

**Puddle Jumpers Learning Center
Parent Handbook
2020**

Updated: 8/26/2020

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Mission and Philosophy

»»» **Philosophy**

To enrich children's lives in a nurturing and educationally rich setting with emphasis in self-experiences and community connections

»»» **Mission**

Our goal is to provide the highest level of care and education we can for the families we are serving. This includes helping teach children lessons that will last throughout their lives like sharing, cooperation, self-confidence, problem solving, and respect for others.

»»» **Equal Licensed, Equal Opportunity Provider**

Puddle Jumpers Learning Center is licensed by the state in which we operate and are inspected regularly by the state and our own management to ensure that they meet health, safety, and other requirements. We accept applications for admission and employment without regard to race, religion, sex, or national origin.

General Center Information

»» Hours of Operation

6:30 am–5:30 pm	Monday
6:30 am–5:30 pm	Tuesday
6:30 am–5:30 pm	Wednesday
6:30 am–5:30 pm	Thursday
6:30 am–5:30 pm	Friday

»» Center Holidays

Puddle Jumpers Learning Center will be closed for the following days each year:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Fourth of July Week
- Labor Day
- Thanksgiving (Wednesday–Friday)
- Christmas Eve – New Year's Day (December 24–January 1)

Parents will not be charged for days the Learning Center is schedule to be closed due to a scheduled holiday.

Per our contact with MN West, we must follow the same cancelation and late start announcements. (We DO NOT follow YME school district)

»» Weather Related Days

Late Starts/Early Release: If there is a late start at MN West, we will follow their posted open time. This may be 9am, 10am or even possibly noon. We will keep you informed via, email, text and parent communication app. If there is an early release you will be notified in the same manner. Notifications will be sent out as soon as directors are informed.

Snow days: If MN West closes due to weather related issues, the center will also be closed. Again, we do not follow YME school district. We are required to follow our lease agreement that states we can only be open during MN West's hours of operation.

»» Definitions

"Age category" means the designation given to a child according to the child's age. The age categories are as follows:

- ▶ INFANT means a child who is at least 6 weeks old but less than 16 months old.
- ▶ TODDLER means a child who is at least 16 months old but less than 33 months old.
- ▶ PRESCHOOLER means a child who is at least 33 months old but who has not yet attended the first day of kindergarten.
- ▶ SCHOOL AGE means a child who has at least attended the first day of kindergarten but is less than 13 years old.

»»» Staff to Child Ratios and Group Sizes

The minimally acceptable staff to child ratios and the maximum group size within each category is as follows:

<u>AGE CATEGORY</u>	<u>STAFF TO CHILD RATIO</u>	<u>MAX GROUP SIZE</u>
Infant	1 to 4	8
Toddler	1 to 7	14
Preschool	1 to 10	27
School Age	1 to 15	17

Puddle Jumpers Learning Center is licensed for the following numbers of children:

Infants: 8 Toddlers: 14 Preschool: 27 School-Age: 17

»»» Staff Distribution

Puddle Jumpers Learning Center must ensure that the following requirements for staff distribution are met and written staff distribution record is kept in the administrative record.

- ▶ Only a staff person who is qualified as a teacher or aide and who works directly with children can be counted in meeting the staff to child ratios.
- ▶ An assistant teacher may be substituted for a teacher during morning arrival and afternoon departure times if the total arrival and departure time does not exceed 25 percent of the center's daily hours of operation.
- ▶ The maximum group size applies at all times except during meals, outdoor activities, field trips, naps and rest, and special activities such as films, guest speakers, and holiday programs.
- ▶ Staff distribution within each age category must follow these patterns:
 - ▶ The first staff member needed to meet the required staff to child ratio must be a teacher.
 - ▶ The second staff member must have at least the qualifications of a childcare aide.
 - ▶ The third staff member must have at least the qualifications of an assistant teacher.
 - ▶ The fourth staff member must have at least the qualifications of a childcare aide.
- ▶ The patterns must be repeated until the number of staff needed to meet the staff to child ratio for each category has been achieved.

»»» Age Category Grouping

Children in different age categories may be grouped together if:

- ▶ The total arrival and afternoon departure times does not exceed 25 percent of the daily hours of operation.
- ▶ The staff to child ratio, group size, and staff distribution applied is for the age category of the youngest child present.
- ▶ The group is divided when the number of children present reaches the maximum groups size of the youngest child present.

During the learning center's regular hours of operation, children in different age categories may be mixed with the group if:

- ▶ Infants are not grouped within children of other age categories.
- ▶ There is no more than a 36-month range in age among children in the group.
- ▶ The staff to child ratios, group size, and staff distribution applied is for the youngest child present.
- ▶ Program staff is qualified to teach the ages of all children present within the group.

»»» **Age Designation**

A child must be designated as a member of the age category that is consistent with the child's date of birth with the following exceptions:

- ▶ A child may be designated as an "infant" up to the age of 18 months for the purposes of staff ratios, group size, and child care programming, if the parent, teacher, and center directors determine that such a designation is in the best interests of the child. A child may be designated as a "toddler" up to the age of 35 months, or as a "preschooler" at the age of 31 months for the purpose of staff ratios, group size, and child care programming, if the parent, teacher, and center director determine that the designation is in the best interests of the child. The child's age category, "infant", "toddler", or "preschooler" must be noted in the child's record.
- ▶ Attendance of a child in the first day of kindergarten must be documented in the child's record, and the child must then be designated as a "school age child"

»»» **Weekly Tuition Rates**

Infants (6 wk–16 mo)	\$185
Toddlers (16 mo–33 mo)	\$175
Preschoolers (33 mo–school entry)	\$165
School Age (Kindergarten–5 th grade)	\$150 (summer)
Non–school days	\$30/day
Before and After school care	\$50
Drop–In Rate (toddler–school age)	\$40 (per day)
*Do not accept infant drop–in	

School Age Weather Related Closures: If MN West must close due to weather, families WILL BE charged the normal daily

School Age weather related days: Late starts or early releases at YME will cost an additional \$5 to the base contracted rate. Drop–in rate is \$15.

****If there is a bigger issue that happens at the school, it will be under the discretion of the directions to determine rate of pay.*

»»» **Wait List**

To add a child or future child on a waitlist, parents must fill out an application and submit a \$20 application fee before the child is added to the list. Once a spot becomes available, directors will notify parents of that opening. If the projected start date is more than 2 weeks from the childcare slot opening, parents must put down 2 weeks tuition to hold their spot until their desired start date. For example, if an opening would occur on November but you choose to start in December, then parents must put down 2 weeks of tuition to hold the spot. This holding fee will be applied directly to the first 2 weeks of care.

»»» **Daily Reports/Parent Communication App**

All daily activities and information is logged through our HiMama App. Parents will sign up when they register their child. Majority of communication takes place over the app between parents and teachers. Parents stayed up to date on their child's activities throughout the day as well as meals, toileting, naps and more!

»»» Payments

All childcare tuition payments must be paid by Thursday for the following week of care. A late payment fee of \$35 will be added to all accounts not paid accordingly by 5:30 p.m. on Thursday. Unpaid balances will result in disenrollment. A returned check fee of \$25 will be charged to your account for all insufficient funds checks. Parents can pay with auto pay, check, debit card or credit card. If paying with debit or credit card, parents will be charged an additional 2.75% of the payment being made. Parents have the options to pay ahead if they choose. Auto pay can be set up at any time through the learning center. Our general policy is to review our fees annually. Parents will receive at least one-month notice, in writing, of any tuition adjustment. Some additional fees may be necessary from time to time to cover special events such as activity fees for field trips.

»»» Additional Fees

FINDER'S FEE

Parents must notify Puddle Jumpers Staff by 8:30am if their child is going to be absent or arriving late. You may notify via phone, email, or HiMama App. If staff is not notified by 8:30am and must call parents to find out the status of the child, there will be a \$5 Finder's Fee added immediately to your account. For after school care, parents must notify staff prior to the children arriving at Puddle Jumpers, approximately 3:00pm.

UNDERWEAR FEE

We ask that parents bring an extra set of clothes for their child in case of an accident. If your child has an accident and does not have extra clothing to change into, Puddle Jumpers will provide spare clothing based on the child's need. If the child needs new underwear provided by Puddle Jumpers, there will be a fee of \$1 for each new pair of underwear and we ask that you keep them. If spare socks, pants, or shirts are provided to a child, we ask that parents wash and return the spare clothing as soon as possible.

Child Care Program Plan

»»» Education Plan

Puddle Jumpers Learning Center is a play-based center where children will be encouraged to learn and explore using the community and natural surroundings. The focus for infants in their environment will include a caring and nurturing surrounding to promote the foundation of life. The toddlers will begin learning about the essentials of life and helping guide them through peer interactions and acknowledging themselves. Preschool children will begin learning skills that will prepare them for kindergarten such as literacy, mathematics, social-emotional, fine motor and gross motor to create a solid foundation for their future. When children turn 4, they will have the opportunity to enter our Upper PreK room for higher educationally rich learning before moving on to school. School Age children that come before and after school will be provided the time to play and socialize with their peers in a nurturing and positive environment. They will be allowed time afterschool to complete homework and receive extra help if needed. There will also be outside play and the use of a gym when the weather is uncooperative. During full day school age care, the children will follow a daily routine and be provided with fun activities and learning experiences. There will also be opportunities for the school age children to be exposed to community involvement. Our goal is to make them feel as much a part of this community as possible and be proud to be a member of this community.

Puddle Jumpers directors and teachers will review the learning center's program plan annually and address any low focus areas and reevaluate. Each annual evaluation of the program plan will be in writing and on file at the learning center.

Puddle Jumpers Learning Center is licensed for the following numbers of children:

Infants: 8
Toddlers: 14
Preschool: 27
School Age: 17

»»» Hours of Care

6:30 am–5:30 pm	Monday
6:30 am–5:30 pm	Tuesday
6:30 am–5:30 pm	Wednesday
6:30 am–5:30 pm	Thursday
6:30 am–5:30 pm	Friday

»»» Activities to Promote Learning

INFANTS

- ▶ Intellectual: Exploring new things and giving them new experiences with different materials. Talking to them and reading to them to help with language development. Infants will be introduced to sign language to help communicate with caregivers.
- ▶ Physical: There will be large muscle toys in the classroom such as foam climber, exersaucer, walking toys, and tummy time props. There will also be times when the infants utilize the gym and playground for movement and fresh air.
- ▶ Social: Building bonds with caregivers and learning social cues from their friends. Staff will talk with parents and get to know the needs and likes of each individual child.
- ▶ Emotional: Staff will help them self-sooth and work through the emotions they are experiencing. Comfort them by holding, rocking, pacifier, snuggle toy or blanket.

TODDLERS

- ▶ Intellectual: Working through free play and exploring things on their own with guidance in vocabulary. Toddlers will be exposed to sign language to help with communication with peers and adults for their wants and needs.
- ▶ Physical: Large muscle and small motor activities such as running, playing with balls, learning to peddle trikes. Small muscle using fine motor skills and manipulatives. Picking things up and putting them away.
- ▶ Social: Interacting with peers and encouraging safe and kind interactions with other children.
- ▶ Emotional: Work on emotions, feelings of sad, mad, and happy. Teaching them to recognize facial cues and body language. Talking with them and letting them know that their emotions are valid and letting them express themselves.

PRESCHOOLERS

- ▶ Intellectual: Children will be taught the fundamental aspects of learning such as, letters and letter sounds, shapes, colors, numbers, writing, creative arts, patterns and sorting in a variety of ways. They will also increase their sign language vocabulary.
- ▶ Physical: The children will get outdoor and indoor play to encourage physical development. We will provide a variety of activities to involve the children in being physically active throughout the day.
- ▶ Social: Children will have hour long work times to play socially with their peers. We will help guide children in these work times to understand socially acceptable ways to play and interact with one another.
- ▶ Emotional: We will be using the Feeling Buddies & Kindness Curriculums to enrich the children's lives in the emotional aspects. We will discuss different emotions with the children along with how to control their emotions and use their emotions in a well-mannered way.

UPPER PRESCHOOLERS

- ▶ Intellectual: Children will be taught the fundamental aspects of learning such as, letters and letter sounds, shapes, colors, numbers, writing, creative arts, patterns and sorting in a variety of ways. They will also increase their sign language vocabulary.
- ▶ Physical: The children will be provided outdoor and indoor play to encourage physical development. We will provide a variety of activities to involve the children in being physically active throughout the day. A movement curriculum will be provided to target specific skill building
- ▶ Social: Children will have hour long work times to play socially with their peers. We will help guide children in these work times to understand socially acceptable ways to play and interact with one another.
- ▶ Emotional: We will be using the Feeling Buddies & Kindness Curriculums to enrich the children's lives in the emotional aspects. We will discuss different emotions with the children along with how to control their emotions and use their emotions in a well-mannered way.

SCHOOL AGE

- ▶ Intellectual: The children will be provided with a variety of materials in the classroom to promote learning such as board games, legos, and manipulatives.
- ▶ Physical: The children will get outdoor and indoor play to encourage physical development. We will provide a variety of activities to involve the children in being physically active throughout the day.
- ▶ Social: The students will be provided will lessons from the kindness curriculum to promote social development. They will have time to interact with their peers and the teacher will help guide students through acceptable ways to communicate with peers.
- ▶ Emotional: Students will be provided with lessons from the Kindness Curriculum that discusses different feelings and how to handle their own emotions. They will also complete activities through various tools and group time.

We will track and document all information that will be discussed with parents at conference times. All students will have documentation of their intellectual, physical, social and emotional progress. The learning and development of each child may be discussed at any time and formally at conferences. Infant, Toddler, and Preschool children will have conferences twice a year. They will be held in November and May. School Age children will also have conferences twice a year and parents will be provided documentation and progress reports on their child's overall being. Conferences will be held in August and February.

»»» Room Transitions

The first few weeks in any new environment can produce anxiety for a child. Our directors and teachers are sensitive to these feelings. Our staff is trained to be alert and aware of a child's reaction to this new environment and will make every effort to help a child adjust as easily as possible.

These are some things you can do as a parent to help ease the adjustment period:

- ▶ Take time to get to know the teachers and staff involved in the care of your child. Since your feelings may be indirectly communicated to your child, it is important that you feel confident in the staff's abilities and comfortable about bringing your child to the center.
- ▶ Feel free to take time to stop in and check out the center and your child's classroom.
- ▶ Talk with your child positively about the center and the things he or she will be doing there.
- ▶ If you anticipate a problem in separation, discuss this with the staff and decide on a procedure to follow in advance. We suggest that after the necessary signing-in and exchange of greetings, you say to your child, "Good-bye. I will pick you up later. I know you will have a good day," and then leave the building. This method may seem abrupt, but it will minimize separation anxiety for your child. This is preferred, rather than "sneaking out," before your child is well informed and has the opportunity to say goodbye to you.
- ▶ For younger children (INFANTS AND TODDLERS) especially, it may be helpful to bring a special object from home such as a stuffed toy or blanket. This may help the child in bridging the gap from the familiar to the unfamiliar.
- ▶ During the first few weeks, you may feel some apprehension after leaving your child. This is a perfectly natural response - we know how very important your child's well-being is to you. We encourage you to call the center during the day to find out how your child is doing. (320) 564-0122 along with checking/sending messages on the Hi Mama app. that we will get you set up with when you start. The Center Directors and staff are eager to keep you informed.

»»» DAILY SCHEDULE

SCHOOL AGE DAILY SCHEDULE

Before school

6:30-7:30	Free choice
7:30-7:45	Bathroom break and get ready to get on bus
7:45-7:50	Walk to School Bus

After School

3:00-3:30	Return from school/Snack
3:30-4:00	Playground/Gym
4:00-4:20	Homework and Free Reading
4:20-5:30	Free Play

Non-School Days/Summer

6:30-8:00	Arrival and free choice
7:30-8:00	Breakfast Snack
8:00-8:30	Morning Circle Time
8:30-9:30	Free Play
9:30-10:00	Activity Time
10:00-11:00	Playground/Gym
11:00-11:30	Lunch
11:30- 12:15	Rest Time/Quiet Activities
12:15-1:00	Group Games
1:00-1:45	Playground/Gym
1:45-2:00	Story Time
2:00-2:30	Social Skills Activity
2:30-3:00	Free Read
3:00-3:30	Snack
3:30-4:15	Playground/Gym
5:00-5:30	End of Day closing

UPPER PREK DAILY SCHEDULE (School Year)

6:30–7:30	Arrival and table toys
7:30– 8:00	Breakfast Snack
8:00–8:10	Bathroom & Walk to room 104
8:10–8:30	Morning Circle Time
8:30–9:00	Gym (SPARK)/Playground
9:00–10:00	Work Time
10:00–10:30	Sign Language/Music/Reading Circle
10:30–11:00	Science & Math
11:00–11:30	Lunch
11:30–12:30	Playground
12:30–1:30	Rest Time/Quiet Activities
1:30–2:30	Work Time
2:30–2:45	Social Skills Circle
2:45–3:00	Pack up & Move back to Main Preschool Room
3:15–3:30	Snack
3:30–3:45	Circle Time/Big Backyard
3:45–5:00	Work Time
5:00–5:30	Departure/Books

PRESCHOOL DAILY SCHEDULE

6:30–7:30	Arrival and table toys
7:30– 8:00	Breakfast Snack
8:00–8:30	Morning Circle Time
8:30–9:00	Gym (SPARK)/Playground
9:00–10:00	Work Time
10:00–10:30	Sign Language/Music/Reading Circle
10:30–11:00	Science & Math
11:00–11:30	Lunch
11:30–1:30	Rest Time/Quiet Activities
1:30–2:30	Work Time
2:30–2:45	Social Skills Circle
2:45–3:15	Playground/Gym
3:15–3:30	Snack
3:30–3:45	Circle Time/Big Backyard
3:45–5:00	Work Time
5:00–5:30	Departure/Books

TODDLERS DAILY SCHEDULE

6:30–7:30	Arrival and free play
7:30– 8:00	Breakfast Snack
8:00–9:15	Work Time
9:15–9:30	Social Skills Circle Time
9:30–10:00	Gym (SPARK)/Playground
10:00–10:30	Work Time
10:30–11:00	Sign Language/Music/Reading Circle
11:00–11:30	Lunch
11:30–1:30	Rest Time
1:30–1:45	Books
1:45–2:15	Playground/Gym
2:15–2:45	Science & Math Activities
2:45–3:15	Snack
3:15–5:15	Work Time
5:15–5:30	Books & Songs

INFANT DAILY SCHEDULE

6:30–8:00	Floor time play
8:00–8:30	Breakfast
8:30–9:00	Floor time play/sign language & Music
9:00–9:30	Gym/Playground
9:30–10:50	Bottles & Nap
10:50–11:00	Story time
11:00–11:30	Lunch
11:30–12:00	Floor time play
12:00–1:00	Sensory Play
1:00–2:15	Bottles & Nap
2:15–2:45	Gym/Playground
2:45–3:00	Books & Activity Time
3:00–3:30	Work Time
3:30–5:30	Floor time play

»»» **Upper PreK Classroom**

During the school year, we will utilize the school age room (room 104) for higher level preschool activities and curriculum. The 10 oldest preschool students who will move onto kindergarten the following fall will transition to room 104 for individualized curriculum that meets the goals and objectives for 4-year-old children. The upper prek students will start in the main preschool classroom in the morning to eat breakfast. Once school age students exit room 104 to get on the bus for school, the upper prek students will transition to room 104. They will remain in this room until the school age students arrive back at Puddle Jumpers Learning Center after school. Once the school age students get off the bus, the upper prek students will transition back to the main preschool room for the remainder of the day.

If there is a non-school day and the school age students remain at Puddle Jumpers Learning Center, the upper prek students will remain in the main preschool room. They will receive their curriculum in the preschool room. If there is a weather-related event that keeps the school age students at Puddle Jumpers, the same situation will happen. Any weather-related event that delays the start of the school day at the district or releases the school day early will transition upper prek students back to the main preschool room. Upper prek students and school age students will never be combined in room 104 at the same time. Either 10 prek students or 17 school age students will occupy room 104 at any given time.

During the summer months when school is not in session. All preschool age students will remain in the main preschool classroom and receive summer programming. There can be a maximum of 27 preschool students in the main preschool room. When there are over 20 preschool students present in the main preschool room, there will be a teacher, assistant teacher, and aide present.

»»» **Goals and Objectives**

Puddle Jumpers Learning Center will follow the Early Childhood Indicators of Progress (ECIPs). Staff will help guide the learning centers activities to match the goals and objectives for the students of each age level. The learning areas of focus included on the ECIPs include Language Literacy Communications, Mathematics Cognitive, Arts, Approaches to Learning, Physical and Movement, Social Emotional, Social Systems Cognitive, and Scientific Thinking Cognitive. These standards will be kept readily available to refer to when making lessons and activities. A copy of all the standards will be kept in each classroom and be made available to parents upon request.

»»» **Outdoor Play**

Our playground structures have been specifically selected for the total development of children. The children will spend delightful hours engaging in climbing, balancing, sliding, swinging, riding, and playing with others.

»»» **Field Trips**

Parents will be informed of any field trips the learning center will take prior to the event. A signature/written parental permission will be required for each child prior to the field trip. If parents have any questions about the field trip, they can contact the classroom teacher or the learning center's directors. If a parent wishes to have their child remain at the center during a field trip, they will stay with staff at the center. Any field trip that the children go on, there will always be a Puddle Jumpers Learning Center Staff Member present to ensure the safety of your child.

»»→ **Conferences**

We will hold two yearly parent conferences, one in the spring and one in the fall. During this time, we will discuss your child's intellectual, physical, social, and emotional development and provide you with a written assessment. Throughout the year the staff will document/asses your child to make sure they are staying on track in these key areas of learning. Parents will be notified of the dates of these conferences prior to them taking place. Conferences are to share the joys of your child and to let you know how much they are learning and growing here at Puddle Jumpers Learning Center and we will also discuss goals for your child.

Safety and Security

»»» Emergency Contacts

Granite Falls Fire Department: 320-564-3511
Yellow Medicine County Sheriff: 320-564-2129
Granite Falls Health: 320-564-3111
Yellow Medicine County Family Services: 320-564-2211
Granite Falls Family Dentistry: 320-564-4281

»»» Student Entry & Exit

You must accompany your child into their classroom. This provides a smooth transition and allows you a brief exchange with the teacher. Our responsibility begins when you place your child in the care of a learning center staff member.

When the center first opens for the day and attendance is low, children are usually gathered in one room before they move on to their respective classroom. This provides an opportunity to get settled and gives children of different ages a chance to interact. Likewise, at the end of the day as children are picked up, remaining children might be placed in one room.

Puddle Jumpers Learning Center will ask for proper identification before releasing a child to someone other than his or her custodial parent or guardian. A photo ID is REQUIRED.

If either parent wishes to place restrictions on the other parents' rights to pick up a child, we require the enrolling parent to submit a copy of court orders or other legal documentation regarding child custody and/or visitation rights. This information will be kept in the child's file and we will abide by all legally authorized restrictions.

Under no circumstances will children be allowed to leave the center unsupervised for another location. We cannot release a child to walk to a bus stop or walk home.

We understand that communication with your child's teacher is important, but it is also important for teachers to be supervising the other children that are under their care. Please keep conversations brief and to the point. If need be, you are welcome to set up a meeting to discuss things further with your child's teacher and the directors.

»»» Custody & Visitation

From time to time, issues arise as to the release of a child to the appropriate parent or legal guardian. Please note any custody or visitation restrictions on your enrollment form. Additionally, please provide to the center directors any documents supporting those restrictions. We will strictly adhere to the instructions provided in such documents. Please provide updated documents as necessary.

»»» Emergency Notification Clipboard

Emergency contact information will always be kept on a clipboard in the center. This clipboard will hang in the office. In the case of injury or illness, the contact information will be used to contact parents and/or guardians designated by the parents of their child's status. The information will include:

- o Phone numbers where parents can be reached during the day
- o Address at home and at work
- o Names of authorized persons to contact in case of emergency
- o Names of all persons authorized to pick up the child

»»» **Emergency Situations**

NON-LIFE THREATENING

The director, or teacher in charge if director is unavailable, will contact the child's parents. The parents will advise the center what steps they would like the center to take. If parents are not able to be reached, staff will contact the emergency contacts. The child's physician will be contacted if no one else is able to be reached. The contact will advise the center on the next steps to take to care for the child in the emergency.

LIFE THREATENING

A staff member will call 911 and the child will be transported to Granite Falls Health Emergency Room. Once staff is able to reach 911, another staff member that is available to help will call the parents to notify them of the current situation and what steps are being taken. If parents are unable to be reached, staff will notify the child's emergency contacts. A staff member will accompany any child that leaves the center until a parent is present.

»»» **Emergency Procedures**

SHELTERING IN PLACE

In the event of a blizzard or tornado, the learning center will shelter in place. In the event of a blizzard, parents will be called to come and pick up their child/children using regular phone service or e-mail. In the event of a tornado, we will call 911 and wait for emergency help to arrive.

SECONDARY LOCATION

In the event of an evacuation (fire, bomb threat, etc.) the learning center and college campus have established a building relocation site to the Assembly of God Church at 1620 11th Ave, GF, 564-3458. It is located across the street on the north side of the campus. Children will be transported to this site only if it is unsafe to re-enter the facility.

SAFETY DRILLS & PROCEDURES

Safety Drills will be conducted once a month and documented on a written log in the learning center. We will practice these drills so in the event of an actual emergency, students will react in a safe and orderly manner. Staff at the center will notify parents as soon as possible in the event of an actual emergency.

SEVERE WEATHER

In the case of severe weather or blizzard, parents will be notified by email, text and the parent app. The learning center must close when Minnesota West College closes.

»»» **Safety Rules**

Staff will do a daily safety sweep of the entire center to ensure there are no imminent dangers to staff or children.

»»» **First Aid**

The local health care provider will train all staff members in first aid within 90 days of the start of work. There will always be a staff member present trained in first aid during all hours of operation, on and off site.

»»» **Accidents/Injuries**

An Incident/Injury Report will be filled out and kept in a child's file for program records for incidents, emergencies, accidents, and injuries that have occurred while a child is in the care of program staff.

Staff will fill out the form with the following information:

- ▶ Name and age of person(s) involved
- ▶ Date and time of the accident, injury, or incident
- ▶ Place of the accident, injury, or incident
- ▶ Equipment that was involved
- ▶ Type of injury
- ▶ Action taken by staff person(s), and
- ▶ To whom the accident, injury, or incident was reported

Parents will get a copy of the Incident/Injury Report to initial stating they have read the report and are aware of the incident or injury. Every 6 months, the learning center directors will review and analyze the accident, injury, and incident records to see if modifications need to be made to center policies. If major accidents, injuries or incidents occur at the center, they will be reported to the state licensor.

»»» **Late Child Pick Up**

Late charges will be assessed to parents who leave their children past center closing hours. The child's account will be charged \$1 each minute the child is here after 5:30pm. Attempts will be made to contact parents and emergency contacts. If unable to contact anyone listed on the registration form, the closing staff member will stay no longer than 6:00 pm. After that time, the closing staff member will call local law enforcement and turn the child over to the Child Protection Unit. A note will be left on the door telling where the child was taken and the Child Protection phone number. If the center closes early due to any reason, parents are expected to pick up their children in a timely manner. Please make sure to watch your email, text and parenting app. for notifications.

»»» **Outdoor/Playground Rules**

The outdoor playground area is a fenced in area where children will play. Children will not be allowed outside of the fence unless supervised by a staff member or on a walk with the group.

»»» **Risk Reduction Plan**

The directors and staff members to ensure the safety of the children and staff at the center will conduct an annual review of the risk reduction plan. All incidences that have occurred in the center since the last review will be taken into consideration, including:

- ▶ The assessment factors in the plan;
- ▶ The internal reviews conducted under the childcare risk reduction plan, if any;
- ▶ Substantiated maltreatment findings, if any; and
- ▶ Incidents that caused injury or harm to a child, if any, that occurred since the last review.

The annual review of the risk reduction plan will be documented in the Risk Reduction Plan binder. The directors will inform staff members at the learning center of any changes made to the risk reduction plan and it will be documented with staff members' initials once they have been informed.

➔➔ **Maltreatment of Minors Mandated Reporting**

This policy is for all providers licensed by the Minnesota Department of Human Services.

WHO SHOULD REPORT

- ▶ Any person may voluntarily report abuse or neglect.
- ▶ If you work with children in a licensed facility, you are mandated (required) to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

WHERE TO REPORT

- ▶ If you know or suspect that a child is in immediate danger, call 911.
- ▶ Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family childcare facility should be made to county child protection services.
- ▶ Reports concerning suspected abuse or neglect of children occurring in all other facilities licensed by the Minnesota Department of Human Services should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at 651-431-6600.
- ▶ Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at 320-564-2211 or local law enforcement at 320-564-3511.
- ▶ If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services Licensing Division at 651-431-6500.

WHAT TO REPORT

- ▶ Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.
- ▶ A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- ▶ An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

FAILURE TO REPORT

- ▶ A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor.
- ▶ A mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

RETALIATION PROHIBITED

- ▶ An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child who is the subject of the report.
- ▶ The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

INTERNAL REVIEW

- ▶ When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care.
- ▶ The internal review must include an evaluation of whether:
 - I. related policies and procedures were followed;
 - II. the policies and procedures were adequate;
 - III. there is a need for additional staff training;
 - IV. the reported event is similar to past events with the children or the services involved; and
 - V. there is a need for corrective action by the license holder to protect the health and safety of children in care.

PRIMARY AND SECONDARY PERSON TO ENSURE REVIEWS ARE COMPLETED

The internal review will be completed by Emily Richter. If this individual is involved in the alleged or suspected maltreatment, Jessica Busack will be responsible for completing the internal review.

DOCUMENTATION OF INTERNAL REVIEW

The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

CORRECTIVE ACTION PLAN

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

STAFF TRAINING

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

PROVIDE PARENTS TO POLICY

The mandated reporting policy must be provided to parents of all children at the time of enrollment in the childcare program and must be available upon request.

Health and Nutrition

»»» First Aid

Parents will be notified if a child becomes ill or an accident occurs. Within 24 hours of any accident, a staff member will prepare an accident form. If a child is injured and staff present thinks it is necessary, an ambulance will be called.

- ▶ Most injuries can be treated with ice, soap, and water, and possibly a bandage.
- ▶ Minor accidents will be treated by a qualified first-aid person (someone who has attended 8 hours First Aid training).
- ▶ Call 911 if victim is unconscious or unresponsive. At least 1 staff member present will be trained in CPR and treatment of obstructed airways. Ensure the victim has an open airway and give mouth-to-mouth, mouth to nose, or mouth to mask resuscitation as necessary.
- ▶ Control severe bleeding and give first aid for poisoning or ingestion of harmful chemicals. Treat for shock.

»»» Illness

Children who are ill with a contagious disease or fever may not attend the center. If a child becomes ill while attending the center, the child will be separated from the group for the health and safety of the other children and parents will be called. In an emergency, 911 will be called, and decisions will be made by paramedics as to the next procedures to be carried out. Parents must pick up their child within 1 hour or Yellow Medicine County Family Services will be called.

The center must exclude a child from childcare at Puddle Jumpers Learning Center for the following reasons:

- ▶ A reportable illness or condition that may be contagious
- ▶ With chicken pox until child is no longer infectious or until the lesions are crusted over
- ▶ Who has vomited two or more times since admission that day
- ▶ Who has had three or more abnormally loose stools since admission that day
- ▶ Who has contagious conjunctivitis (pink eye) or pus draining from an eye until medicine has been used for at least 24 hours
- ▶ Who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antibiotics.
- ▶ Who has an unexplained lethargy or fatigue
- ▶ Who has lice, ringworm, or scabies that is untreated and contagious
- ▶ Who has a 100-degree Fahrenheit axillary or higher temperature of undiagnosed origin before fever reducing medicine is given
- ▶ Who has significant respiratory distress
- ▶ Who is not able to participate in normal activities with reasonable comfort
- ▶ Who requires more care than the staff can provide without compromising the health and safety of other children present

Parents will be notified via note posted by teachers if an infectious or communicable disease should be present in the center. These may include influenza, chicken pox, strep throat, scarlet fever, German measles (rubella), mumps, measles, head lice, pink eye or impetigo. A child with a communicable disease will only be readmitted to the learning center after allowing for the longest usual incubation of the disease or with a signed statement from a physician.

»»» Lice

If a child at the center has head lice the following precautions will take place:

- ▶ Parents will notify staff if their child contracts lice other than school so we can clean and sanitize the items in the center.
- ▶ If there is lice found at the center parents will be notified.
- ▶ We will clean the center thoroughly, sanitizing all the surfaces in the center.
- ▶ Staff will clean and sanitize the center.

We will wash all dress up clothing, doll clothing and anything else in the dramatic effect play area that could have lice on it. We will bag up all other items such as stuffed animals and dolls for a week to make sure the lice suffocated.

»»» **Immunizations & Health Care Summary**

We adhere to state regulations regarding immunization records for the children. Immunization records must be provided upon the child's enrollment. Infant, toddler, and preschooler immunizations must be kept current. Validated proof of immunization should be submitted as the child receives new immunizations or booster shots.

Puddle Jumpers Learning Center will require a health care summary to be filled out and returned at the time of enrollment. A new Health Care Summary must be submitted annually until 2 years of age and when then transitioning to the preschool and school age room.

»»» **Medication**

Our primary concern when administering medication is the safety and optimal health of every child. We have detailed procedures in place to ensure that every child receives the proper dosage of medication. All medications (both prescription and over the counter) must be signed in daily on our medication form. All medications are stored in a locked area inaccessible to the children. The directors at the center will administer medication. The administration of medication will always be witnessed by another staff member and recorded by the staff on the medication form. We cannot administer any medication that has expired. We will refrigerate those medications that require it. We ask parents to ask the child's physician to prescribe a 12-hour dose of medication when appropriate. This always allows the parents to control the administration of medications.

PRESCRIPTION MEDICATIONS

Puddle Jumpers Learning Center will administer prescription medications as directed by a licensed physician or dentist. Written permission must be secured from the child's parent or legal guardian and physician for any prescription medication to be administered. Medication must be presented in its original container with a label attached bearing the child's name, current date, time and dose to be given, number of days to be administered, and pharmacy name. This constitutes the physician's written permission. Any unused proportions will be returned to the parent. An individual medication form must be filled out for each prescription medication and signed by the parent or legal guardian.

OVER-THE-COUNTER MEDICATIONS

We believe that the over-the-counter medications should be treated with the same caution as the prescription drugs. Oral over-the-counter medications such as aspirin, ibuprofen, and cough medicine can be administered only with the written permission of the child's parent. Medication must be presented in its original container and have a label with the child's name, current date, time, and dose to be given, and number of days to be administered.

Topical applications, such as diaper rash ointment, petroleum jelly, and suntan lotion can be administered with the parent's written consent. We will follow the directions provided on the manufacturer's label. All containers should be clearly labeled with the child's name.

Parents may come to the center and administer over-the-counter medication to their child or may give written authorization for the emergency contact person(s) listed on the enrollment form to administer over-the-counter medication to their child. It is required that the parent or person administering the medication sign a medication form documenting the name of the medication, dosage, date, time, and who administered the medicine.

MEDICATIONS FOR ALLERGIES OR CHRONIC ILLNESS

If the child requires medication for life-threatening conditions such as allergies, bee stings, etc., the prescription can be kept at the center and administered when necessary for as long as the child is enrolled. The child's parent and physician must sign an authorization form. Expired medication will be returned to the parent.

»»» Toileting

SCHOOL AGE: There are bathrooms available for the children to use throughout the day. There will be designated times throughout the day, the children will be encouraged to try and use the restroom at these times. After they are done using the restroom the children will wash their hands and go back to their daily schedule. They will use the restrooms in the preschool room. Staff will accompany students to the restrooms at specific times of the day. If a child needs to go at another time, we will use walkie-talkies and the child will be sent to the preschool room to use the bathroom with a teacher standing at each door to watch the child.

PRESCHOOLERS: There are bathrooms available to the children to use throughout the day. There will be designated times throughout the day, the children will be encouraged to try and use the restroom at these times. After they are done using the restroom the children will wash their hands and go back to their daily schedule. Children that are still in pull-ups will be on an hourly schedule. They will be encouraged to sit on the potty and try to go (potty training). These children will be changed as needed throughout the day. Staff will be trained on proper diapering procedures.

TODDLERS: Students in diapers will be changed as needed throughout the day. Staff will be trained on proper diapering procedures.

INFANTS: Babies will be changed as needed throughout the day. Staff will be trained on proper diapering procedures.

»»» Infant Feeding

Parents will provide all baby food, cereal, and formula. All food/formula containers or products must be labeled with child's first and last name. Drinking water will be offered to infants throughout the day. Their parents or primary health care provider determines infant diets. Breast milk, formula and solid foods will be fed by staff in prescribed quantities and at specified intervals. Staff will be informed if any child has food allergies. This information will be posted where the infants eat. Food requiring refrigeration will be kept in a refrigerator with a temperature of 38 degrees F or less. Staff preparing food will be trained in appropriate food handling procedures. Food handling procedures recommended by Countryside Public Health will be adhered to. Each time a change is being made to the child's dietary needs, parents will be required to fill out a new dietary needs form with updates. Infants who are unable to hold their own bottle, will be held by staff during the duration of the feeding.

BOTTLE FEEDING

Staff will use proper hand washing procedures before handling bottles. Bottles will be labeled and stored properly. When preparing the formula, staff will follow the instruction on the container. Bottled water will be used to prepare powdered or concentrated formula. Milk needing to be warmed will be warmed in a container with hot water (never in microwave). Infants will be fed within one hour of bottle preparation or it will be discarded. Any formula or milk left in the bottle after feeding will be disposed of. Each infant schedule will be posted. Infants will be held and burped by staff during bottle-feeding until such time as they are physically able to safely hold their own bottle. A record of the food eaten by each infant during meals and snacks will be recorded daily. Each child will be properly cleaned after eating. Tables, highchairs, and floor surfaces will be cleaned and disinfected after each feeding. All served leftover food will be discarded. Dirty dishes/bottles will be rinsed, washed and sanitized at the center.

BREAST MILK

Breast milk must be brought in milk storage bags with the child's first and last name and date. Fresh breast milk must be used within 24 hours. Frozen breast milk must be used within 48 hours. Bottles will be warmed by a container with hot water (never a microwave). Precautions appropriate to handling of a bodily fluid will be followed. Staff will use disposable gloves whenever handling bottles of breast milk. Bottles will be washed at the center daily. Any unconsumed breast milk will need to be discarded.

- ▶ All infants receiving breast milk or other food sources containing breast milk will have direct one on one supervision to avoid accidental ingestion by other children.

FOOD BROUGHT FROM HOME

Only commercially prepared food/formula (except for breast milk) can be brought from home and should be unopened and in original container. All home supplied food must be labeled with the child's first and last name and date and used only for that child. Refrigerate home supplied perishable food/breast milk immediately upon arrival at the childcare center.

- ▶ All baby food must be in original container, labeled with first and last name. We do not allow homemade food from home. This is a requirement from public health.

»»» **Biting**

Experts in the field of child development tell us that biting occurs primarily as a result of a child's inability to communicate. Many young children are not very verbal. Children may become frustrated by a new experience, such as another child taking their toy, or suddenly being around many other children, and may bite as a response.

WHEN A CHILD BITES:

- ▶ The child receiving the bite will be comforted and the area cleaned to prevent infection. An incident report will be filled out and the child's parents notified.
- ▶ The biting child will be redirected to appropriate activities. His or her parents will be notified, and the incident report placed in the child's file. The teacher will carefully assess the classroom environment to minimize frustration for the child. The teacher will discuss the incident with the child's parents to determine ways to redirect the behavior. The child will be closely supervised. The identity of the child will be kept confidential.
- ▶ Most children stop biting soon after these actions have been taken. For those children who continue to bite, it may become necessary to remove them from the center, either for a short time period or permanently.
- ▶ If a child bites 5 times in a day, parents will be called, and the child will be sent home for the rest of the day. If a child is sent home consecutively for 5 days for biting, the child will be suspended for 1 week (paid). If a child is suspended for another 5 consecutive days, the child will be removed from the learning center permanently.
- ▶ Please understand that toddlers are in a different stage of development. They do not yet have the communication skills to express how they are feeling or their needs. They often turn to biting to get what they want or to get the attention they need. We will take all of this into consideration when evaluating a situation.

»»» **Rest & Quiet Time**

Children at Puddle Jumpers Learning Center will have an active morning, therefore a scheduled quiet time in the afternoon will take place. All children in the preschool and toddler rooms will be provided a cot and quiet setting allowing those who need sleep the opportunity to do so. Parents will provide a small blanket and pillow. They are responsible for taking them home to wash each week or when soiled or wet. Cots will be placed so that there is a clear aisle. A child who has completed a nap or rested quietly for 30 minutes may play quietly for the remainder of the quiet time and are not required to stay on their cot. Nap and rest areas will be provided in a quiet area in the classroom that is physically separated from children who are engaged in an activity that will disrupt a napping or resting child. Cribs and cots must be placed directly on the floor and will not be stacked when in use. Children and adults must have access to at least 1 side of the cot. For the children in the toddler room, a quiet time will consist of 2 hours and 30 minutes. When lights are turned on, students who are still napping will be allowed to sleep up until the 3-hour mark, unless otherwise directed by the child's parent. For the children in the preschool room, a quiet time will consist of 1 hour and 45 minutes. When lights are turned on, students who are still napping will be allowed to sleep up until the 2-hour mark, unless otherwise directed by the child's parent. During full day of school age care, there will be a 30-minute quiet/rest time. The children will be allowed to bring a towel/blanket to use and be allowed to read books during this time. For those children that may need to

sleep, they can lay down and rest. After one hour we will begin to wake up any sleeping children and continue on with our day.

INFANT REST

- ▶ A crib with a firm mattress and fitted sheet that is appropriate to the mattress size fits tightly on the mattress, and overlaps the underside of the mattress so it cannot be dislodged by pulling on the corner of the sheet with reasonable effort, will be provided for each infant. The bedding will be laundered each week or when soiled or wet. Nothing is allowed in the crib with the infant except a pacifier.
- ▶ A crib will be provided for each infant for which the center is licensed to provide care. The equipment must be of safe and sturdy construction that conforms to federal crib standards under Code of Federal Regulations, title 16, part 1219 for full-size baby cribs, or part 1220 for non-full-size baby cribs.
- ▶ Unless a child has a note from a physician specifying otherwise, infants shall be placed in a supine (back) position for sleeping to lower the risk of Sudden Unexpected Infant Death Syndrome (SUIDS). An infant who independently rolls onto its stomach after being placed to sleep on its back may be allowed to remain sleeping on its stomach if the infant is at least 6 months of age or the center has a signed statement from the parent indicating that the infant regularly rolls over at home.
- ▶ If an infant falls asleep before being placed in a crib, staff must move the infant to a crib as soon as practicable and must keep the infant within sight of the staff person until the infant is placed in the crib. When an infant falls asleep while being held, the staff person must consider the supervision needs of other children in care when determining how long to hold the infant before placing the infant in a crib to sleep. The sleeping infant must not be in a position where the airway may be blocked or with anything covering the infants face. based on the supervision of the rest of the children.
- ▶ Placing a swaddled infant down to sleep is not recommended for an infant of any age and is prohibited for any infant who has begun to roll over independently. However, with the written consent of a parent or guardian staff may place the infant who has not yet begun to roll over on its own down to sleep in a one-piece sleeper equipped with an attached system that fastens securely only across the upper torso, with no constriction of the hips or legs, to create a swaddle. Prior to any use of swaddling for sleep by the staff they must obtain informed written consent for the use of swaddling from the parent or guardian of the infant on a form approved by the commissioner Parent Consent for Swaddling and prepared in partnership with the Minnesota Sudden Infant Death Center
- ▶ An infant may be placed with a one-piece sleeper equipped with an attached system that fastens securely only across the upper torso area with no constriction of the hip or legs to create a swaddle. The center must have written consent by the parent on a form provided by the center and kept on file.
- ▶ All infants sleeping in cribs will be within sight or sound of a staff member. A baby monitor will be on to help monitor for sounds. Lights will remain on dim and the curtain open so staff will visually check on infants resting every 5 minutes. Every 15 minutes, staff will physically make a walk through in the infant crib room.
- ▶ A child who has completed a nap or rested quietly for 30 minutes must not be required to remain on a cot or in a crib.

Behavior Guidance

»»» General Information

Staff will provide all children with a safe and positive environment that models appropriate and acceptable behavior. Based upon the age of each child, the behavior expectations will tailor to each child's capability. Staff will use problem-solving techniques to redirect children into constructive activities to reduce conflict between other children and staff. Through modeling, staff will teach children appropriate skills to control problem behavior that results in conflict. Each classroom will provide a quiet calming area to deescalate any problem behaviors and provide safety to staff and children. Staff will support and protect one another in times of escalated and unacceptable behavior. Children will be provided with situational consequences (break time, discussion) for a child's behavior in a timely manner.

»»» Persistent Unacceptable Behavior

If a child demonstrates persistent unacceptable behavior in a day, the behavior and staff response will be recorded in their daily reports and available for parents to view. If the behavior continues or escalates in a period of 5 days, staff will meet with the child's parents to discuss possible concerns and appropriate problem-solving solutions to redirect and deescalate the unacceptable behaviors. If no positive changes in behavior are made in the month following, staff will meet with parents again to discuss other interventions to help deescalate the unacceptable behaviors. Any persistent unacceptable behavior discussed with parents will also be discussed with staff members and a plan will be developed as a team.

The following actions will be prohibited by or at the direction of a staff person:

- ▶ Rough handling
- ▶ Shoving
- ▶ Hair pulling
- ▶ Ear pulling
- ▶ Shaking
- ▶ Slapping
- ▶ Kicking
- ▶ Biting
- ▶ Pinching
- ▶ Hitting
- ▶ Spanking

Staff will be prohibited to subject a child to following actions:

- ▶ Name calling
- ▶ Ostracism
- ▶ Shaming
- ▶ Making derogatory remarks about a child or the child's family
- ▶ Using language that threatens, humiliates, or frightens the child

Staff will not separate a child from the group except within the rule requirements explained in section following. A child will not be punished for lapses in toileting. Children will not be withheld from food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior. The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm is prohibited. The use of mechanical restraints, such as tying, is also prohibited.

→ Separation from a Group

No child may be separated from the group unless the following has occurred:

- ▶ Less intrusive methods of guiding the child's behavior have been tried and were ineffective.
- ▶ The child's behavior threatens the wellbeing of the child or other children or staff in the program.
- ▶ A child who requires separation from the group must:
 - » Remain within an unenclosed part of the classroom where the child can be continuously be seen and heard by a staff person;
 - » The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that caused the separation; and
 - » The child must be returned to the group as soon as the behavior that caused the separation decreases or stops.
- ▶ Children between the ages of six weeks and 16 months must not be separated from the group as a means of behavior guidance.

Any separation from a group by a child, must be recorded on the separation log and include the following information:

- ▶ Child's name
- ▶ Staff's name
- ▶ Time
- ▶ Date
- ▶ Information indicating what less intrusive methods were used to guide the child's behavior
- ▶ How the child's behavior continued to threaten the wellbeing of the child or other children in care

*If a child separated from the group three or more times in one day, the child's parent shall be notified, and the parent notification shall be indicated on the daily report

*If a child separated five or more times in one week, eight or more times in two weeks, the procedures in the section above must be followed.

Family Involvement and Communication

»»» Visitation

Parents are welcome to visit our learning center at anytime during their child's hours of care. We do have quiet time at the center from around 11:30pm–2:00pm, please be respectful to the children during these times to ensure quality rest.

»»» Policy Changes

The Parent Handbook is designed to promote an understanding of the program offered by Puddle Jumpers Learning Center, and to foster a spirit of cooperation between parents and staff.

While the Handbook describes the current programs, policies, and procedures of our center, the childcare business is a complex and ever-changing industry. As such, there may be times when the center must change the policies, procedures, or programs with little or no notice. Puddle Jumpers Learning Center does reserve that right, in its sole discretion, to modify or change the policies, procedures, or programs in whole or in part, at any time. Nothing contained in the Parent Handbook shall be constructed as a contract between Puddle Jumpers Learning Center and anyone or all its customers or students.

»»» Non-Discrimination Policy

It is the policy of Puddle Jumpers Learning Center to provide an environment that is free from unlawful discrimination of any type, including discrimination based on race, color, religion, sex, national origin, age, disability, Vietnam era veteran status, or any other characteristic protected by law. This policy governs all aspects of the company operations.

»»» Grievance Policy

Puddle Jumpers Learning Center understands that parents will occasionally have issues or concerns with the policies and procedures of the Learning Center. Under normal circumstances these individual concerns will be brought to the Owners/Directors. Routine issues of concerns such as nap time, interactions between students, outside activities offered can be addressed individually with the teacher or center directors in order to reach a resolution in a cooperative manner. When parents cannot resolve an issue as described above, the following grievance procedure is in place to address these concerns.

1. The Directors of the Puddle Jumpers Learning Center should be notified directly and provided with a full description of the concern and desired outcome. A personal meeting would be most effective, but a written statement documenting the concern will be required.
2. The Directors are expected to respond to this notification of concern with two (2) working days of the Center unless circumstances (illness, family emergency) exist, which call for a reasonable extension. Staff of the Learning Center will always know how to contact the Director in cases of emergency or parent concern. They will advise a parent or any extenuating circumstances, and confirm the earliest date by which the Director will respond.
3. In cases of substantive concerns specifically related to the safety or welfare of a child, parents also have the option of contacting the Department of Human Services (licensing Division) at (651) 431-6500.

Additional Information

»»» Permission for research

The license holder must ensure that written permission is obtained from a parent before a child is involved in experimental researcher public relations activities involving a child while at the center. A separate written permission form must be obtained before each occasion of experimental research or public relations activity or on a form that annually summarizes all research activities that will be undertaken. The permission form must be maintained in the child's record.

»»» Center Pet Policy

If pets are permitted at the center, parents must be informed at the time of admission that a pet is present.

»»» Menus

When food is provided by the license holder, menus must comply with the nutritional requirements of the USDA Food and Nutrition Service. All food menus will be posted at the center and provided to parents electronically. We ask that you refrain from bringing food from home unless it has to do with an allergy.

»»» Food and Water

MEALS & SNACKS

Each meal must provide $\frac{1}{3}$ of the child's daily nutritional needs as specified by the USDA Food and Nutrition Service. Puddle Jumpers Learning Center will provide the following snacks and meals:

- A snack for a child in attendance for more than 2 hours, but fewer than five hours;
- One meal and 2 snacks or two meals and one snack for a child in attendance five to 9 hours.
- A child in attendance for 10 hours or more will receive 2 meals and 2 snacks.
- Program staff who are seated with the children during meal and snack times.

No outside food or beverages will be allowed at the center unless due to an allergy or special event such as a birthday.

WATER

Puddle Jumpers Learning Center must have a safe water supply. Drinking water must be available to children throughout the hours of operation and offered at frequent intervals. Drinking water for children must be provided in single service drinking cups or from drinking fountains accessible to children. Drinking water for children must be provided from drinking fountains accessible to children or reusable water cups that are labeled with child's first and last name. The cups will be washed and sanitized daily.

Our Child Care Program Plan will be available to all parents upon request along with a copy posted to our website.