will make every effort to change my schedule, letting you know if this time is available.
- **Credit Card Processing Fee:** *There is a five dollar (\$5) base fee and a minimum 4% processing fee charged by Karie's Kiddo's/Trupka's Daycare for every transaction.*

- **Late tuition:** \$25 fee is charged for **late tuition** payment on the third (3rd) of the month. Special payment arrangements can be made in advance. Any child/ren who is in my care for more than 10 hours in one day will be charged an additional \$10 fee for each day, per family.
- **Schedule change fee/new contract:** Two-week notice is required for any schedule change. The first schedule to care given is free. Additional changes will require a \$25 to issue a new contract.
- **Drop off and Pick up fees:** The parents and guardian of the child/ren not picked-up until after the agreed time, or past closing (5:30 PM), will be charged \$1 per minute. Families who pick-up late more than 3x, in a one year period, will pay \$5 per minute after 5:30 PM. All late fees are expected by 5:30 PM the following day. The fee applies per family. Excessive abuse of late pick-up times can result in disenrollment.
- **Holding fee:** A deposit of two weeks' care is to be paid in advance. One week is applied to the first week of care and the other to the last week of care
- **Other fees:** I reserve the right to charge a supply, technology, activity, and/or other fee as needs arise. If a child intentionally causes damage, parents are responsible for replacement and repairs.
- **NSF check fee:** \$50 will be charged for each returned check.
- **Damage that occurs to personal property** that goes beyond normal wear and tear and exceeds a replacement value of \$10.00 and over, be replaced or paid for by the child's parents/guardian. When children were rough housing or abusing the toys in my presence and the item is broken and I am aware that it was not an accident, I ask that it be replaced with the same item, or paid for so I can replace it. Children are taught how to respect and take care of toys and personal property while in my care.
- **Supplies:** list of supplies provided, list of supplies parents provide (diapers, wipes, blankets, change of clothing, winter outdoor gear.
- **My (coming Soons) Procure/Brightwheel/Wonderschool/Funshine express)** Your child/ren's records can be located at a secure site. Cost \$100 a one-time fee. The best way to access this link is from the home page of my website. (trupkasdaycare.godaddysites.com). *Parents are encouraged to check their child's site frequently to view tuition status. It is a parent's responsibility to check MyProcure.com for their current tuition amount. If you have not received a Welcome letter, please contact me. You will log on to MyProCare.com to receive your confirmation code and login information. Parents without internet connection will receive: Hard Copies" of tuition statements and communication unless you have an email account in which case an electronic communication/copies will be emailed. If you need a Parent Print Out List please inform me in writing. (At risk and special needs are an additional rate.)*

10. Child Care Assistance Program (CCAP) Policy Parents receiving DHS child care assistance must pay the full tuition rate until the authorizing paperwork is delivered. Upon receipt of DHS payment, your account will be credited towards the following month. You are responsible to directly pay DHS copay each month. Rates vary according to DHS disbursement. If DHS billing lapses it is your responsibility to pay the full tuition amount until DHS notifies me.

11. Holiday/Vacation policy: Daycare will be closed and not providing care and are included in weekly tuition.

- All families (except daily rates) are charged for the following **holidays**: New Year's Day, Jan. 1, Memorial Day, last Monday in May, Independence Day, July 4, Labor Day, first Monday in September, Columbus Day, second Monday in October, Veterans Day, Nov. 11, Thanksgiving and the day after, fourth Thursday and Friday in November, Christmas Eve Day, Dec. 24 and Christmas Day, Dec. 25, and New Years Eve Day .
- **Two-weeks of vacation** is included in the tuition rate (except daily rates). One week during the Christmas Holiday break to follow Christmas Day. **Parents will need to find alternative care** and another week in August prior to school starting; a two week notice will be given to parents of dates.
- **Personal Day Policy:** Notice will be given within 24 hours of availability for funeral leave. Scheduled doctor and dentist appointments will be given within 24 hours of when the appointment is made, if possible.
- **Professional Development:** Time to prepare lessons, gather information from guest speakers and attend conferences is essential to maintaining my daycare license. This is accomplished by **two in-service days per year**. One is generally the end of March or beginning of April and the end of August. The center will be closed to children. Tuition will be paid for these days. Professional development a two week notice will be given when possible.

12. Sick/Wellness Policy (See Wellness Policy for full details.) (yourself and family):

You are the best judge of your child/ren's health and I trust you will not bring a sick child/ren to daycare. However, if in my care your child/ren becomes ill, underarm temperature over 100, displays an unknown rash, diarrhea, vomiting, or acts out of character you will be called to come and take your child and their siblings home. **A video chat/image via text will be available to you for both myself and your child. When called, you (or an alternate emergency person) are expected to come within an hour.** This is to protect the health of your child/ren, and other children in my care. Your cooperation is greatly appreciated.

The following criteria will be considered to determine if your child/ren must go home:

- **Unknown rash** will need to be seen by a physician and the child/ren can return to the center by the written recommendation made by the doctor. A doctor note is required.
- **Fever of 100.9° or higher.** The child/ren must be fever free for 48 hours *without the aid of Tylenol or other fever reducing medications*. For a mild fever, muscle aches, toothache, or headache Tylenol (supplied from home) may be administered see **Medicine** below.
- **Diarrhea (more than two loose, watery stools)** The child/ren may return when bowel movements are normal and no other symptoms of illness are present.
- **Vomiting** – Any vomiting is a reason to send a child/ren home and keep a child/ren home. Consideration will be taken if your child/ren is allergic to certain food/drink products or on medication. The child/ren may return 24 hours after the last time he/she vomited, and no other symptoms of illness are present.
- **Persistent cough or runny nose for an extended period of time** (cough suppressants and her allergy medicines are not recommended unless prescribed by a doctor).

Child/ren may return 24 hours cough free without the aid of cough suppressants, or allergy medication.

- **Crying and irritability for a long time**, or not eating or drinking normally. Anytime a child/ren is not themselves, cannot be soothed, requires a one-to-one care, complaining about discomfort, or not interacting with the class is the reason to take a Wellness Day and spend time in the comfort of their parent(s)' own arms.
- **Highly contagious conditions such as: COVID-19** See are most current COVID policy, **Head lice**: suggested treatments available upon request. Child/ren must be "Nit" free to return to daycare, **Chicken Pox and Hand-Foot-Mouth**: child/ren must be fever free and sores scabbed over, **Strep throat**: Child/ren must have 24 hours of antibiotics in their system, **Mumps, pinworms, impetigo, conjunctivitis (pink eye), etc.** Follow doctor's recommendations or the Minnesota Department of Public Health method of treatment. Information is available upon request. **COVID Policy: I follow the Minnesota Department of Public Health Guidelines. A COVID-19 Preparedness Plan is available upon request.**
- **If a child/ren is too ill to play outside or participate in regular activities, then your child/ren is too ill to attend daycare. *If questions arise to the appropriateness of a child/ren's return to daycare, a final decision will be mine.**

***Injuries and Accidents** Every consideration will be taken to ensure the safety of your child/ren in my care. Should an injury occur, a *Minor Incident Report* will be completed and signed by me. A copy of this report will be sent home. You, the parent or guardian will be notified regarding any injury that occurs while a child/ren is in my care through a video chat-image via text. In the event of a major medical emergency or accident, I will call 911 first. Your child/ren will be transported to the hospital noted on the child/ren information record or the closest hospital. The parent/guardian will be called immediately.

13. Pickup and drop off procedures:

- Parents sign daily attendance. Please, let me know how I can help you & your child/ren.
- You are directly responsible for your child/ren until you walk outside. I need to keep a watchful eye on all the children in my care.
- You're welcome to stay a bit and assist your child/ren through transitioning. Just let me know, when you are ready to leave.
- **Only the individuals listed on a written permission note** from you the parent/guardian are allowed to leave with your child/ren. **I need a picture ID from any unfamiliar person** (including grandparents). **If there is any concern, I reserve the right to deny a person's request to pick-up a child/ren.**
- At pickup time, I may be available for short questions. For longer discussions/concerns please schedule an appointment.
- Parents assume **full responsibility of their child/ren once they enter** the Daycare. Your child/ren has waited all day to see you and is excited when you walk in the door. At pick up please **put away your cell phone** and give your full attention to your child/ren.
- In case of extreme cold and heat please make your transition brief so the vehicle is not left unattended for a long period of time. **NEVER leave a child/ren in an idling vehicle unattended.** Please, remove your shoes when entering home, use the front door.

14. Daily Schedule/Learning Environment Information (LEI): Infants are on their own

schedule. Printed toddler/preschool/school aged schedules available upon request. See posted schedule. **LEI:** Effective learning environments have minimal distractions, a clear routine, a positive atmosphere and varied approaches and formats of teaching are proven to improve performance and facilitate effective learning. This includes curriculum, assessment, playtime and outdoor time. Routines are available upon request. **Field Trips** and nature walks are considered an important part of the educational program and will be taken periodically. The academy will provide the same adequate responsible adult supervision for these excursions as is provided child/ren while in attendance at my home daycare. Your permission for your child/ren to participate in *walking* excursions is part of this agreement. You'll be notified of all field trips outside of the trips to the SHOME. We may occasionally take classroom field trips to "God's Acres" in Amor, museums, parks, apple orchards and other community places. Families will be notified prior to any trips involving transportation. **A permission slip must be signed and returned—including emergency phone numbers for that day.** Parent volunteers are welcome to assist with field trips opening (and other special events). A child/ren may be excluded from participation in a field trip for safety, health, or disciplinary reasons. Field trips will be canceled if forms are not signed.

15. Meals and snacks: Karie's Kiddo's/Trupka's Daycare uses a FDA food program called Providers Choice, you will be asked to sign a form required by this provider. I will provide milk for lunch and two snacks with water or Lunch and Dinner/Supper with a snack depending upon your child's schedule. I will provide one specific formula. If you would prefer a *different formula* you will need to provide either the formula or breast milk and bottles and bibs for child/ren up to the age of 12 months. Karie's Kiddo's/Trupka's Daycare will provide whole vitamin D milk for child/ren between the ages of 12 and 24 months. Skim milk will be provided for child/ren from 25 months to 12 years of age. If there is a **dietary need, or allergies**, it is the parent's responsibility to notify me. Parents will need to supply any special food required. **An Allergy Action Plan** and **A Medical Action Plan** are available and must be filled out if a child/ren has an allergy or medical need. In this case parents need to have lunch with their child each day. Lunches sent from home should be self-serving or easy to serve and clearly labeled. A microwave will be available. Lunch boxes that have a frozen pack inside are recommended. The child/ren participate in preparing snacks as much as possible and are served family style at each snack time. Karie's Kiddo's/Trupka's Daycare offers a hot lunch. Check with me for options. Parents may bring breakfast for their child/ren provided that arrival time is before 8:00 a.m. Food must be simple and self-serving (e.g., yogurt, breakfast bars, dry cereal, fruit, etc.) I ask that you set out your child's breakfast before leaving and I'll clean up. **Healthy Choices** While the occasional donut, juice, and fruit snack make a good treat they don't make a healthy meal. You are asked to reserve these items for special occasions. I'm happy to provide parents with a list of healthy, fun, alternatives upon request. Daily schedule available upon request. **Birthday Celebrations** Parents are welcome to send in a treat to share with their child/ren's classmate on birthdays or special occasions. Some children may have strict allergy guidelines. Advance notice concerning treats you plan to bring is needed. This is for the safety of all the children, feel free to ask me for suggestions. Parents are always welcome at their child/ren's birthday celebration. Birthday celebrations outside of daycare where the entire class is not invited, need to be mailed. I can't distribute mailing lists/phone numbers per privacy rules.

16. Naptime and rest time: All children must have at least 30 minutes. I provide mats and blankets. I also provide cleaning: blankets washed weekly.

17. Program/House Rules: Common Courtesy

I am fortunate enough to be working from my *home*. But, please remember that this is my

home. I ask a few things from you: Please, remove your shoes after entering my home. If you need to use a bathroom, please use the bath on the main floor. This and the upstairs bathrooms are the ones the children will use. If there is a fresh snowfall, please do not park on my driveway, it packs the snow, making removal more difficult. If your child brings any extra items (wet umbrella), please leave them in the mudroom.

18. My Philosophy: I believe...Every child is a precious gift from God! Children need care from capable and caring adults/good role models. As children experience physical, social/emotional, and cognitive milestones, informal assessments will be given to help parents see their child/ren growth in both competence and independence. Children's play is vital to the development of multiple intelligences. According to Howard Garner: The 8 forms of intelligence are: Musical-rhythmic, Visual-spatial/Verbal-linguistic, Logical-mathematical, Bodily-kinesthetic, Interpersonal, Intrapersonal, and Naturalistic. Weekly activities will include each of these forms of activities. I will use Kagan's teaching strategies to promote engagement and increase all forms of intelligence while decreasing negative behaviors. **Behavior:** At Trupka's Daycare the term *guidance* is used for several reasons. It is a positive term and implies working with child/ren to develop internal control of their behavior. My goal is to encourage the child/ren to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences for such choices while in my care. **Environment**—is designed for child/ren. I use age appropriate furniture size, large and small manipulatives, and supplies required for hands-on experiences. **Logical Rules**— i.e. keeping our hands to ourselves and taking care of the learning environment. These rules are discussed with child/ren and why the rules are important. **Curriculum**— Develop appropriately, based on the child/ren's interest and level of readiness. **Positive Behavior**— Reinforce behaviors we wish to see repeated. **Redirection**—Often interesting a child/ren in another activity can eliminate potential difficulty. I might ask for the child/ren to help me or send a child/ren to a different area to play. **Positive Reminder**—Telling the child/ren what I want them to do, rather than using "no" or "don't". **Renewal Time** —Occasionally, as a last resort a child/ren needs to be removed from the situation for a brief break. This allows a child/ren time to calm down and consider an alternate behavior.

Difficult Behavior: Please know every effort will be made to work with parents/guardians to ensure a cooperative approach for child/ren having difficulties with behavior. I'm here to serve and protect all of the child/ren in my care! A parent may be called at work or home at any time the child/ren exhibits uncontrollable behavior that cannot be modified. The parent may be asked to take a child/ren home immediately.

The following steps will be taken regarding child/ren who display *chronic* disruptive behavior, upsetting the emotional or physical well being of another child/ren or an adult.

- **Initial Consultation:** I may request the parent or guardian to meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. The best solution towards solving a problem will be agreed upon by both myself and you, the parent/guardian.
- **Second Consultation:** If the initial plan for helping a child/ren fails, the parent will again be asked to meet. Another attempt will be made to identify the problem, and establish a new, or revised approach for solving the problem. Parents may be asked to consult outside professionals, or bring in a behavioral specialist to help identify the problem or problems or provide new strategies; in order for Karie's Kiddo's/Trupka's Daycare to continue care. My goal is to develop a team.

- **Disenrolled:** When the previous attempts have been followed and no progress has been made towards solving the problem, the child/ren may be disenrolled from the center at the discretion of myself.

NOTE: Corporal punishment is not be allowed. This is defined as the use of negative physical touching (spanking, slapping, pinching, ect.) exclusion from large motor or outdoor activities or exclusion from any learning activity. In certain instances a child/ren may be physically restrained in order to keep the child/ren, other child/ren, or staff safe from harm. Crisis Prevention Intervention (CPI) will be used. I have been trained in CPI. No unusual punishment will be allowed such as humanitarian, ridicule, threat, or coercion.

19. Potty training policy: Parents supply diapers. Wipes are provided unless you do not like the brand I use. I'm experienced in training young child/ren and how to use the bathroom. It is essential that both you the parent and myself communicate about the needs of the child/ren and work together to make this developmental milestone positive and successful experience. *I recommend that when potty training, your child/ren be dressed in "user-friendly" clothing; overalls, zippers and snaps are difficult for small child/ren to manage – especially in a hurry!* When toilet training, parents are to provide lots of thick training underwear, plastic pants, socks, and outer clothing. I don't recommend the use of "Pull-Ups". They seem to only delay the toilet training process.

20. Medication Policy (DHS required)

Non-prescription medication (Tylenol, nose drops, etc.) as well as prescription medication will only be administered after a parent signs, and dates a form entitled, *Medication Permission*.

Parents must provide all medications.

- **Prescription medicine must be in the original container and labeled with the child's name. A parent or guardian must administer the first dose under their supervision; never me, the provider first.**
- **Any form of cold medicine will not be administered to any child/ren!**
- I cannot administer medication (prescription or over the counter) without the proper dosage for that child/ren listed on the container.
- If the container reads, "Consult/see Doctor" then a note from the doctor with the child/ren's weight, and the dose recommended, must be provided.
- Medication will be stored per the manufacturer's recommendations. I have a locked room, and a container in the refrigerator, for the storage of medication.
- ***A Non-Prescription Release*** form for other applications such as: **Items List:** Syrup of Ipecac, under direction of Poison Control Center, in an emergency only, Cream for diaper rash, Otoscope, Diaper wipes, Insect repellent, Sunscreen, Lotion for dry skin, Anbesol or Orajel for teething, Bacitracin ointment or Neosporin for minor scratches and abrasions, Calamine lotion for minor skin irritations, Acetaminophen (weight appropriate dosage) for an axillary temperature over 100 deg F and/or any physical discomfort. These items will be provided by you, the parents, unless a written agreement has been signed by both the provider and the parents.

21. Immunization requirements: All children who attend childcare programs in Minnesota are required by law to be fully vaccinated. Vaccination schedule available upon request. Karie's Kiddo's/Trupka's Daycare requires all children enrolled in my care to be immunized. Families must contact their local health department to obtain a signed certificate *Non-medical Waiver* form for delayed vaccines. Unvaccinated children will not be enrolled as this is a safety concern for the other children in my care as well as my family. A *Health Appraisal* form is required prior to enrollment. This form requests a record of a child/ren immunization and the date of the last

physical examination. ***Important: It is your responsibility as a parent or guardian, to maintain up-to-date.**

22. Communication Policy: Proper Communication between you the parent and myself the provider is extremely important on a regular basis. Infant and toddler parents will receive daily reports. You are welcome to call to arrange a meeting—even just to get better acquainted! Concerns about any aspect of the program or your child/ren's care must be shared with me. Each child/ren is provided a cubby. Please, check these daily for notes, your child/ren's special creation and daily reports. Remember to communicate in writing any changes in your child's schedule. **ESSENTIAL:** Information in writing regarding any changes in the person picking up your child. **An ID is required of authorized adults you listed for pickup, I have not met.** You may add or delete names of authorized adults allowed to pick-up your child on the *Child Information Record*. I must be informed of any of the following changes: **Address and/or phone numbers, emails addresses, Parent/guardian employment, Health/Immunization updates, Other pertinent information** related to your child. If you are a family that uses English as a second language, I will make an effort to communicate to you in your chosen language if requested. **Confidentiality** Each family has the right to confidentiality. Karie's Kiddo's/Trupka's Daycare keeps certain information on file regarding child/ren and families that may be considered personal in nature. This information is maintained in confidence and is not discussed or released to persons outside of Karie's Kiddo's/Trupka's Daycare unless written permission has been obtained from the parent(s) in writing. **Social Media Guidelines:** I must disclose information necessary to comply with reporting requirements for suspected abuse and neglect. I will not post any information, and/or pictures of children in Karie's Kiddo's/Trupka's Daycare without WRITTEN permission from the parent or guardian of the child. **Special Needs** When enrolling a family is asked to complete an "Age and Stages Questionnaire." This, along with an informal assessment are good indicators if there are developmental areas of concern. Twice a year each family has the opportunity to meet to review developmental assessments and set individual goals. The purpose of this *Special Needs Statement of Support* is if there is an area of developmental concern then a plan can be created to support your child/ren. The earlier an area of concern is identified the better chance your child/ren has to reach that developmental goal prior to going off to an elementary school. Karie's Kiddo's/Trupka's Day Care will work with families, outside agencies, and school special education departments to advocate for your child/ren and their needs. Here are a few ways Karie's Kiddo's/Trupka's Daycare supports families who have child/ren with special needs. Providing a **Preschool Support Process** for families to gain access to assistance (Occupational- Physical-SpeechTherapists, Counselors, etc.) **Collaborating with ECFE and Minnesota Department of Education (MDE)** up to ensure child/ren with varying abilities have the best resources available to them to meet their needs. **Inviting** Underwood, Perham and Fergus Falls **High School students** with special needs to participate in work study in Trupka's Daycare, in relation to job training and assisting through the consortium.

23. Alcohol, drug, and tobacco policy: It is the policy of DHS licensed provider, "Karie's Kiddos's/Trupka's Daycare" to support a workplace free from the effects of drugs, alcohol, chemicals, and abuse of prescription medications. This policy applies to all of our employees, subcontractors, and volunteers (employees). **Procedures:** All employees must be free from the abuse of **prescription medications** or being in any manner under the influence of a chemical that impairs their ability to provide services or care. The **consumption of alcohol** is prohibited while directly responsible for persons receiving services, or on our owned property, or in our vehicles, machinery, or equipment (owned or leased), and will result in corrective action up to and including termination of care. Being under the influence of a **controlled substance**

identified under Minnesota Statutes, chapter 152, or alcohol, or legal/illegal drugs in any manner that impairs or could impair an employee's ability to provide care or services to persons receiving services is prohibited and will result in corrective action up to and including termination. A **conviction of criminal drug** use or activity will include notify Lisa Spangler, Otter Tail County Daycare Licensor. No later than five (5) days after the conviction. **Criminal conviction** of parents for the sale of narcotics, illegal drugs or controlled substances will result in termination of child care. I will **notify the appropriate law enforcement agency** when there is a reasonable suspicion to believe that any illegal drugs are in possession of anyone at Karie's Kiddo's/Trupka's Daycare during hours of operation. DHS will be notified. Telephone number of the Department of Human Services (DHS), Division of Licensing (651-431-6500)

24. Emergency Procedures: Fire/Tornado/Emergency procedures and drills:In the event of a tornado or disaster warning, the child/ren will be taken to the main floor bathroom. Your child/ren may also be taken to the SHOME if time and safety allows. Otherwise, they will shelter in place. Your child/ren will remain sheltered until the all-clear signal is sounded. You will be called as soon as it is safe.

25. Non-Discrimination Policy Cultural competence is the basic understanding of our culture and ethnicity, a willingness to learn about the cultural practices and worldviews of others, maintaining a positive attitude towards cultural differences, and a willingness to accept and respect these differences. The purpose of this plan is to bring awareness to any unconscious biases may have, and to be accepting of knowledge about different cultures and how culture impacts management styles, problem solving, asking for help, learning, etc. It is important for child/ren, families, and teachers of the world to have an awareness, positive attitude, willingness to learn, and skills to communicate with everyone. While diversity may include different faiths, gender roles, socioeconomic status, and ethnicity it is not limited to just these areas. I believe that diversity includes the different physical, intellectual, and social/emotional abilities we possess. I strive to create a developmentally appropriate environment using an Anti-Bias curriculum which supports every child's uniqueness, their families culture and heritage, and their beliefs. One of the most important things I can do to teach your child/ren about diversity is through role modeling that **all people are treated with kindness and respect.** While it's impossible to list all things, I do encourage diversity. Listed below are some of the ways we incorporate diversity into Karie's Kiddo's/Trupka's Daycare curriculum. The CHILD ENROLLMENT form encourages families to share their home traditions. Your child/ren is invited to bring a picture board, highlighting your families, its traditions, likes and/or dislikes. Collaboration with Child Care Aware, Child Care Wayfinder, and Otter Tail County Licensing agent to help ensure all families can receive tuition assistance and participate in high quality, nationally accredited programs within my home daycare. Collaboration with National Association of Child Care Resource and Referral Agencies (NACCRRA) which assists families from the Armed Forces with child care expenses. Encouragement of families and members of our community, Props and materials will be incorporated into all aspects of the environment that reflects diversity as listed above. Bi-annual family meetings, special occasions, and your traditions and customs you would like to share with Karie's Kiddo's/Trupka's Daycare.

26. Mandated Reporter Policy:The law **requires** me to report any suspected child/ren abuse or neglect. I'm trained on what to watch for and how to properly report it.

27. Insurance Coverage: - Endorsement of Liability insurance is available upon request.

28. Back up Care or Substitute Policy: I do not have backup care at this time. My substitute is working on DHS requirements for substitute care. You will need to provide your own backup and substitute care for your child until substitute care is available.

29. Transportation Policy: C.A.R.S training has been completed by me. I am required to make you, the parent, aware of improper transportation arrangements or report my concern to DHS. If your child is transported by me except in the event of an emergency a parent note will be signed in advance of transporting your child. You will need to provide car seats and/or boosts.

30. Photo & Media Policy: includes social media permission form will be signed by parent prior to taking/sending/sharing pictures and text.

31. Trial period policy: *A full two-week trial period (minimum 10 days) is required to determine if it's a good fit for both your child and myself, before withdrawing a child or being withdrawn by me from Karie's Kiddo's/Trupka's Daycare. Account must be paid in full before withdrawing regardless of who terminated the agreement—including your child's tuition for the final two week period. Any account past due at time of disenrollment will be paid through your electronic withdrawal option.* I solely reserve the right to cancel enrollment of a child/ren at my discretion, or for the following possible reasons: **Non-payment or excessive late payments** of tuition and fees. Not observing the **rules of the daycare** as outlined in the parent agreement. Your child/ren has **special needs** that I **cannot adequately meet**. **Physical and/or verbal abuse** of anyone (myself, child, or parent). **Expired or non-immunizations** and/or physical. **Hospitalization** of myself or my immediate family members.

32. Termination Policy: parent notice, provider can terminate at will, payment required upon termination, deposit are forfeited. **Changes in Policies** The fees, procedures, and policies stated in this handbook are subject to change at the discretion of the center's owner. Handbook revised: July 2023

33. Licensing Notebook and other information Karie's Kiddo's/Trupka's Day Care strives to offer a quality program for my families. I maintain a licensing notebook that is available for parents to review during their regular business hours. A notebook contains all licensing inspections as well as any special investigation reports and related corrective action plans. These reports, from the prior two years, are all available on the child care licensing website: <https://ottertailcounty.gov/assistance-and-support/support-for-families/child-care-resources-for-parents/> This website also provides licensing rules for parents to review. The Minnesota Department of Health Department also runs a background check on all unsupervised volunteers and employees at licensed Daycares.

34. Documents to be completed and returned before enrollment are:

- Admissions & Arrangements
- Travel Authorization
- Health Appraisal, (Allergy Form (if needed))
- Immunization
- Permission to Administrator Medication & Non-Prescription Release
- Swaddle Consent (if needed)
- Infant Alternate Sleep (if needed)
- Parent Evaluation
- Child Enrollment Form
- Tuition Express Electronic Funds Transfer Form*
- Child information Record (4 X 6 card)
- Parent/Policy Contract
- Infant/Toddler Supplemental Information Form (if applicable)
- Provider's Choice FDA Food Program

35. What to bring the first day: Diapers (if needed), Blanket and/or toy for nap time to kept in their cubby, Monthly/Weekly/Daily tuition fee, Formula or breast milk, Toothbrush and toothpaste, Bottles, Blankets and Pacifiers Two baby bottles and nipples, a small security blanket and/or a pacifier for your child/ren. I will make every effort to keep track of these items but not be held responsible if lost. When you and your child/ren are ready to wean, please communicate with me for a consistent strategy between home and daycare.

Change of clothing (weather appropriate): Because a wide range of activities is recommended your child/ren should be dressed in washable, comfortable clothing. Aprons are provided for art and water activities. Water activities, sand play, and occasional bathroom accidents, necessitate an extra set of clothing be kept at the center at all times. All extra clothing should be marked with the child/ren's name and a place in a labeled plastic bag. **Clothing includes:** underwear, socks, pants, and shirts. If wet or dirty clothes are sent home, please return a clean set of clothes the next morning. Licensing requires child/ren be taken outdoors each day. A child/ren will play outdoors if the temperature is 20° or warmer. Child/ren need to be dressed accordingly: light jacket, cap, rain boots (for damp days) in fall and spring; heavy winter jacket, mittens, scarf, hat, and snow boots in winter. An extra sweater or sweatshirt at daycare is recommended for sudden change in temperature. All clothing, including coats and boots, must be labeled clearly with your child/ren's name. **Personal Possessions:** Sometimes child/ren need to bring special toys or treasures to use as a "bridge" between home and school. On these occasions we will work with you and your child/ren to make it a positive sharing experience. Toys from home often create problems. I encourage you to keep personal items and toys at home unless I've scheduled a "show-n' tell" day. No videos from home. Karie's Kiddo's/Trupka's Daycare is not responsible for any lost/damaged/ or missing items. Important...there are four things that must remain at home: **1. Toy guns 2. Gum 3. Money 4. Candy. Policy for Toys:** If your child brings a toy they are to be kept in their cubby until nap time. You will label the toy with the child's first name with a permanent marker. Again, it will be stored in the child's cubby until nap time.

Trupka's Daycare is proud to be licensed by Otter Tail County.