

Eagle's Nest Preschool and Childcare 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 BoLynda Masseth, *Eagle's Nest Director* at bmasseth@willmarccs.org or
ENdirector@willmarccs.org

Welcome to Eagle's Nest Preschool and Childcare! We are pleased you have chosen us to partner with you. Eagle's Nest is a Christian learning environment open to the community. Eagle's Nest is a preschool and childcare center that provides Infant, Toddler, Preschool and School Age care. We are unique by enhancing learning with the CCS teachers in Music, Art and Spanish. Parents may choose from a variety of options: **half-day** or **full-day preschool, childcare** or **School Age (after school, non-school, late starts, and/or snow days).**

Mission Statement

The Eagle's Nest 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. We offer a Christian curriculum, which encourages spiritual, social, emotional, physical and intellectual growth. Our Christian teachers provide a safe, loving and stimulating learning environment.

Philosophy of Learning and Care

We will offer a Christian curriculum which will encourage 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

Eagle's Nest will be open year round Monday through Friday from 7:15 a.m. to 5:30 p.m.

Licensing/Insurance

Eagle's Nest is licensed by the Minnesota Department of Human Services, Division of Licensing. To contact DHS, call 651.296.3971. We are licensed for the following child care.

- **Infants 6 weeks to 16 months;** staff: child ratio is 1 to 4 and a group size 8.
- **Toddlers 16 months to 3 years;** staff: child ratio is 1 to 7 and a group size of 14.
- **Preschool 3 years/ school age combination room;** staff: child ratio is 1 to 10 and a group size of 20.
- **School Age is Kindergarten to age 12 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.



Eagle's Nest Preschool and Childcare Rates

September 1, 2018-August 31, 2019

(Includes: childcare, weekly learning themes, breakfast, school lunch (school days only), and snack)

The **charges** include payment for the following days Eagles Nest 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 day after) and **Christmas** (Eve, day & either the day after Christmas or the day before Christmas Eve).

Your account will not be billed for the following workshop days.

Teacher workshop Days: 2 days in the last week of **August** or first week in **September**, 1 day in **May** or **June** after the last day of school (dates will be announced).

Eagle's Nest will bill you monthly (on the 1st). You can either choose to pay the full amount on the 1st day of the month **or** pay half of the bill on the 1st and the remaining amount on the 15th. You will always be paying in advance. **Personal payments may be dropped off at the CCS main office, placed in the E.N. Director's box (in the hallway, next to the director's office), or be given to an Eagle's Nest teacher.** The CCS business manager will create the invoices for monthly charges on a pre-billed status around the 20th of the preceding month. The manager will send a monthly statement of your account at the beginning of each month. The charges cover most of the expenses. Scheduling children and staff at a center 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 2 weeks behind your child may not attend until we receive payment or other arrangements have been made.** Checks deposited for E.N. 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 Eagle's Nest.

***Everyone pays their contracted weekly child care 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 Eagle's Nest Preschool and Childcare. This is a non-refundable fee to secure your child's space. **When your space is available, we will hold your spot for one month for new enrolling families. If extended time is needed prior to start of attendance, you will be billed 50% of your weekly charges to extend the holding period.**

School Age Kids (K-12 years) school year

After School	\$6.50 (2.5 hours or less)
Full day	\$26.00
Half day	\$13.50 (4.5 or less)
Summer	<i>Rates will be determined in April.</i>

Preschool	Weekly rate	\$153.00
	Daily rate	\$45.00

Toddler	Weekly rate	\$163.00
	Daily rate	\$46.00

Infant	Weekly rate	\$173.00
	Daily rate	\$51.00



Half Day Preschool (8:00-11:00 AM)	Sept. 2018-May 2019 (School days only)
2 days (T, TH)	\$100/ month (Only an option for Pre-K 3 Children)
3 days (M, W, F)	\$142/ month
4 days (M-TH)	\$200/month
5 days (M-F)	\$242/ month (Preferred for all Pre-K 4 Children)

Child Information, Files, and Health Records

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

Registration Forms, including two emergency contacts beyond the parent/guardians and two people that are authorized to pick up in addition to parents and emergency contacts, current Health Care Summary, a complete Immunization Record, and 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 of children with special needs will be evaluated on a case-by-case basis.

The School Age room-E.N. will be open on non-school days, early dismissals, late starts, and snow days (listen for E.N. weather cancellations). If parents want their child to attend extra days or extra hours, such as: non-school days, snow days, early dismissals, and late starts, you need to sign up by registering in advance on your contract sheet. 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. We will subtract your normal \$6.50 from the 26.00/daily charge to equal \$19.50. As stated above, everyone pays for their weekly contract, whether absent or in attendance, and whether there is school or no school. If you do not circle the special days on your contract and want to "drop in," please call first to ask if we have available space.

Part time enrollment-E.N. reserves the right to ask you to change your enrollment days in order to fit together with another child's part-time enrollment. This helps us make spaces for all our part time children that attend. On rare occasions we may have to let a part-time family go in order to make room for a full-time family.

Leave of Absence

An enrolled child may take 6 weeks of leave of absence for a family medical, maternity, or for employment reasons. You must have been enrolled at Eagle's Nest for one year before using this leave. A leave form must be filled out and returned 10 business days prior to the leave. Please request a form from the director. 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.

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: Infants, Toddlers, Preschool (age 3 & 4), and School Age children aged 6 to 12 they are welcome.** (Depends on available space.) **Charges will be the rates above plus a \$3.00 "drop in" fee, which will be added to your monthly statement.** Please call Eagle's Nest to schedule the day and time. If you need to cancel, call us 24 hours before the attendance date. Otherwise, you will be charged for the requested date.

Late Pick Up

Children picked up after 5:30 p.m. will be charged a late pick up fee of \$1.00 for each minute. The staff will give the parent a notice of the number of minutes late and the amount will be due on the next billing cycle. After 15 minutes the parents and emergency contacts will be contacted.

Contracts and Schedule Changes

Your child's contract on the enrollment form must be followed. If you need to change your contract to different hours or different days, you must give a three weeks written notice before changing. **School Age kid's contracts** will run September through the last day of school. Summer contracts will run June through August. Summer and the new school year (September) contracts will be sent out in April for registration. At any time your child's drop off or pick up times change, you must inform the director and/or your room teacher.

Termination

A three week notice or more **in writing** 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: not following the policies, non-payment, non-cooperation with staff, enrollment problems, or persistent behavior problems.

Public Relations

Eagle's Nest is making an effort to promote positive activities, and display the work of our children. Publications may include yearbook, newsletters, Eagle's Nest/CCS events, brochures, Eagle's Nest and/or CCS websites, local newspapers, local news media, Eagle's Nest and/or CCS Facebook pages, etc. On your enrollment forms you can either initial to give permission or deny permission to the Eagle's Nest staff to photograph your child for these purposes by not initialing.

Emergency Closing Procedures

Weather and Other Emergencies

Tornado drills are conducted monthly April thru September and recorded. Fire drills will be conducted monthly and recorded. We will also have "lock down" drills monthly.

Snow Emergency/Blizzards: We will not follow the CCS school closings. Eagle's Nest will make every attempt to remain open as usual. However, to preserve the safety of our staff and children we will close if conditions warrant such action. The E.N. director will make the decision to close early or open late due to inclement weather. The closings will be announced on Operation Snow Desk. If CCS is closed and your child is not in regular attendance for that day at Eagle's Nest, you must call the center first in order to schedule your child for drop off to verify an open child care position.

Fire Plan: The children will be evacuated from the building out of the closest, safest exit. The children will be lead to the fenced in basketball courts by the east parking lot. Infants will be in evacuation cribs or carried by staff.

Tornado Plan: Infants, Toddlers, Pre-K 3 and School Ageders will be taken to the interior pod bathrooms. Pre-K 4 will go to their interior classroom bathroom and close all of the bathroom doors. We will have our emergency backpacks with us that are equipped with emergency supplies.

Intruder Plan: All outside doors are locked when Eagle's Nest 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 all of the doors and windows will be locked until we get the all clear.

Emergencies Evacuation Plan: Children will be evacuated to Living Hope Church, 1305 19th Avenue SW. Parents will be notified to pick up 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.

Communication/Checking In & Out/Conferences

Please bring your child to their room and help them with their jackets/shoes. The teachers will sign your child in and out for their attendance. It is important to let us know if your pick up time is different than normal.

Children enrolled in the toddler and preschool room may not be dropped off between the hours of 12:30 and 2:30 pm without prior approval from the director or classroom teachers. This is nap time and drop offs can be extremely disruptive during this time. We understand this may be an inconvenience and thank you for your understanding.

Daily communication between the teacher and parent is crucial, both at the beginning and at end of the day. A child's **daily report** will be filled out to communicate with you about your child's day; however, daily reports for the preschool rooms are optional. Also, check your **child's room folder** for information from the director and your child's teacher along with other daily materials.

An **Eagle's Nest Newsletter** will be sent home every month with center news, themes and events from our classrooms. Your room's lessons plans will be posted on the counter or on the wall. The entrance TV will have short reminders, news and pictures. The big welcome bulletin board has menus and newsletters and often times staff pictures. Room email addresses are as follows: infant= infant@willmarccs.org, toddler = toddler@willmarccs.org, preschool 3 = preschool3@willmarccs.org, preschool 4= preschool4@willmarccs.org, school age = schoolage@willmarccs.org and director = ENdirector@willmarccs.org or bmasseth@willmarccs.org. Also, to keep you informed on all the events taking place at Eagle's Nest, check the Eagle's Nest Facebook page.

Eagle's Nest will have family **conferences** twice a year to take time to discuss your child's intellectual, physical, social, and emotional development, review the child care program plan and build relationships.

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

Parking/Dropping Off & Picking Up

You may park in the playground parking lot by our entrance when dropping off/picking up your child for Eagle's Nest. 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 7:45 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 center** with either a phone call or e-mail, preferably to the director, 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. Also, some activities that are planned may be delayed until the anticipated child arrives.

You must notify the center if someone other than the person listed for pick up is picking up your child. Remember when calling, the only way to switch your pick up person is to **use your password.** 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 to pick-up contacts that were provided on enrollment forms to the director. If no one can be reached, the staff person will call the police department.

Nutrition Information

All meals and snacks will follow USDA guidelines. We will pray before each meal. Water will be available at all times during the day.

Preschool and Toddlers: (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 8:00 until 8:30 a.m. We will provide cereal with milk, fruit or juice.

Lunch will be served around 11:00 to 11:30 a.m. **We will provide school lunch on school days only or you may choose to bring in a cold lunch anytime.** A school menu will posted on the school website and will be posted in each classroom and on the parent board. **No school = No hot lunch. Please bring a cold lunch with**

ice packs on non-school days.

Snacks will be served at 3:00 to 3:30 p.m. We will provide items such as: crackers, juice, milk and water. A healthy snack from home will be allowed.

**On non-school days and weather days, lunches will not be served, please bring in a cold lunch with ice packs.*

**Summers- Parents will provide cold lunches.*

Infants:

Breakfast and lunch - we will provide two types of cereal, oatmeal and rice. We will provide table foods during the school months.

Snack - we will provide a finger food snack.

Parents Provide – milk cup, juice cup, breast milk or formula bottles as needed for the day. Bring a daily or a week’s supply of jar foods such as fruits or vegetables. Make sure your child’s first and last name is on your containers/bottles. Prepare single serving bottles. Each bottle will only be offered one time a day. At the end of the day, take home the bottles/cups to be sanitized.

All menus will be on the parent counter and posted in the hallway under MENU.

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 Eagle’s Nest)

Birthdays

Every child is welcome to celebrate his/her birthday at Eagle’s Nest with his /her pals. Children with summer birthdays can celebrate on their half birthday. For the day of your child’s birthday you are welcome to bring pictures for your child to share with the class, bring a store bought snack or treat to share, or bring 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 a rest or a nap of 30 minutes will be able get up and do a quiet activity. **Four year old Preschool** quiet time will be 1:30 to 2:45. **Three year old Preschool** quiet time will be 1:00 to 2:45.

Toddler quiet time will be 12:30 to 2:45. The children will nap on cots. Parents may not drop off children during this time as it disrupts the children who are sleeping. **Infants** nap as needed throughout the day or per parent instruction and/or request. Infants will only be placed on their backs and no blankets will be allowed in the crib until age 1. They can be in a sleep sack. A **Physician Directive for Infant Sleep Position** form may be requested if you want your child in a different sleeping position before the age of 6 months. This form must be read, signed by a physician and returned to E.N. If you want your child swaddled or left on their stomach after 6 months, a separate form will be signed by a parent. The crib napping area will be monitored by staff checks every 10 minutes and by a baby monitor device. Separate bedding will be provided for each child. Blankets will be sent home weekly to be laundered. E.N. will wash all bedding when soiled/wet or weekly. A safe and sturdy crib will be provided for each infant. The mattress will be firm and the sheets will fit tight.

Parents are welcome to come and visit their child’s classroom during anytime of the day, but we ask that if you come in during naptime to visit, please come in quietly due to children sleeping.

Toileting/Diapering

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. The staffs’ goal is to help the child to feel comfortable and have a sense of pride and accomplishment. The child is allowed to sit as long as he/she needs. The staff will help if necessary and the child and the staff will wash their hands with soap and running water. The toddler seats and

toilet will be sanitized after each use.

Diapering/Pull-up/Stand-up Procedure-Infants and Toddlers will be diapered in the changing area. The teacher will help the child on and off the table and will belt them. Preschool children will be changed in the bathroom if needed.

- 1) Place a paper on the diaper changing table.
- 2) Get your (disposable diaper, disposable gloves, wipes, ointments) supplies ready.
- 3) Place the child on the diaper changing table. (Stand up- The child will stand on the bathroom floor, with help from the teacher, the diaper (wet) will be taken off and disposed of. If BM, the child will lay on a mat with paper).
- 4) Keep one hand on the child at all times or belt them. Remove diaper.
- 5) Apply any diaper products on the child. Front to back wiping.
- 6) Wrap up the wet/BM diaper before throwing it into the garbage to keep the smell away. Throw away diapering papers. Remove gloves.
- 7) Wash the child's hands and teachers hands. The child will return to the play area.
- 8) Put supplies away and sanitize by spraying and wiping the whole changing table mat surface with soapy water and then a bleach/water solution. Toilets will be wiped and sanitized if soiled. (Stand -up - The mat (paper will be thrown) will be cleaned with soapy water and bleach water).
- 9) The teacher will wash his/her hands after cleaning.

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 the director or teacher will bring this 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 and seeks to practice good behavior management. Teachers prepare the environment to facilitate desired behavior, give direction and suggestions in a positive manner when possible, use descriptive praise, and actively listen to the child.

Each child is given opportunities to make choices between meaningful activities to encourage his /her independence. Children are given clear instruction on appropriate and inappropriate behavior at the center depending on the developmental level of the child. Inappropriate behavior includes: hurting other children or themselves physically or emotionally, disrupting group activities, destroying property or defiance.

When a child engages in inappropriate behavior, the staff may intervene in any or all of the following ways, depending on 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, and 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, and using language that threatens, humiliates or frightens the child, separation from the group except as noted previously, punishment for lapses in toilet habits, withholding of food, light, warmth, clothing or medical care as a punishment for unacceptable behavior, or the use of physical or mechanical restraints other than to 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 a 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 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 distress to another child. The staff person helps the child to see that the other child is upset or hurt and lets the child know that he/she should say I’m sorry, since it was an accident. In that case, the words *I’m sorry* are genuine response and that response is encouraged.

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 OK 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 from three to five-year olds. They understand that friendship is important and that withholding it is powerful. Staff members give the message that “*I’m not your friend*” is not an OK thing to say because it hurts the other person’s feelings. The children are asked to talk about what happened and tell about 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 to the other child in a way that is more appropriate.

If the child was trying to inflict harm, he/she is clearly told that it is not OK and that we do not allow him/her to hurt anyone else nor do we let anyone 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 OK to choose to play alone, but if two are playing, so can more. We are one big family, and we would like to be a *happy* family. Ultimately, if the staff is not able to help the children reconcile with each child feeling accepted, 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 express; *I should not have said that. Will you play with me?*

Biting

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

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. The center's biting policy addresses the actions the staff will take if a biting incident occurs.

- The biter is immediately removed with no emotion, using words such as "biting is not okay – it hurts people."
- The center will encourage the children to "use their words."
- The bitten 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.
- The parents of both children will be notified by an incident report of the biting incident.
- The teachers will chart every occurrence, including attempted bites, location, time, participants, behaviors, staff present and circumstances. The room staff will meet with the director on a routine basis for advice, support and to strategize.
- Confidentiality of all children involved will be maintained.
- The teachers and both parents involved will work together as partners to develop a joint strategy for change. A written Plan of Action will be made if biting is frequent/persistent.
- The biter will be given something to do that is satisfying. The child will be "shadowed" for a time by a teacher to insure good behavior. The child may be given frozen teething rings to chew on.
- If it is deemed in the best interest of the child, center, and other children, the teacher has the option to have the child sent home for the remainder of that day.
- If the biting continues and is severe to where it becomes necessary to send the child home on a daily basis or is adding undue stress on the other children or the classroom environment, it may become necessary to terminate the biters care arrangements. This is not something that we want to do and would be a last resort.

Mandated Reporting

All staff members are obligated under law to report all suspected child abuse. If parents have a complaint about the operation of the center program they may call: 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 Show and Tell Days. 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. Being 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 ideas may also happen.

Pets

The presence of physically accessible pets will not be allowed in the center due to the possibility of spreading disease. However, the center may display an enclosed aquarium for visual stimulation. Please call and o.k. pets

for show-n-tell.

Field Trips and Volunteers

We occasionally have a field trip. We may need parents to help with transportation. All families will be notified about any field trips and a permission form needs to be signed.

Volunteers are welcomed at the center. We will have a sign-up sheet for any person that will be 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) and an immunization record (signed by doctor or parent) on file prior to attendance. A new health care summary must be completed when your child turns one, two and *before* your child promotes to the Preschool 3 and School age rooms. When your child visits the doctor and 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.

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 director'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 persons indicated by you on your child's emergency care form.

Certain symptoms in children may suggest the presence of 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 circumstance 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 when has not vomited in 24 hours.

*Loose stools-3 or more-May return after 24 hours of being healthy.

*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 after having 24 hours of medical treatment.

*Irritability-or listlessness, which is 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 occur:

*Chicken pox and 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.

*Fever-Fever is normal 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.

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

Reason this policy is 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 important to reduce the likelihood that these reactions will take place while the child is at child care.

Procedure and Practices, including responsible person(s):

When children with food or other known allergies attend Eagle's Nest:

The director 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 director **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
 - Recognize symptoms of allergic reaction
 - Treating allergic reaction
- Parents and staff shall arrange for Eagle's Nest to have appropriate medication (if necessary) on site, proper storage of medication, equipment and training to use while in child care. A new Medical 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 the room and in each classroom clipboard so it will be with the classroom teacher at all times.

Emergency or Injury

All 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 Director/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 parent or guardian through any of the other persons 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 Rice Memorial Hospital. A staff person will accompany a child if a parent has not arrived.

Medication

The Eagle's Nest teachers must have a written permission form from the child's parent before administering medicine, diapering products, sunscreen, teething gel, and insect repellents. Products listed on the enrollment

forms will only be given with the parent's 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 ability to self-carry completed by both the physician and the parent/guardian.

All medication will be stored in a locked medicine box and in a locked 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 in a zip-loc 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. For long term use, a form must be filled out every 30 days. 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.

Hand Washing

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

Center Cleaning

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

Staff

Eagle's Nest hires Christian teachers who genuinely love working with children and have the willingness to commit to enriching the lives of the children for whom they care. Each has a qualified education background study done by the state guidelines. Additionally, they participate in continuous programs of in-service education to keep them current in early childhood best practices. All Teachers and Assistant Teachers have participated in First Aid and CPR certification and all have training in SIDS and Abusive Head Trauma. All staff meets the requirements of DHS in being a qualified teacher, assistant teacher or aide. Most of our teachers have an Early Childhood degree, 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 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 director. If you still feel the issue has not been resolved, the next appropriate step would be to take it to the Principal of CCS.

Child Care Program Plan

The staff will maintain an individual classroom goal plan keeping each child in mind. We will care for and teach the whole child - spirit, mind, and body. The individual checklist will assist the staff to care for your child. The Eagle's Nest 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 the arts, physical development, personal and social development, and spiritual development. This document is located in the director's office if you would like to review it.

