CCS Early Education
Parents Policy Handbook

1300 SW 19th Ave Willmar, MN 56201 www.willmarccs.com
Phone: 320.403.5080 **Fax:** 320.235.0620 **DHS licensing**: 651.296.3971
Any Questions, contact the CCS Early Education Program Coordinator, Nicole Johnson, at njohnson@willmarccs.org.

Welcome to CCS Early Education! We are pleased you have chosen us to partner with you. CCS Early Education is a Christian learning environment open to the community. CCS Early Education is a program that provides Preschool and school-age care. We are unique in enhancing learning with the CCS teachers in Music, Library, and Chapel. Parents may choose from a variety of options: **half-day** or **full-day preschool,** or **School Age (after school, non-school, scheduled late starts, and/or scheduled early dismissals)**.

Mission Statement

CCS Early Education will provide children with a Christ-centered, developmentally appropriate educational program. We desire to glorify God through excellence and to pursue a Kingdom quality program to meet each child's individual needs and abilities.

Philosophy of Learning and Care

We will offer a Christian curriculum that encourages spiritual, social, emotional, physical, and intellectual growth. The Christian teachers will provide a safe, loving, and comfortable environment for early learning.

Hours and Days of Operation

CCS Early Education will be open year-round, Monday through Friday from 7:15 a.m. to 5:30 p.m.

Licensing/Insurance

CCS Early Education is licensed by the Minnesota Department of Human Services (DHS), Division of Licensing. To contact DHS, call 651.296.3971. We are licensed for the following childcare:

- **Preschool 3/Preschool 4 combination room**: staff-child ratio is 1 to 10 and a group size of 20.
- **School Age is Kindergarten to age 14 years**: staff-child ratio is 1 to 15 and a group size of 15.

At the time of enrollment, parents must provide all required enrollment forms for their child through Sycamore.

Updated 9/2025

The charges include payment for the following days: Early Education is **closed**:
New Year's Eve (3:00 closing), New Year's Day, Good Friday, Memorial Day, Labor Day, 4th of July & (3rd or 5th) (either the day before or after)**, Thanksgiving** (& the Friday after), and **Christmas** (Eve, day & either the day after Christmas or the day before Christmas Eve).

Your account will **not** be billed for Teacher In-Service Days (dates will be announced beginning of each school year).

CCS Early Education will bill you monthly (on the 1st). You can choose to either pay the full amount on the 5th or 20th day of the month **or** pay half of the bill on the 5th and the remaining amount on the 20th. You will always be paying in advance. Personal payments may be dropped off at the CCS main office or placed in the CCS Early Education Program Coordinator's box (in the hallway, next to the Program Coordinator's office). You may also choose to set up payments made through an automatic debit. The CCS business manager will create the invoices for monthly charges on a pre-billed status around the 20th of the preceding month and will send a monthly statement of your account at the beginning of each month. Scheduling children and staff at a program is a complicated process. Therefore, it is important that your payment is received and that you schedule your child's hours carefully. **If your balance falls 30 days behind your child cannot attend until we receive payment or other arrangements have been made.** Checks deposited for CCS Early Education payments and returned to CCS due to insufficient funds, stop payment on checks issued or due to closed account will result in a $30.00 return check fee. This amount is subject to change as banking fees change**. Write checks to CCS and in the Memo write CCS Early Education.**

***Everyone pays their contracted monthly tuition whether their child is absent or in attendance. You cannot exchange your contracted days for other non-contracted days. However, if other days are needed, you may request a drop-in day and pay the additional fee if space is available. These contracts help maintain staff and expenses.**

There is an enrollment fee of $50.00 per child for CCS Early Education. This is a non-refundable fee to secure your child's space. When a space is available, we will hold your spot for one month for new enrolling families. If extended time is needed before the start of attendance, you will be billed 50% of your weekly charges to extend the holding period. Example: Child's start date is September 1. Your child's spot is held from September 1-30. After September 30, if more time is needed, you will be billed at 50% of the room's rate.

Preschool 3 & 4

- Full-time: $963.00/month, $69.00/day
- Half Days (8:00-1:00)
  - 3 days/week- $440.00/month
  - 4 days/week- $590.00/month
  - 5 days/week- $740.00/month
- School Day (8:00-3:00)
  - 3 days/week- $480.00/month
  - 4 days/week- $680.00/month
  - 5 days/week- $870.00/month
- $2.00 each quarter hour after 3:00

School Age

- $5.00 until 4:00 pm
- $1.50 every quarter hour after 4:00 pm
- $45.00 Full Day (Non-School Days)
- Summer rates: TBD

Required Volunteer Hours-Parents with students attending the summer program for Preschool 3 through School Age must volunteer for at least one field trip per student between June and August.

CCS Early Education Family Information

Child Information, Files, and Health Records

Each child's file must contain the following information **before** their first start date:

- Registration forms, including two emergency contacts beyond the parents/guardian and two people who are authorized to pick up, in addition to parents and emergency contacts,
- Current Health Care Summary
- A complete Immunization Record
- An Individualized Child Care Plan for children with allergies, special health care needs, developmental disabilities, or other health/learning needs.

File information must be updated annually and/or upon transition from one room to another.

All records are confidential and are disclosed only to parents/guardians, permanent staff or officers of the law, or other constituted agencies as required.

Enrollment and/or continuation of children with special needs will be evaluated on a case-by-case basis.

Late Pick-Up- The CCS Early Education Program closes at 5:30. Parents picking up their child(ren) after 5:30 will result in a violation. The order of each violation and the subsequent consequences are as follows:

- **1st violation** (within 1 calendar month): Parents will be charged a per-child late fee of $2.00 for each minute past 5:30.

- **2nd violation** (within 1 calendar month): Parents will be charged a per-child late fee of $5.00 for each minute past 5:30.

- **3rd and all subsequent violations** (within 1 calendar month): Parents will be charged a per-child flat fee of $75 add additionally, a 1-day suspension of care at CCS on the first contracted day of the next calendar month.

  - If there are 3 or more violations within 1 calendar month, it will be determined if the child(ren) can return to the program.

Upon pick up, parents will need to sign a form indicating the number of minutes late/late fee, as well as the number of violations that month. The amount will be due on the next billing cycle. After 10 minutes, the parents and emergency contacts will be called.

Public Relations-CCS Early Education is trying to promote positive activities and display the work of our children. Publications may include yearbook, newsletters, CCS Early Education/CCS events, brochures, CCS website, local newspapers, local news media, CCS Early Education and/or CCS Facebook pages, etc. On your enrollment forms, you can either initial to give permission or deny permission for these purposes stated above to photograph your child by not initialing.

The School Age Room-CCS Early Education will be open on non-school days, scheduled early dismissals, and scheduled late starts. You need to sign up by registering in advance on your contract sheet if you want your child to attend extra days or extra hours, such as non-school days, scheduled early dismissals, and scheduled late starts. This will help us know who will be in attendance. Example: if you contract for non-school special days, we will bill you extra charges for that day. As stated above, everyone pays for their weekly contract, whether absent or in attendance, and whether there is school in session or not. If you do not circle the special days on your contract, please call first to ask if we have available space for a "drop in."

Part-Time Enrollment-CCS Early Education reserves the right to ask you to change your enrollment days to fit together with another child's part-time enrollment. This helps us make spaces for all our part-time children who attend. On rare occasions, we may have to let a part-time family go to make room for a full-time family.

Drop-in Rate for CCS Families Only-Must complete enrollment forms before drop off. If you have children attending CCS and have children at home, preschool age to 14 years old, they are welcome. **(**Depends on available space.) Charges will be the rates above. Please call CCS Early Education to schedule the day and time. If you need to cancel, contact us 24 hours before the attendance day; otherwise, you will be charged for the requested day. If you contract one or two days a week, then you will be charged the drop-in rate. However, spots will only be held subject to availability.

Leave of Absence -An enrolled child may take 6 weeks of leave of absence for a family, medical, maternity, or employment reason (subject to the CCS Early Education Program Coordinator's approval). You must have been enrolled at CCS Early Education for one year before using this leave. Leave of absence by definition means your child(ren) is not in our care. A leave form must be filled out and returned 10 business days before the leave. From the first day of leave until the last day of leave thereafter, your child(ren) can return. Please request a form from the Program Coordinator. To maintain your spot in the center, you are required to pay 50% of your weekly charges while on leave. The child's spot in the classroom will not be guaranteed if the payment is not received.

Contracts and Schedule Changes-Your child's contract on the enrollment form must be followed. If you need to change your contract to different times or days, you must give a three-week written notice before changing. School-age contracts will run from September through the last day of school, and summer contracts will run from June through August. School year contracts go out in July or August, and summer contracts go out in April. Any time your child's drop-off or pick-up times change, you must inform the Program Coordinator and/or your room teacher.

Termination- A three-week written notice is required when terminating your child's enrollment. You will be financially responsible for those 3 weeks when a notice is given, even if your child does not attend. We reserve the right to terminate a child's enrollment at any time for the following reasons: policy non-compliance, non-payment, non-cooperation with staff, enrollment problems, or persistent behavior problems.

Emergency Closing Procedures

Early Education WILL follow CCS for ALL emergency school closings.

Weather and Other Emergencies-Monthly tornado drills, fire drills, and "lock down" drills will be done monthly and recorded.

Fire Plan-The children will be evacuated from the building out of the closest, safest exit. The children will be led to the fenced-in basketball courts by the east parking lot.

Tornado Plan-Pre-K and School Agers will be taken to the interior pod bathroom, Room #111. We will have our emergency backpacks with us that are equipped with emergency supplies.

Intruder Plan-All outside doors are locked when CCS Early Education is open, except from 7:50-8:15 when CCS is in session. At that time, there is an adult supervising the halls. If an intruder comes into the facility, we "lock down" the facility. Each room has a designated safety zone and the doors and windows will remain locked until we get an "all clear".

Snow Emergency/Blizzards-CCS Early Education WILL follow the CCS school closings. On non-school days, the CCS Early Education Program Coordinator will decide to close early or open late due to inclement weather. The closings will be announced on the Operation Snow Desk. In the case of early dismissals, late fees will begin accruing at the time of closure.

Emergencies Evacuation Plan-Children will be evacuated to Living Hope Church, 1305 19th Avenue SW. Parents will be notified to pick up their children as soon as possible for the remainder of the day.

Missing Child-If a child is reported missing, the staff will conduct an immediate search of the premises, and if the child is not found, parents/guardians and law enforcement will be notified.

CCS Early Education Checking In & Out-Please bring your child to their room and help them with their jackets/shoes. Either you or a teacher will sign your child in and out for their attendance through Brightwheel. It is important to let us know if your pick-up time is different than normal. Due to scheduled nap time, children enrolled in the preschool rooms

may not be dropped off between the hours of 1:30 pm and 2:45 pm without prior approval from the Program Coordinator or classroom teachers. Drop-offs/pick-ups can be extremely disruptive during this time. We understand this may be an inconvenience, and thank you for your understanding.

CCS Early Education Communication / Conferences-Daily communication between the teacher and parent is crucial, both at the beginning and at the end of the day. The preschool rooms do not have a daily report. Also, check your child's room folder/slot of your child's classroom for information from the Program Coordinator and your child's teacher, along with other daily materials.

Should you need to get in touch with your child's teacher during the school day (7:30-3:30), communication (either through phone or email) **MUST** go through the CCS Main Office. The phone number is 235-0592, and the email address is frontdesk@willmarccs.org. For example, if your child(ren) are going to be absent or late, you must contact the CCS Main Office, not through Brightwheel. PreK 3 and PreK4 will only use Brightwheel for check-in/check out, incident reports, or messages **after** 3:30.

Lesson plans will be posted on the teacher's desk or on the wall. The bulletin board outside the Program Coordinator's office has menus and any other important information. Room email addresses are as follows:

Preschool 3: preschool3@willmarccs.org Preschool 4: preschool4@willmarccs.org

School Age: schoolage@willmarccs.org Program Coordinator: njohnson@willmarccs.org

CCS Early Education will have family conferences twice a year to take time to discuss your child's intellectual, physical, social, and emotional development, as well as review the childcare program plan. This is also a time to build relationships with your child's teacher.

Most importantly, parents are invited and encouraged to visit the center at any time. Parents are welcome to visit and discuss their child's program plan with the Program Coordinator/Teacher at any time.

CCS Early Education Lunch Count-Due to the fact that lunch counts will be going through the CCS Main Office, lunch counts for ALL rooms MUST be turned in before 7:45 am. If your child is having a hot lunch and they will be dropped off after 7:45, you must notify the CCS Main Office that you would like a hot lunch by 8:00. Otherwise, your child will not receive a hot lunch, and you will have to provide a lunch for your child.

Parking/Dropping Off & Picking Up

You may park in the playground parking lot by our entrance when dropping off/picking up your child for CCS Early Education. Please park only in the parking spots, ***NOT*** *in the bus lanes (two long lines) or by the curb during bus drop-off times from* ***7:15 to 8:15*** *and* ***2:45 to 3:15****.* After these times, you may park closer.

Absent/New Pick Up Person/Impaired Parent/No One Shows Up to Pick Up a Child

If your child will be absent or needs to attend at a time when he or she usually does not, **notify** the CCS Early Education Program Director or your child's teacher with either a phone call, e-mail, or a Brightwheel message as soon as you know. If your child will not be attending on their scheduled day and it is short notice, **please phone us by 8:00 a.m**. so that we can adjust our lunch count.

You must notify the center if someone other than the person listed for pick up is picking up your child. The new person must show identification. This procedure is done for your child's safety.

If a parent/guardian arrives to pick up a child and is deemed to be under the influence of drugs or alcohol, staff will notify emergency contacts. Under no circumstances will a child be allowed to leave with an impaired adult. Police may be contacted.

If no one shows up to pick up your child, the staff person will try to call the parents. If they cannot be reached, they will call all of the emergency contacts and authorized pick-up contacts that were provided on enrollment forms. If no one can be reached, the staff person will then call the police department.

Nutrition Information

We will pray before each meal. Water will be available at all times during the day**.** We cannot hold or serve meals after the designated time. If your child comes after these designated times, make sure to feed them before dropping them off.

Breakfast will be served from 7:15–7:45 in the Preschool. We will provide a bagged breakfast with items like breakfast bread, cereal with milk, fruit, or juice.
Lunch will be served at 11:00 a.m**.** A school menu will be posted on the school website and will be posted in each classroom and on the bulletin board outside of the Program Coordinators' office.

Snacks will be served from 9:30 a.m. to 9:45 a.m. and from 3:00 p.m. to 3:30 p.m. We will provide items such as crackers, juice, milk, and water for one of the snacks. The other snack is provided by parents. The Teachers will let you know when they are running low.

(All menus will be on the bulletin board outside of the Program Director's office.)

Cold Lunch Requirements Instituted by DHS:
A serving of grain
A serving of both a fruit and a vegetable, or two different vegetables
A meat or meat alternative
Milk (provided by CCS Early Education)

Early Education participates in the CACFP nutrition program, and we follow the state guidelines to meet all meal nutritional requirements.

Students may bring a spill-proof water bottle from home to drink from each day. The water bottle will be taken home **each night** to be washed by parents and returned to school the next day.

Birthdays

Every child is welcome to celebrate his/her birthday at CCS Early Education with his/her friends. (During the school year, children with summer birthdays can celebrate on their half-birthday.) On the day of your child's birthday, you are welcome to bring pictures for your child to share with the class, a store-bought snack or treat to share, or something special to show. Please inform the teacher of any special treats that will be brought in.

Quiet/Rest Period

A rest period is part of the daily schedule for each child. The child is encouraged, but not forced, to sleep during rest time. A child who has finished resting or a nap of 30 minutes will be able to do a quiet activity. **Preschool 4** quiet time will be 1:30 to 2:45. **Preschool 3** quiet time will be 1:00 to 2:45. The children will nap on cots in a quiet area that is physically separated from children who are engaged in an activity that will disrupt a napping or resting child. Cots must be placed so there are clear aisles and unimpeded access for both adults and children on at least one side. Cots must be placed directly on the floor and are not stacked when in use. Parents may not drop off children during this time, as it disrupts the children who are sleeping. Blankets will be sent home weekly to be laundered.

Parents are welcome to come and visit their child's classroom at any time of the day. We ask that if you visit during naptime, please enter quietly due to sleeping children.

Toileting

Toilet training begins when appropriate for each child's age and stage of development. ***All children must be potty-trained (in underwear) to enter Preschool.*** Children are offered frequent opportunities for toileting, particularly after meals and before naps. Our goal is to help the child feel comfortable and have a sense of pride and accomplishment. The child is allowed to sit as long as he/she needs. Staff will help if necessary. The child and the staff will wash their hands with soap

and running water.

Restroom Accidents-Children are to be fully restroom-trained to enter Preschool; however, on occasion, unexpected accidents may occur at school. Children are to have an extra set of clothing stored at school at all times. The following procedures will be followed in these instances:

1) **Wet Accidents**: Children will be provided cleansing wipes to clean and independently change into their extra clothing with indirect teacher/staff supervision. The wet clothing will be sent home with the child that day in a sealed bag. Parents will be notified and MUST send a clean extra set of clothing the following day of attendance.

2) **Soiling Accidents**: Children will be provided cleansing wipes to clean and independently change into their extra clothing with indirect teacher/staff supervision. The teacher may assist the child in adequately cleaning themselves if the child is unable to complete this independently. The soiled clothing will be sent home with the child that day in a sealed bag. Parents will be notified and MUST send a clean extra set of clothing the following day of attendance.

Guidance and Discipline

All discipline will be handled in Christian love. We will ask the Lord to bless our disciplinary actions. Discipline is used to gain an understanding of how God wants us to live for Him. The teachers will create an atmosphere of acceptance to enhance the self-esteem of each child. When a specific behavioral problem has been identified, observed, and recorded, it will be brought to the attention of the child's parents. A conference may be planned to help with a behavior situation.

Behavior Guidance-The staff sets a pattern of good humor and serenity to practice good behavior management. Teachers prepare the environment to facilitate desired behavior, give direction, and suggestions in a positive manner. When possible, we will use descriptive praise and actively listen to the child.

Each child is given daily opportunities to make choices with meaningful activities to encourage his/her independence. Children are given clear instructions on appropriate and inappropriate behavior at the center, depending on the developmental level of the child.

Inappropriate behavior includes but is not limited to:

- harming themselves or other children physically or emotionally
- disrupting group activities
- destroying property
- defiance

When a child engages in inappropriate behavior, the staff may intervene in any or all of the following ways, depending upon the level of the child:

1. Redirect the child toward a constructive activity.
2. Remind the child of the rule regarding the activity and why the behavior is inappropriate.
3. Explain to the child what logical consequence will occur if the behavior continues.
4. Follow through on a logical consequence if the behavior continues.
5. Suggest possible alternative(s) to the problem behavior.
6. Help the child to solve the problem by suggesting solutions.
7. Separate the child from the group.

Separation from the group only occurs when other means of behavior management have failed or the incident is of grave concern for the safety and well-being of the child or others in the group. If separation from the group for a short period of time is chosen as a logical consequence, the separation will be documented on the daily log. If separation occurs three or more times in a day, the parent is notified. A child who is separated from the group remains under the supervision of a staff member.

No child in the center is subjected to the following: corporal punishment, which includes, but is not limited to, rough handling, hair pulling, shaking, slapping, kicking, biting, pinching, hitting, or spanking. Emotional abuse, which includes, but is not limited to, name-calling, ostracism, shaming, making derogatory remarks about the child or the child's family, or using language that threatens, humiliates, or frightens the child. Separation from the group, except as noted previously, will not be used. Punishment for lapses in toilet habits, withholding of food, light, warmth, clothing, or medical care as a

form of punishment for unacceptable behavior, is not tolerated. Neither is the use of physical or mechanical restraints; staff may physically hold a child when containment is necessary to protect the child or others from harm.
Confronting a Child-Ask, *"What happened?"* It's the right question to ask when a child accuses another child of doing something inappropriate (or a staff person suspects it), yet an adult did not observe the incident. There is a tendency to ask, "*Did you do that?*" which puts the child in a position of being tempted to lie. When asked if he/she did something, a child may lie out of fear of admitting wrongdoing or for other developmental reasons. When asked, "Did you do that?" the staff member must usually then deal with lying in addition to the original issue.

When a staff person observes or hears the child do or say something inappropriate, the adult states clearly what he/she saw or heard. Then the child is encouraged to "tell me more about what happened". This avoids putting the child in a position to lie.

The "I'm Sorry" Dilemma-When a child hurts another child, emotionally or physically, it is the goal of the staff to try to reconcile the children. In some instances, the occurrence is purely accidental, and the child is encouraged to express remorse at having unintentionally caused another child distress. The staff person helps the child to see that the other child is upset or hurt because of their actions and encourages the child to say I'm sorry, since it was an accident. The words "*I'm sorry"* are a genuine response and are acknowledged as a good response.

When the child deliberately causes harm to another child, it is more complex. Although the goal is to help the child reconcile with the other child, "*I'm sorry"* is not necessarily an honest response in the heat of emotions. Staff encourages the child to first admit "*I was wrong".* If at the point the child offers "*I'm sorry"*, the staff discusses with the child that "*I'm sorry"* means you will not do that again. If a child is not sorry, we do not force the child to lie. The child is encouraged to have empathy for the other child, but is not forced to express sympathy at that time.

When dealing with younger children, staff tells them that "it's not okay to _____." *"That hurts people" or "That hurts people's feelings."* The goal is to help the child recognize that harm has been caused and that the other child may be hurt. This is the beginning of learning empathy.

"I'm Not Your Friend"- "*I'm not your friend,"* is a typical statement used for three to five years. They understand that friendship is important and that withholding it is powerful. Staff members discuss at length how it hurts the other person's feelings and is not okay to say. The children are asked to talk about what happened and share their feelings.

If the child was expressing a need to have alone time, meaning I don't want to play with anyone right now, the staff helps him/her to verbalize this more appropriately.

If the child was trying to inflict harm, he/she is clearly told that it is not okay. We discuss that he/she is not allowed to hurt anyone, nor do we allow anyone to hurt him/her. A staff member tells the child, "*It hurts on the inside….It hurts people's feelings…when you say 'I don't want to be your friend.'"*

The following expectations are clearly communicated during the process:

> We need to include all the children at the center as our friends. It's okay to choose to play alone, but if two are playing, there is usually room for more. We are one big family; we would like to be a *happy* family. If the staff is not able to help the children reconcile, the perpetrator of the rift (if it can be determined) is the one who is not allowed to play until he/she is able to include the other child. The goal is to have the child understand "*I shouldn't have said that,"* and include others by asking, *"Will you play with me?"*

Biting/Scratching

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at the center is our primary concern.

Biting/scratching can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter/scratcher, the victim, the parents, and the caregivers involved.

Children bite other children for many different reasons. A child might be teething, overly tired, or frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Children can have poor verbal skills and be impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason.

The CCS Early Education's biting/scratching policy addresses the actions the staff will take if a biting/scratching incident occurs.

- The biter/scratcher is immediately removed with no emotion, using words such as "biting/scratching is not okay – it hurts people."
- The program will encourage the children to "use their words."
- The bitten/scratched child will be comforted and receive first aid. The wound will be cleaned with soap and water. If blood is exposed, further steps need to be taken under the procedure for incidents involving Blood Exposure. If blood is drawn, the biting/scratching child will be sent home for the day.
- The parents of both children will be notified by a written incident report of the biting/scratching incident and via Brightwheel.
- The teachers will chart every occurrence. This includes attempted bites/scratches, location, time, participants, behaviors, staff present, and circumstances. The room staff will meet with the Program Coordinator on a routine basis for advice, support, and to strategize.
- Confidentiality of all children involved will be maintained.
- The teachers and all parents involved will work together to develop a joint strategy for change. A written *Plan of Action* will be made if biting/scratching is frequent/persistent.
- If it is a biting incident, the biter will be given something to do that is satisfying. The child will be "shadowed" for a time by a teacher to ensure good behavior. The child may be given frozen teething rings to chew on.
- The teacher has the option to have the child sent home for the remainder of the day, regardless of severity, if it is deemed in the best interest of the child, program, and other children.
- It may become necessary to terminate the contract for childcare if the biting/scratching continues or is adding undue stress on the other children or the classroom environment, and the child needs to be sent home frequently. This is not something that we want to do, and it would be a last resort.

Mandated Reporting

All staff members are obligated by law to report all suspected child abuse. If parents have a complaint about the operation of the center program, they may call: Kandiyohi County Child Protection at 320.231.7800; Department of Human Services Division of Licensing Reporting Maltreatment at 651-431-6600, or DHS Reporting Licensing violations at 651-431-6500.

Items from Home

Our center is equipped with appropriate toys; therefore, we request that playthings from home only be brought in on special days like "Show and Tell" or birthdays. We do not allow the children to play with guns or violent toys of any kind.

Donations/Fundraising

You are welcome to donate any used or new toys/crafts/etc. to the classroom throughout the year. Please let us know before dropping items off. Your used toys can be very new and exciting for the children. Fundraising is a great way to be a part of CCS. We will participate in our annual auction fundraiser by making a couple of baskets to sell at the auction. Other fundraising opportunities may also happen throughout the year.

Pets

The physical presence of pets will not be allowed in the center due to the possibility of spreading disease. However, the classroom may display an animal, reptile, or insect in an enclosed case. Please call for prior approval to okay pets for "Show and Tell" or another special day.

Field Trips/Expectations

We routinely have field trips, especially during our summer programming. We may need parents to help with chaperoning. Please contact your child's teacher to sign up. Families will be notified prior to any field trips, and a permission form must be signed. A permission form will be posted outside the classroom for parents to sign. Parents with students attending the summer program for Preschool 3 through School Age must volunteer for at least one field trip per student between June and August.

For each child's safety and the safety of the class as a whole, if a child is unable to participate appropriately on field trips, the parents will be notified, and a parent/guardian will be required to attend the following scheduled

field trips. Should a parent/guardian be unable to attend, the child will not be allowed to go on the field trips.

Volunteers

Volunteers are welcome at the center. We will have a sign-up sheet for anyone will is willing to love and play with our children. All volunteers will be supervised by staff. Volunteers must hold the same views as written in the CCS mission, philosophies, and goals.

Health and Safety

State licensing requires ALL children enrolled in childcare to have a completed health care summary (completed and signed by the child's doctor at time of enrollment/re-enrollment) and an immunization record (signed by doctor or parent at the time of enrollment/re-enrollment) on file. A new health care summary must be completed when your child enters a new classroom. **When your child receives another series of immunizations, please bring written verification of the date, type of immunization, and signature of clinic personnel.** If, for any reason, your child is not up-to-date with immunizations, we must have a written explanation from a physician or parent/guardian, or a religious exemption form.

The MN DHS Rule 3 guidelines require the center to enforce the following health exclusions.
When a child becomes ill, he or she will either be brought to the Program Coordinator's office and placed on a sick cot with a blanket or placed in an area away from the other children. The parent will be notified to pick up the child within 30 minutes. The child will be supervised at all times. If a parent cannot be reached, we will contact the people indicated on your child's emergency care form.

Certain symptoms in children may suggest the presence of a communicable disease. Often, but not always, excluding an ill child will decrease the spread of disease to others. For mild symptoms, exclusions may be warranted if the child is unable to participate in routine activities or if the child requires more care than can be provided by the staff. **The child must be kept home until he/she is free of symptoms or contagiousness for 24 hours.**

Parents will be contacted to pick up a sick child when the child exhibits any of the following symptoms:

*Fever-100.0 degrees F. or higher. *Under no circumstances should a child be given medication to reduce the temperature and then brought to the center. This puts the health of the child, other children, and the staff at risk.*
*Vomiting-one episode in one day: May return 24 hours after vomiting has ceased.
*Loose stools-3 or more: May return 24 hours after last loose stool.
*Unexplained Rash-May return after obtaining a doctor's note saying the child is not contagious, or when rash is better.
*Contagious conjunctivitis or pus draining from the eye (pink eye)-May return 24 hours after medical treatment.
*Irritability or listlessness (not consistent with the child's temperament)-May return when normal temperament has returned.

If your child contracts any of the following infectious diseases, he/she must be excluded until the following occurs:

*Chicken Pox or Shingles-All blisters have scabbed over and are no longer communicable.
*Croup-Cough has subsided.
*Ear Infection-Has been on antibiotic medication for 24 hours or obtains a doctor's note.
*Fever-Temperature is normal (98.6 °F) for 24 hours without fever-reducing medication.
*Head Lice-After one complete treatment and removal of all nits, and is certified to be completely lice/nit free.
*Ringworm-24 hours of medical treatment with a fungicidal ointment.
*RSV-Wheezing and coughing have subsided.
*Impetigo-After 24 hours of medication.
*Strep Throat-After the child has been on medication for 24 hours.

*Hand, Foot, and Mouth-Fever is below 99°F, all blisters have scabbed over and are no longer communicable. The child is able to resume normal activity. For example, if the child cannot walk because of sores on the feet or cannot eat because of sores in the mouth, the child may not return to the center.

If your child contracts any communicable disease, please inform the center within 24 hours. If a child is exposed to a communicable disease while in our care, a notice will be posted.

Allergy Policy

IMPORTANT: Allergies, including food allergies, are becoming more common among infants and young children. Allergic reactions can range from mild skin rashes to severe, life-threatening reactions with breathing difficulties. It is **imperative** that we reduce the likelihood that these reactions will take place while under our care.

Practices and Responsible Person(s):

When children with food or other known allergies attend CCS Early Education:

The Program Coordinator will provide the family with an Individualized Child Care Plan to be filled out by the child's health care provider. This Individualized Child Care Plan must be filled out and returned to the Program Coordinator **before** a child begins the program or **within a week after being diagnosed** with the allergy if the child is currently enrolled. If the child's doctor has an Allergy Action Plan that their office uses, it is acceptable for the doctor to fill out their form as long as everything listed below is addressed.

- Based on the child's Individualized Child Care Plan or Allergy Action Plan, caregivers/teachers will receive training and put into practice:
    - Preventing exposure to specific food(s) or triggers that trigger allergy
    - Recognizing symptoms of allergic reactions
    - Treating allergic reactions
- Parents and staff shall arrange for CCS Early Education to have appropriate medication (if necessary) on site, proper storage of medication, equipment, and training to use while the child is in our care. A new Medication Release Form must be signed every 30 days.
- The medicine has to follow our Medicine Policy.
- The lead teacher or teacher qualified personnel will administer the medicine. All staff, however, will be trained on each child's Individualized Child Care Plan.
- All allergies will be posted in each classroom and on Brightwheel, so they will be with the classroom teacher at all times.

Emergency or Injury

Children are supervised at all times, but accidents occasionally occur. Any accident is reported to the parent and will be recorded. All staff will be trained in first aid and CPR.

If emergency medical care is necessary, the Program Coordinator/teacher may take the following steps:

- Appropriate first aid will be given.
- Attempt to contact parent or guardian.
- Attempt to contact the child's physician.
- Attempt to contact the emergency contacts listed on the emergency information form you completed upon enrollment.

If we cannot contact you or your physician, we may do the following:

- Call another physician.
- Call an ambulance and have the child taken to Carris Health Rice Memorial Hospital. A staff person will accompany a child if a parent/guardian has not arrived.

Medication

CCS Early Education teachers must have a written permission form from the child's parent before administering medicine, teething gel. Products listed on the enrollment forms will only be given with the parents' consent.

All medications should be brought to and from school by a parent and/or guardian and given directly to center staff.

Medications are **NOT** to be transported by the student. The exception is self-carry inhalers and/or EPI-PENS. Students with self-carry inhalers and/or EPI-PENS must have a completed prescription medication consent form on file in the office with the section referring to the ability to self-carry completed by both the physician and the parent/guardian.

All medication will be stored in a locked medical cabinet or out of reach of the children. Medications will only be given to students with the proper written consent. All products will be stored according to directions and in the original container with the child's first and last name on it and placed inside a Ziploc bag.

A Medication Administration Record/Medication Permission Form (one for each medication) must be completely filled out and signed by a parent/guardian before medication of any type may be given. The forms are in the classroom log books. Instructions must be the same as the instructions on the bottle. A form must be filled out every 30 days for long-term use. Completed forms will be placed in your child's file. A written instruction form from a licensed physician or dentist is required before administering prescription medication. A pharmacy label is acceptable. Non-prescription medication does not require a doctor's permission, but an administering form must be filled out at the center. The teacher will record the medication given. *Records will be kept for all medications.

Handwashing

We strongly believe that high-quality hand washing is important to maintain good health for the children and staff. We will wash our hands before all meals, after toileting, sneezing, coughing, or wiping a nose, playing outside, before and after playing in the water table or with play-dough.

Cleaning

All toys and surfaces are washed and disinfected daily as needed. Toilets and sinks are cleaned daily or as needed. Tables are disinfected before and after every meal. Blankets and sheets are washed weekly or as needed. Cots are disinfected after every nap. Floors are swept, mopped, and vacuumed daily.

Staff

CCS Early Education hires Christian teachers who genuinely love working with children and who are willing to commit to enriching the lives of the children for whom they care. All teachers and assistants have a qualified education background and have undergone a background check. Additionally, they participate in continuing education hours and in-services to keep them current in the best early childhood practices. All teachers and assistant teachers have participated in First Aid and CPR certification, and all have training in Abusive Head Trauma. All staff meet the requirements of DHS in being qualified as a teacher, assistant teacher or aide. Most of our teachers have an early childhood degree, an elementary degree, or other related fields.

Grievance Procedure for Parents

If you have a concern or complaint about the care any child receives in our center, the policies adhered to or staff competence, please follow the following process so that those concerns are responded to quickly. First contact should be made with the teacher, either in writing, in person, or by telephone. If the problem is not resolved to your satisfaction, the second contact should be made to the Program Coordinator. If you still feel the issue has not been resolved, the next appropriate step would be to take it to the Administrator of CCS.

Child Care Program Plan

The staff will maintain a classroom plan, keeping each child in mind. We will care for and teach the whole child - spirit, mind, and body. CCS Early Education teachers will plan appropriate enrichment activities for your child's development. Our learning objectives are: language and communication development, cognitive development, emotional development, creativity and art, physical development, personal and social development, as well as spiritual development.



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