



PARENT HANDBOOK

Center Policies and Procedures

For

Wild Roots Early Learning Center

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About the Center

MISSION STATEMENT

To provide a calm, nurturing environment that encourages curiosity, exploration and creativity through hands-on learning and imaginative play in a nature-based setting.

VISION

Wild Roots Early Learning Center will be recognized as the best childcare program in the community known for making children feel loved, respected, and encouraged while providing children with opportunities that allow them to develop a love of learning while discovering their personal strengths and interests.

VALUES AND BELIEFS

- We believe every child deserves to grow up in a safe, loving, and nurturing environment with the freedom to grow and explore the world in which they are just discovering.
- We believe all children are unique and develop at different rates. We provide developmentally appropriate activities and experiences for each individual child.
- We believe in accessible and affordable childcare programs for all.
- We believe in allowing kids to be kids – run, play, laugh, make mistakes you can learn from – this is what childhood is all about.
- We believe children benefit from a calm and natural environment, both indoors and outdoors.
- We believe children are born with a natural ability to learn from their surroundings and experiences.
- We believe in creating strong relationships with open communication between our Wild Roots staff and parents.

OUR EDUCATIONAL METHODS

At Wild Roots, we believe in hands-on learning. We provide play-based learning activities and both teacher-led and child-led learning opportunities related to the children’s interests. An emphasis on nature is also found in our center’s environment and lesson plans. Teachers work daily to prepare every child for kindergarten and beyond academically, socially, and emotionally.

Our center’s program plan is available to parents by request.

DAYS AND HOURS OF OPERATION

Open weekdays 7:00 am to 5:30 pm. See “Holiday” section for holiday closing schedule.

CHILDREN LICENSED TO SERVE

Wild Roots Early Learning Center has a licensed capacity of 67 children between the ages of 6 weeks and 12 years of age. Our toddler/preschool room is licensed for ages 2-5 years.

Age Group	Infant	Toddler	Toddler/Preschool	Preschool	School-Age
MAX Capacity	8	14	10	20	15
Staff:Child Ratio	1:4	1:7	1:7	1:10	1:15

Learning and Curriculum

DAILY SCHEDULE

Each classroom has a daily schedule posted near the door. A copy of your child's daily schedule may be requested at any time.

LEARNING ENVIRONMENT

We use a curriculum called *Learn Every Day*. This is a research-based curriculum that believes in the power of play and helps teachers to provide nurturing and play-encouraging environments for children. Learning opportunities will be incorporated into play. For example, the dramatic play area may be turned into a restaurant one week with play money (math), menus (reading), and paper and pencils to "take orders" (writing).

"Most of what children need to learn during their early childhood years cannot be taught; it's discovered through play." -Dr. Ruth Wilson (teacher and early childhood consultant for over 30 years)

Teachers will assess children's growth regularly throughout the year. Written assessments will be done at least twice a year and provided to parents. Portfolios may be kept to show children's progress.

We will be spending time outdoors daily, weather permitting. Outdoor play allows children to get fresh air, be physically active, and connect with nature. At Wild Roots, we believe many of the developmental tasks that children must achieve, such as exploring, risk-taking, fine and gross motor development, and vast amounts of basic knowledge, can be most effectively learned through outdoor play. Teachers may bring activities that are typically done in a classroom setting, such as reading a book or an art activity, outdoors. One of our many goals at Wild Roots Early Learning Center is to help children develop a passion for the outdoors. Children who learn to enjoy the outdoors are more likely to become adults who enjoy outdoor endeavors, which is critical for a person's health and well-being. We also believe outdoor play is an important part of allowing children to be children.

You will notice our outdoor play area is a very natural environment. That is because studies have shown that natural outdoor play spaces improve physical fitness, stimulate social development, increase creativity and pretend play, and encourage children to work together and take turns. Natural environments have also been shown to result in more time actively playing among children. One of our main goals is to provide children with the opportunity to develop a love and respect for nature.

A copy of our center's program plan may be requested at any time.

Fees and Billing

TUITION RATES & PAYMENT POLICIES

A non-refundable application fee of \$100.00 and the first week's tuition payment is due upon enrollment to secure your child's spot. Each additional tuition payment is due the Friday prior to the week of care. Payments may be made weekly or bi-weekly. A late payment of \$10.00 per day will be incurred for each day the payment is late. If tuition is not received promptly, the child will be suspended from care until the account has been paid in full. If this is a recurring issue, the child may be dismissed from the center permanently. If a financial emergency arises, please discuss this with the director. We will do our best to work with you to reach a resolution, but we must be aware of the situation in order to do so.

Infants (6 weeks through 15 months):	\$220.00 per week
Toddlers (16 months through 32 months):	\$220.00 per week
Preschoolers (33 months through Pre-K);	\$220.00 per week or \$160.00/3 day week
School-Age (after-school):	\$70.00 per week or \$15.00 per day
School-Age (summer camp)	\$175.00 per week or \$40.00 per day
School-Age (no-school days)	\$175.00 per week or \$45.00 per day

Part-time care is available in the preschool and school-age classrooms. Part-time/per day schedules are for reserved days only, which are agreed upon at the time of enrollment.

Tuition payments are a set amount to reserve the child's spot at the center. Tuition is due weekly regardless of vacations, illness, scheduled closings, or for closings due to emergency situations, inclement weather or acts of God. No refunds will be provided.

Rates will be reviewed yearly and are subject to increase each September. We will provide a 2 month notice prior to rates increasing. *We reserve the right to adjust rates as needed and when needed.*

We accept checks, credit cards and ACH payments. When paying by credit card or ACH, the parent is responsible for paying the processing fee.

Year-end paperwork will be provided for your convenience by the end of January each year.

FEES

Extended Care: A fee of \$5 per day will be charged when a child attends more than 10 hours in a single day.

Holding Fee: We will hold a spot for up to 6 months. Full tuition payment is required each month to hold the spot. Payment is non-refundable.

Late Pickup: A fee of \$5 will be charged for each minute after 5:30pm (per child). Payment is due upon pickup.

Returned check: Any returned checks will be subject to a \$50.00 returned check fee and Wild Roots Early Learning Center reserves the right to require future payments to be made in the form of cash or a cashier's check.

Extra clothing: If your child needs to borrow extra clothing from Wild Roots and the clothing is not returned within 2 days, a \$5 extra clothing fee will be charged.

Sick child: If a child needs to be sent home for an illness, parents have 1 hour from time of first attempt of contact to pick up. After 1 hour a \$5 per minute fee will be charged.

CCAP POLICY

It is the parent's responsibility to complete the necessary paperwork to qualify for the Child Care Assistance Program. All cost share payments (including copays and any amount charged above the Child Care Assistance maximum rates) are due the Friday prior to the scheduled week and are based on the child's reserved spot and the cost share amount identified by the state. The parent is responsible for all childcare payments. Any payment not made by the state due to lack of attendance, ineligibility or change in enrollment will be billed to the parent and due immediately. The state requires that children must only be in attendance while the parent is participating in an approved activity (work, job search, school). Failure to abide by this requirement will result in charges to the parent for the day's care provided.

Health and Safety

IMMUNIZATIONS

Upon enrollment, Wild Roots Early Learning Center is required to obtain documentation of each child's current immunization record, a signed notarized statement of parental objection to the immunization, or a medical exemption.

HEALTH CARE SUMMARY

Wild Roots Early Learning Center is required to obtain a report on a current physical examination of the child signed by the child's source of medical care within 30 days of admission to the center. Failure to supply a report within 30 days of admission may result in termination of care.

For children already admitted to the center, an updated report of physical examination signed by the child's source of medical care is required annually for children under 24 months of age, and whenever a child 24 months or older advances to an older age category.

Parents are responsible for making the center aware of any allergies.

All records are updated annually.

ACCIDENT AND INCIDENT REPORTS

All accidents, injuries, and incidents are documented by center staff. Reports will be reviewed and signed at pick-up the same day. For more serious incidents, parents will be notified immediately by phone. For lesser incidents, parents will be notified at pick-up.

SHOES

To reduce illness, no outdoor shoes are allowed in classrooms. Parents may stay at the classroom door or remove shoes to enter the room during pick-up and drop-off. No shoes are allowed in infant room.

SECURITY CAMERAS

To ensure the safety and security of all children, staff, parents, and visitors, as well as the security of our facility and property, Wild Roots Early Learning Center is equipped with a 24-hour video surveillance system. These security cameras are installed in classrooms, indoor and outdoor play areas, and common areas of the facility. Video surveillance is not conducted in private areas such as restrooms. For privacy protection, video is for internal purposes only. Recordings are only allowed to be viewed by the director.

PETS

Wild Roots Early Learning Center does not have any pets at the center.

Holidays and Vacations

HOLIDAY SCHEDULE

We will be closed on the following holidays:

New Year's Day

Martin Luther King Jr. Day (Staff Training Day)

President's Day (Staff Training Day)

Memorial Day

Independence Day

Labor Day

Thanksgiving

Friday after Thanksgiving

Christmas Eve

Christmas Day

If New Year's Eve falls on a weekday, we will close at 4pm.

If a holiday falls on a Saturday, the preceding day shall be a holiday. If a holiday falls on a Sunday, the following day shall be a holiday.

Closures are subject to change. Please refer to the annual holiday schedule provided for an up-to-date list of closures. Regular tuition is due during holiday closures.

VACATION

Please submit a *schedule change form* at least 1 week prior to your child being absent for vacation. Tuition will be due as regular.

Emergency Procedures

WEATHER CLOSURES

In the event of severe weather including but not limited to snowstorms, ice storms, or tornado warnings, Wild Roots Early Learning Center will evaluate the risk to the staff and children and decide to remain open or to close and notify parents. We may decide to open the center late, close for the day, or close early if weather gets severe later in the day. Should the center have to close early, parents will be notified for pickup. Weather updates will be communicated through the Brightwheel app and on our Facebook page.

Arrivals and Departures

All children are required to be signed in and out by the parent. Please walk your child into their classroom, sign them in, and make verbal contact with the teacher. Please maintain arrival and departure times from your enrollment agreement to help us maintain the appropriate scheduling of staff. If your child is late to arrive and we haven't been contacted, we will call the parent. If you are going to be late for pick-up, please call the center so that we are aware of the delay. There will be a late fee of \$5.00 per minute (per child) after our normal closing time of 5:30 pm. Early arrivals must be discussed in advance with the director to ensure availability.

If your child is going to be absent, please notify us as soon as possible.

Children will not be released to anyone that is not listed on their pick-up authorization form. For the safety of the child, staff will require a valid ID from anyone unfamiliar. Children will not be released to an underage sibling without a parent present in the building. If at any time a parent or authorized person causes issues, disruptions, or safety concerns upon pick up or drop off, Wild Roots Early Learning Center reserves the right to restrict that person from entering the building.

Please use caution when entering and exiting the building and in the parking lot. Always keep your child by your side when in the parking lot.

Please shut off your vehicle in the parking lot.

For the safety and security of the center, we are a locked facility. A unique key code will be provided to all parents for entry and should not be shared with anyone, including children. All visitors are required to ring the doorbell. In addition to the restricted access, the center is equipped with cameras throughout the building and the property.

Each child has a cubby for their belongings. Please take home any papers or artwork found in your child's cubby each night. The children look forward to sharing these things with you.

Drug/Alcohol/Tobacco Use Policy

We are an alcohol, drug, and tobacco free zone. No smoking is allowed on the property.

Emergencies and Late Pick-Ups

In the event of an emergency or late pick-up, parents will be contacted immediately. If unable to reach parents, staff will attempt to contact the child's emergency contacts listed on their enrollment form. If unable to reach parents or emergency contacts within 10 minutes, proper authorities will be contacted.

In the event that a staff member feels a child cannot be safely transported to or from the center due to the person being under the influence of drugs or alcohol or failing to use an appropriate car seat, the person will be asked not to transport the child. If the person agrees, the staff member will call other authorized pick-up persons or emergency contacts. If the person didn't bring an appropriate car seat, they will be asked to drive home without the child and return with an appropriate car seat installed in the car. If the person refuses to agree to an alternative provided and insists on transporting the child, the staff member will immediately call the police and report the unsafe driving situation. If the person is not a parent, the child will not be released to the person and a parent will be notified.

Home and School Partnership

PARENT CONFERENCES & COMMUNICATION

Parents are the first and most important teachers in their children's lives, and we encourage parents to be involved in their child's learning at the center. Parents are welcome to visit the center at any time unless access is denied by a court. Conferences will be held two times a year. This is a time for parents and teachers to discuss the child's development, strengths, and any concerns. Parents will receive a written assessment of their child's intellectual, physical, social, and emotional development. We will also regularly send home notices and newsletters with special reminders and details of our activities, as well as daily reports on the Brightwheel app.

Important information may be posted near your child's classroom door and on the front doors. We also provide information on community happenings and provide helpful resources to parents when able, so please watch for these on a regular basis.

Wild Roots Early Learning Center believes communication is essential. Parent involvement and feedback is always encouraged. If at any time you have questions, comments, or concerns, please do not hesitate to reach out.

ROOM TRANSITIONS

When it is time for your child to transition rooms, center staff will work together with the parent to make the transition as easy as possible for everyone. Notice will be given to parents which includes what to expect in your child's new classroom such as the staff, daily schedule, etc. If at any time you have questions, please don't hesitate to reach out.

Meals and Snacks

We serve breakfast, lunch, and an afternoon snack.

Breakfast is served at 8:30am.

Lunch is served at 11:30am.

Afternoon snack is served at 2:30pm.

For after-school care, children will be served a snack immediately upon arriving to the center.

If your child arrives after the scheduled meal time, please be sure to feed them before arriving.

Wild Roots Early Learning Center is a part of the Child and Adult Care Food Program (CACFP). We provide healthy, nutritious meals and snacks that meet or exceed the CCAFP requirements.

Please notify the director of any allergies your child has. This is NOT a nut free facility.

If your child has a special diet, please provide a note from your child's physician and we will do our best to accommodate it.

If you would like to bring in a special treat for your child's birthday, it must be store bought and sealed. Please ask your child's teacher about any allergies in the classroom.

No other outside food is permitted in the classroom.

Privacy and Social Media

PHOTOS AND SOCIAL MEDIA

Staff may take photos of children to send to parents via Brightwheel. Photos may also be shared on our social media pages and/or used for advertising purposes. Your child's photo WILL NOT be shared without your written permission, and you may choose the degree of which photos are shared (Brightwheel, social media, website, etc.).

In an effort to keep a professional relationship, we ask that parents and staff members do not add each other on social media.

PRIVACY POLICY

For the privacy and safety of all children enrolled, it is strictly prohibited for anyone other than center staff to take photos or video recordings of children on our property.

PARENTAL PERMISSION

Written parental permission will be obtained before each occasion of research, experimental procedure, or public relations activity involving a child. (Minnesota Rules, part 9503.0090, subpart 1, item J)

SECURITY CAMERAS

To protect the privacy of our students, security cameras are only allowed to be viewed by the owner, director, and authorities as needed.

Nap and Rest Time

Quiet time is from 12:30pm to 2:30pm.

Cots and blankets will be provided to toddlers and preschoolers. Toddlers and preschoolers will be asked to rest on their cots for at least 30 minutes. After this time, they will be offered quiet activities that allow for others to continue resting. A child will not be required to remain on a cot or in a crib for longer than 30 minutes.

Infants do not have scheduled nap times. We follow the individual needs of each infant and work with parents to develop a consistent routine suitable for their infant.

Cots and cribs will be put in a quiet area and in a manner that allows napping children to not be disrupted by children engaged in activities. Cribs and cots are placed in directly on the floor and with clear aisles on at least one side of each piece of napping equipment.

School-age children will be asked to find a quiet activity during rest time. Blankets will be provided.

Per licensing and center policy, separate bedding must be provided for each child in care. Bedding must be washed weekly and when soiled or wet.

Infant Sleep Policies/Reduction of Risk of Sudden Unexpected Infant Death

Staff are required to place each infant to sleep on the infant's back, unless the center director receives documentation from the infant's physician directing an alternative sleeping position for the infant. The physician directive must be on a formed approved by the commissioner (please ask director for appropriate form if needed). 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 six months of age or the center director has a signed statement from the parent indicating that the infant regularly rolls over at home.

Infants are placed in a crib on a firm mattress with a fitted sheet that fits tightly on the mattress and cannot be dislodged by pulling on the corner of the sheet with reasonable effort. Staff must not place anything in the crib with the infant except for the infant's pacifier.

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 staff until the infant is placed in a crib. When an infant falls asleep while being held, staff 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 infant's face.

Putting a swaddled infant down to sleep is prohibited at Wild Roots Early Learning Center.

Cribs are provided for each infant for which the center is licensed. 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 Code of Federal Regulations, title 16, part 1220 for non-full size baby cribs.

Clothing and Items from Home

Below is a list of supplies that parents are responsible for providing. All items should be labeled with the child's first and last name.

Infants

Diapers and wipes (enough for the week)

Diaper cream (when necessary)

Formula (if you prefer a brand other than ours) or breastmilk; enough bottles for the day (daily)

Pacifier (if using one)

Favorite blanket (optional)

Extra clothing (2 sets)

If using our formula, please provide bottles labeled with the child's name containing the appropriate amount of water. If providing your own formula or breastmilk, bring pre-made bottles labeled with the child's name and the date and time prepared. Bottles will be sent home daily to be washed by the parent.

Toddlers

Diapers and wipes

Diaper cream (when necessary)

Favorite blanket (optional)

Extra clothing (2 sets)

Preschoolers

Extra clothing (2 sets)

School-age

Water bottle clearly labeled with full name

Extra clothing

****ALL CHILDREN (EXCEPT INFANTS) ARE REQUIRED TO HAVE A PAIR OF SHOES THAT ARE LEFT AT THE CENTER FOR INDOOR USE. THESE SHOES ARE ONLY TO BE WORN IN THE CLASSROOM AND MUST STAY AT THE CENTER.**

Outside play is a part of our daily routine. Please be sure that your child has appropriate outdoor attire, based on the season. Children will get dirty and may have accidents or spills, so please make sure that your child always has a complete change of clothes (or 2) at the center. Parents are responsible for supplying sunscreen and insect repellent for their child. This is kept at the center and returned to parents when no longer needed.

DRESS CODE

Children, staff, and parents are required to dress appropriately when in the facility. Children must wear underwear and be appropriately covered. Shorts, tights, or leggings must be worn under dresses and skirts. No inappropriate language or images are allowed on clothing. We recommend children wear tennis shoes for outdoor play.

PERSONAL POSSESSIONS

We ask that children do not bring toys or other personal items from home. We do not wish to be responsible for the broken hearts resulting from lost or broken toys. If an item is brought from home, it will be kept in the child's cubby.

For health and safety reasons, diaper bags and backpacks are not allowed to be left inside the building (excluding After-School Club). Necessary items are to be kept in the child's cubby.

Health and Safety

ILLNESS

If a child's temperature reaches 100.4 degrees Fahrenheit or higher the child will be sent home and excluded from care until the child is fever free for 48 hours without medication.

If a child is exhibiting any of the following symptoms, the child will not be accepted for care:

- Temperature of 100.4 or higher
- Diarrhea or vomiting more than once in the last 24 hours
- Thick, constant, colored nasal discharge
- Evidence of a contagious illness such as (but not limited to) chicken pox, strep throat, RSV, HFMD, or pink eye

If a child becomes ill or seriously injured, the parent will be notified immediately. Parents have 1 hour from the time of first attempt at contact to have their child picked up. There will be a fee of \$5 per minute after 1 hour of not being picked up. While waiting to be picked up, the child will be isolated from other children and made to feel as comfortable as possible. We are not able to give your child any medication. In the event an emergency is deemed necessary, Wild Roots Early Learning Center will contact the emergency response team to take the child to the hospital.

Children must remain symptom free for at least 48 hours and feel well enough to participate in daily activities before returning to the center. Certain illnesses will require a longer period before returning.

If a child has hand, foot, and mouth disease (HFMD) they may not return until there are no signs of blisters or a rash and the child has been fever free for 48 hours.

If a child is diagnosed with RSV they may not return until they are symptom free and fever free for at least 48 hours and the child is well enough to participate in the daily activities.

Although we take doctor's notes into consideration, it is ultimately the decision of the director as to when your child may return after an illness. We reserve the right to refuse care if we believe your child is not feeling well and may be contagious. This is an important part of keeping our children and staff healthy.

FIRST AID

A first aid kit and first aid manual are always readily available in the center. For minor injuries, such as a scratch or small scrape, appropriate care will be administered, and the parent will be notified upon pick-up. For more serious injuries, staff will do what they can to provide care and comfort while the parent is immediately notified. For emergencies, staff will call 911 and then notify the parent immediately. For all incidents, minor to serious, an incident report must be written and signed by both the staff member present during the time it occurred and the parent.

The written record of accidents, injuries, and incidents must include the following information:

- Name and age of the person(s) involved;
- Date of the accident, injury, or incident;
- Place of the accident, injury or incident;

- Type of injury;
- Action taken by a staff person(s); and
- To whom the accident, injury, or incident was reported.

COVID POLICY

Please do not enter our facility or pick-up/drop-off a child if you:

- Have symptoms of COVID-19 (fever, cough, shortness of breath)
- Have been in contact with someone who has COVID-19 in the last 10 days

Children will be required to stay home or return home if any of the following applies:

- Fever of 100.4 or higher
- Have had a fever of 100.4 or higher or other COVID-19 symptoms within the last 48 hours
- If someone in the household has tested positive

If an individual is diagnosed with COVID-19, they must not return for a minimum of 5 days. After the minimum of 5 days, the individual may return when fever free for 48 hours without use of medication. *These conditions may change based on CDC recommendations.*

If there is a case of COVID-19 among children or staff, we may consider a closure to allow for sufficient cleaning and disinfecting. Our decision will be based on recommendations from the health department. Tuition will not be refunded due to closure.

CONTAGIOUS REPORTABLE DISEASE

Parents are required to inform the center within 24 hours, exclusive of weekends and holidays, when a child is diagnosed as having a contagious reportable disease **OR** lice, scabies, impetigo, ringworm, or chicken pox.

The director will post or give a notice to the parents of exposed children the same day a parent notifies the center of a child's illness or condition. The health authority will also be notified of any suspected case of a reportable disease within 24 hours of receiving the parent's report.

LICE POLICY

Children are not allowed in the center with lice or nits. Children must be treated at home and be 100% free of lice and nits before returning to care.

MEDICATION POLICY

Wild Roots Early Learning Center requires written permission from the child's parent before administering medicine, diapering products, sunscreen, and insect repellents. Written instructions from a licensed physician must be received by the director before administering each prescription medicine. Medicine with the child's name and current prescription information on the label constitutes instructions.

All medicine must be in its original container and have a legible label stating the child's name. The medicine will not be given after an expiration date on the label. Any unused portion will be returned to the child's parents. Medications will be stored in a safe, secured and labeled location.

There must be two staff members present when medicine is administered. One of these staff members must be the director, assistant director, or manager. Administration of medicine is recorded and includes the name of the child, name of medication or prescription number, date, time, dosage, and the name and signature of the person who dispensed the medicine. These records are available to parents upon request and are maintained in the child's record.

We DO NOT administer fever reducing medication such as Tylenol or Motrin. If your child requires such medication, they will be sent home.

Diapering products, sunscreen and insect repellent must be administered according to the manufacturer's instructions unless we receive written instructions for their use by a licensed physician. Such products must contain the child's full name and will be used only for the individual child whose name is written on the label.

SUNSCREEN/INSECT REPELLANT POLICY

Parents are required to supply sunscreen and insect repellent as needed. Please label with the child's first and last name. We ask that parents apply before drop-off, and we will re-apply before going outside in the afternoon. Written permission is required before staff may apply sunscreen or insect repellent.

BEHAVIOR GUIDANCE

Wild Roots Early Learning Center's goal is to encourage self-control, self-regulation, self-esteem, and respect for all children and adults. Staff are trained to implement the principles of "Conscious Discipline" by Dr. Becky Bailey. This approach is based on the idea that developing discipline with children instead of applying discipline to them, will help them become more emotionally healthy and happy adults. Using these principles, teachers take everyday discipline issues and turn them into teachable moments. Conscious discipline gives children the tools to understand that their emotions are important and deserving of attention, but also controllable and the power to control them lies within the child.

When a child is feeling overwhelmed and is unable to regulate his or her behavior, staff will use redirection. Children are encouraged to find a safe space such as the "calm down corner" to reassess their behavior until they feel they are ready to rejoin the group. The calm down corner is a quiet area where children can relax and try to get their emotions under control, and teachers can encourage the children to talk about their feelings and help with calming techniques. Staff work with the children to identify methods of problem solving and to learn alternative options to the inappropriate behavior by modeling what children should be doing and saying instead of focusing on what they should not be doing.

To help children feel secure in the environment and regulate their own behavior, our teachers set clear limits, keep a daily routine so children know what to expect, model appropriate behavior, and keep children interested by providing a variety of activities. Children are given a sense of safety, love, and consistency.

We strive to teach children how to progress from physical or verbal aggression to calm self-regulation, how to make better choices, and the importance of respecting and empathizing with others.

When a child is involved in a behavioral incident involving another child or staff member, an incident report will be written and signed by both staff and parent. Staff will document challenging behaviors and the intervention methods that were attempted. Teacher-parent discussions regarding a child's behavior shall be held in private and shall focus on working as a team to develop and implement an individualized plan that supports the child's inclusion and success.

If problem behavior persists or becomes disruptive, a meeting will be scheduled with the parent to discuss ways to help the child.

If a child's behavior endangers other children or the staff, or if we feel we can no longer provide the care the child needs, Wild Roots Early Learning Center reserves the right to terminate the child from care immediately. We will do our best to help you find care elsewhere. Upon termination, any debt owed to Wild Roots Early Learning Center by the parent must be paid immediately.

Persistent Unacceptable Behavior

If a child's unacceptable behavior results in 3 incident reports in a six-week period, a conference will be scheduled with the child's parent, teacher, the director, and professionals when appropriate, to come up with a corrective action plan. If unacceptable behavior continues and is jeopardizing the health and safety of other children and/or staff, Wild Roots Early Learning Center reserves the right to terminate the child from care immediately.

Biting Policy

At Wild Roots, we understand that biting is a behavior related to a young child's development and is undoubtedly one of the most common and frustrating issues that teachers and parents face in childcare and preschool environments. Although biting is not acceptable behavior, it is not an unnatural behavior for young children. Biting is a natural developmental stage that many young children go through. Often it is their way of communicating that something is not right in their world. Our staff work with children to help them learn more appropriate ways of expressing themselves as they rely heavily on adults to help them handle their frustrations.

We cannot always predict when children will bite; however, our teachers will try to determine if there is a pattern and do their best to anticipate situations that are likely to cause children to bite such as sharing toys, hunger, fatigue, and uncertainty.

When a child is bitten, the teacher will immediately console the child who was bitten and apply first aid. The child who did the biting will be redirected to an appropriate activity, closely supervised, and given verbal feedback about not biting.

It is our policy to notify the parents of the child who bit and the parents of the child who was bitten. The name of the child who bit will be kept confidential. We will make every effort to help children through this period and will provide parents with information on ways to help redirect this behavior. If biting becomes excessive (3 bites in a six-week period of time), a conference will be held with the child's parent to discuss the issue and come up with a corrective plan of action. If biting continues to occur and jeopardizes the health and safety of other children or staff, Wild Roots Early Learning Center reserves the right to terminate the child from care immediately.

CHILD BEHAVIOR GUIDANCE POLICIES & PROCEDURES (as stated in our employee handbook)

EXPECTATIONS FOR BEHAVIOR GUIDANCE

Employees are expected to do the following at all times:

- Ensure that each child is provided with a positive model of acceptable behavior
- Tailor activities to the developmental level of the children
- Redirect children and groups away from problems toward constructive activity in order to reduce conflict
- Teach children how to use acceptable alternatives to problem behavior in order to reduce conflict
- Protect the safety of children and staff
- Provide immediate and directly related consequences for a child's unacceptable behavior

Failure to follow through with these expectations will result in disciplinary action.

POSITIVE MODELS OF ACCEPTABLE BEHAVIOR

The following are some ways for staff to incorporate positive modeling in the classroom:

1. Visuals and pictures of positive behaviors
2. Notice and affirm (reinforce) positive behavior

3. Staff using the same language and techniques (modeling)
4. Learning activities to support conflict resolution and self-regulation

Consequences shall be immediate and directly related to the incident. Example: If a child throws the pieces to a puzzle, the puzzle will be put away and the child can find a different activity or be given a new activity (redirect). Staff cannot prohibit the child from playing with the puzzle again. The child shall be given another chance to play correctly.

PERSISTENT UNACCEPTABLE BEHAVIOR

When a child is demonstrating any type of unacceptable behavior, each incident must be recorded, and an incident report made. The staff member present during the incident should include in the record and report what caused the behavior, if able. Also include what the staff member did in response to the behavior and if redirection was effective.

If a child's behavior results in 3 incident reports in a six-week period, a conference will be scheduled with the child's parent, teacher, the director, and professionals when appropriate, to come up with a corrective action plan. If unacceptable behavior continues and is jeopardizing the health and safety of other children and/or staff, Wild Roots Early Learning Center reserves the right to terminate the child from care immediately.

PROHIBITED ACTIONS

Any kind of corporal punishment is prohibited. This includes but is not limited to:

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

The subjection of a child to emotional stress is prohibited. This includes but is not limited to:

- Name calling
- Isolation
- Shaming
- Making derogatory remarks about a child or the child's family
- Using language or a tone of voice that threatens, humiliates, or frightens the child

The following scenarios are all prohibited: the separation of a child from the group except within rule requirements; punishment for lapses in toilet training; withholding 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; and the use of mechanical restraints, such as tying.

If an employee is involved in any prohibited action or any action that is deemed inappropriate by management staff, it will result in immediate termination.

SEPARATION FROM THE 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 well-being of the child or other children 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 seen and heard by a staff person
- Be returned to the group upon the contingency that the child has stopped or brought the behavior that precipitated the separation under control
- Be returned to the group as soon as the behavior that precipitated the separation abates or stops

Children between the ages of 6 weeks and 16 months must not be separated from the group as a means of behavior guidance.

SEPARATION REPORT

Any time a child is separated from the group, a "Separation Report" must be completed and noted on the daily log. This report must include the following:

- The child's name
- The staff person's name
- Time of the separation
- Date of the separation
- Information indicating what less intrusive methods were used to guide the child's behavior before the separation occurred
- How the child's behavior continued to threaten the well-being of the child or other children in care

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

If the child is separated five or more times in one week or eight times or more in two weeks, the procedures for Persistent Unacceptable Behavior must be followed.

Fundraisers

In an effort to keep tuition rates down, we may hold 1-3 fundraisers a year. Participation is optional, but we do our best to make these fundraisers as easy and simple as possible as we know parents are busy!

Transportation/Onsite Activities

Wild Roots Early Learning Center is on the Pine-River Backus Schools bus route and children in elementary school are dropped off at designated times during the school year. We do not provide transportation to children at this time.

In the event of an onsite activity that involves a non-staff person, permission slips will be required to be signed by the parent in order to participate.

At this time, we will not be offering field trips. In the event that we do offer field trips, written parental permission will be obtained through a Field Trip Permission Form.

Divorce & Custody Situations

Wild Roots Early Learning Center requires a court order to follow in any situation where custody of a child may be an issue. An agreement must be made between parents and the center director as to who receives information regarding the child and how communication is shared. We will not be involved in disputes between a child's parents.

Grievance Procedure

If at any time a parent has questions, concerns, or a grievance related to the center or their child's care, please reach out to Morgan Dabill, owner and director of Wild Roots Early Learning Center. We will set up a time to meet and discuss matters as soon as possible.

OFFICE OF INSPECTOR GENERAL - LICENSING DIVISION

MALTREATMENT OF MINORS MANDATED REPORTING

This form may be used by any provider licensed by the Minnesota Department of Human Services, except family child care. The form for family child care providers can be found in eDocs #7634C.

WHAT TO REPORT

- Maltreatment includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, and mental injury. For definitions refer to [Minnesota Statutes, section 260E.03](#), and pages 3-6 of this document. Maltreatment must be reported if you have witnessed or have reason to believe that a child is being or has been maltreated within the last three years.

WHO MUST REPORT

- If you work in a licensed facility, you are a “mandated reporter” and are legally required (mandated) to report maltreatment. You cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility.
- In addition, people who are not mandated reporters may voluntarily report maltreatment.

WHERE TO REPORT

- If you know or suspect that a child is in immediate danger, call 9-1-1.
- Reports concerning suspected maltreatment of children, or other violations of Minnesota Statutes or Rules, in facilities licensed by the Minnesota Department of Human Services, should be made to the Licensing Division’s Central Intake line at 651-431-6600.
- Incidents of suspected maltreatment of children occurring within a family, in the community, at a family child care program, or in a child foster care home, should be reported to the local county social services agency at 218-547-1340 or local law enforcement at 218-547-1424.

WHEN TO REPORT

- Mandated reporters must make a report to one of the agencies listed above immediately (as soon as possible but no longer than 24 hours).

INFORMATION TO REPORT

- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the maltreatment (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected maltreatment occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

FAILURE TO REPORT

- A mandated reporter who knows or has reason to believe a child is or has been maltreated and fails to report is guilty of a misdemeanor.

- In addition, a mandated reporter who fails to report serious or recurring maltreatment may be disqualified from a position allowing direct contact with, or access to, persons receiving services from programs, organizations, and/or agencies that are required to have individuals complete a background study by the Department of Human Services as listed in Minnesota Statutes, section 245C.03.

RETALIATION PROHIBITED

- An employer of any mandated reporter is prohibited from retaliating against (getting back at):
 - an employee for making a report in good faith; or
 - a child who is the subject of the report.
- If an employer retaliates against an employee, the employer may be liable for damages and/or penalties.

STAFF TRAINING

The license holder must train all mandated reporters on their reporting responsibilities, according to the training requirements in the statutes and rules governing the licensed program. 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 POLICY TO PARENTS

For licensed child care centers, the mandated reporting policy must be provided to parents of all children at the time of enrollment and must be available upon request. The definitions section (p. 3-6) is optional to provide to parents.

The following sections only apply to license holders that serve children. This does not include family child foster care per [Minnesota Statutes 245A.66, subd. 1](#).

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:
 - related policies and procedures were followed;
 - the policies and procedures were adequate;
 - there is a need for additional staff training;
 - the reported event is similar to past events with the children or the services involved; and
 - 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 OR POSITION TO ENSURE REVIEWS COMPLETED

The internal review will be completed by Morgan Dabill. If this individual is involved in the alleged or suspected maltreatment, Taylor Vredenburg 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 to correct any current lapses and prevent future lapses in performance by individuals or the license holder.

DEFINITIONS

Found in [Minnesota Statutes, section 260E.03](#)

Egregious harm ([Minnesota Statutes, section 260E.03, subd. 5](#))

"Egregious harm" means harm under [section 260C.007, subdivision 14](#), or a similar law of another jurisdiction.

[Minnesota Statutes, section 260C.007, Subd. 14](#):

"Egregious harm" means the infliction of bodily harm to a child or neglect of a child which demonstrates a grossly inadequate ability to provide minimally adequate parental care. The egregious harm need not have occurred in the state or in the county where a termination of parental rights action is otherwise properly venued. Egregious harm includes, but is not limited to:

1. conduct towards a child that constitutes a violation of sections [609.185](#) to [609.2114](#), [609.222, subdivision 2](#), [609.223](#), or any other similar law of any other state;
2. the infliction of "substantial bodily harm" to a child, as defined in section [609.02, subdivision 7a](#);
3. conduct towards a child that constitutes felony malicious punishment of a child under [section 609.377](#);
4. conduct towards a child that constitutes felony unreasonable restraint of a child under [section 609.255, subdivision 3](#);
5. conduct towards a child that constitutes felony neglect or endangerment of a child under [section 609.378](#);
6. conduct towards a child that constitutes assault under section [609.221](#), [609.222](#), or [609.223](#);
7. conduct towards a child that constitutes solicitation, inducement, or promotion of, or receiving profit derived from prostitution under [section 609.322](#);
8. conduct towards a child that constitutes murder or voluntary manslaughter as defined by United States Code, title 18, section 1111(a) or 1112(a);
9. conduct towards a child that constitutes aiding or abetting, attempting, conspiring, or soliciting to commit a murder or voluntary manslaughter that constitutes a violation of United States Code, title 18, section 1111(a) or 1112(a); or
10. conduct toward a child that constitutes criminal sexual conduct under [sections 609.342](#) to [609.345](#).

Maltreatment ([Minnesota Statutes, section 260E.03, subd. 12](#))

"Maltreatment" means any of the following acts or omissions:

1. egregious harm under subdivision 5;
2. neglect under subdivision 15;
3. physical abuse under subdivision 18;
4. sexual abuse under subdivision 20;
5. substantial child endangerment under subdivision 22;
6. threatened injury under subdivision 23;
7. mental injury under subdivision 13; and
8. maltreatment of a child in a facility.

Mental injury ([Minnesota Statutes, section 260E.03, subd. 13](#))

"Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.

Neglect ([Minnesota Statutes, section 260E.03, subd. 15](#))

- A. "Neglect" means the commission or omission of any of the acts specified under clauses (1) to (8), other than by accidental means:
 1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child's physical or mental health when reasonably able to do so;
 2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child's own basic needs or safety, or the basic needs or safety of another child in their care;
 4. failure to ensure that the child is educated as defined in sections [120A.22](#) and [260C.163, subdivision 11](#), which does not include a parent's refusal to provide the parent's child with sympathomimetic medications, consistent with section [125A.091, subdivision 5](#);
 5. prenatal exposure to a controlled substance, as defined in section [253B.02, subdivision 2](#), used by the mother
 - for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child at birth, medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;
 6. medical neglect, as defined in section [260C.007, subdivision 6](#), clause (5);
 7. chronic and severe use of alcohol or a controlled substance by a person responsible for the child's care that adversely affects the child's basic needs and safety; or

8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.
- B. Nothing in this chapter shall be construed to mean that a child is neglected solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.
- C. This chapter does not impose upon persons not otherwise legally responsible for providing a child with necessary food, clothing, shelter, education, or medical care a duty to provide that care.

Physical abuse ([Minnesota Statutes, section 260E.03, subd. 18](#))

- A. "Physical abuse" means any physical injury, mental injury under subdivision 13, or threatened injury under subdivision 23, inflicted by a person responsible for the child's care on a child other than by accidental means, or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized under section [125A.0942](#) or [245.825](#).
- B. Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by section [121A.582](#).
- C. For the purposes of this subdivision, actions that are not reasonable and moderate include, but are not limited to, any of the following:
 1. throwing, kicking, burning, biting, or cutting a child;
 2. striking a child with a closed fist;
 3. shaking a child under age three;
 4. striking or other actions that result in any nonaccidental injury to a child under 18 months of age;
 5. unreasonable interference with a child's breathing;
 6. threatening a child with a weapon, as defined in [section 609.02, subdivision 6](#);
 7. striking a child under age one on the face or head;
 8. striking a child who is at least age one but under age four on the face or head, which results in an injury;
 9. purposely giving a child:
 - i. poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner in order to control or punish the child; or
 - ii. other substances that substantially affect the child's behavior, motor coordination, or judgment; that result in sickness or internal injury; or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances;
 10. unreasonable physical confinement or restraint not permitted under [section 609.379](#), including but not limited to tying, caging, or chaining; or
 11. in a school facility or school zone, an act by a person responsible for the child's care that is a violation under section [121A.58](#).

Sexual abuse ([Minnesota Statutes, section 260E.03, subd. 20](#))

"Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child, or by a person in a current or recent position of authority, to any act that constitutes a violation of section [609.342](#) (criminal sexual conduct in the first degree), [609.343](#) (criminal sexual conduct in the second degree), [609.344](#) (criminal sexual conduct in the third degree), [609.345](#) (criminal sexual conduct in the fourth degree), [609.3451](#) (criminal sexual conduct in the fifth degree), or [609.352](#) (solicitation of children to engage in sexual conduct; communication of sexually explicit materials to children).

Sexual abuse also includes any act involving a child that constitutes a violation of prostitution offenses under sections [609.321](#) to [609.324](#) or [617.246](#). Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes child sex trafficking as defined in section [609.321](#), subdivisions 7a and 7b.

Sexual abuse includes threatened sexual abuse, which includes the status of a parent or household member who has committed a violation that requires registration as an offender under section [243.166, subdivision 1b](#), paragraph (a) or (b), or required registration under section [243.166, subdivision 1b](#), paragraph (a) or (b).

Substantial child endangerment ([Minnesota Statutes, section 260E.03, subd. 22](#))

"Substantial child endangerment" means that a person responsible for a child's care, by act or omission, commits or attempts to commit an act against a child under their care that constitutes any of the following:

1. egregious harm under subdivision 5;
2. abandonment under section [260C.301, subdivision 2](#);
3. neglect under subdivision 15, paragraph (a), clause (2), that substantially endangers the child's physical or mental health, including a growth delay, which may be referred to as failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
4. murder in the first, second, or third degree under section [609.185](#), [609.19](#), or [609.195](#);
5. manslaughter in the first or second degree under section [609.20](#) or [609.205](#);
6. assault in the first, second, or third degree under section [609.221](#), [609.222](#), or [609.223](#);
7. solicitation, inducement, and promotion of prostitution under section [609.322](#);
8. criminal sexual conduct under sections [609.342](#) to [609.3451](#);
9. solicitation of children to engage in sexual conduct under section [609.352](#);
10. malicious punishment or neglect or endangerment of a child under section [609.377](#) or [609.378](#);
11. use of a minor in sexual performance under section [617.246](#); or
12. parental behavior, status, or condition that mandates that the county attorney file a termination of parental rights petition under section [260C.503, subdivision 2](#).

Threatened injury ([Minnesota Statutes, section 260E.03, subd. 23](#))

- A. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury.
- B. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care, as defined in subdivision 17, who has:

1. subjected a child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm under subdivision 5 or a similar law of another jurisdiction;
 2. been found to be palpably unfit under section [260C.301, subdivision 1](#), paragraph (b), clause (4), or a similar law of another jurisdiction;
 3. committed an act that resulted in an involuntary termination of parental rights under section [260C.301](#), or a similar law of another jurisdiction; or
 4. committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative under Minnesota Statutes 2010, section [260C.201](#), subdivision 11, paragraph (d), clause (1), section [260C.515, subdivision 4](#), or a similar law of another jurisdiction.
- C. A child is the subject of a report of threatened injury when the local welfare agency receives birth match data under section [260E.14, subdivision 4](#), from the Department of Human Services.

Withdrawal and Termination

WITHDRAWAL POLICY

Wild Roots Early Learning Center requires a 2 week notice when withdrawing your child from the center. Parents are required to pay for the final 2 weeks, regardless of their child's attendance. Any debt owed by the parent to Wild Roots Early Learning Center must be paid by the child's last day of attendance. At that point, the remaining balance will be sent to a collection's agency.

TERMINATION

Wild Roots Early Learning Center may terminate the enrollment agreement for reasons including but not limited to the following: any violations of this agreement by the parent; persistent behavioral issues with the child; or disrespect by the parent to staff, children, or other parents. We reserve the right to terminate at will. All debt must be paid immediately upon termination.

By signing below, I/we, _____, parent(s) of _____, acknowledge and agree that I/we have carefully read this parent handbook, fully understand what it means, and agree to abide by the information in this agreement. Failure to do so may result in the termination of care for my child(ren) from Wild Roots Early Learning Center.

Signature of Parent or Guardian

Signature of Parent or Guardian

Printed Name

Printed Name

Date

Date