



# **Tiger Cub Child Care Center**

## **Early Childhood Educational Care**

### **What's Inside:**

Program History, Page 1
General Information, Page 2
Registration & Enrollment, Page 3
Contract Information, Page 4
Billing & Payments, Page 5
Absence/Drop-Off/Pick-Up, Page 6
What to Bring, Page 7
Meals & Snacks, Page 8
Nap & Rest Time, Pages 9-13
Behavior Management, Pages 14 & 15
Curriculum, Page 16
Inclement Weather & Emergency Procedures, Page 17
Medication & Illness Policies, Page 18
Communication & Involvement, Page 19
Toilet Training, Page 20
Parent Code of Conduct, Page 21
Maltreatment of Minors Mandated Reporting, Page 22
Civil Rights Complaint Procedure, Page 23-24

2025-2026

Tiger Cub Child Care is excited to serve the Albert Lea Area Schools' staff, family, and surrounding community. We will provide an environment that encourages adventure, creativity, healthy self-concepts, respect for others, responsible behavior and positive attitudes. We look forward to providing quality child care in the Albert Lea area for years to come.

## Our Mission Statement

*'Tiger Cub Child Care will strengthen families and support the ability of all parents to provide the best possible environment for the healthy growth and development of their children. We will provide a comprehensive curriculum based on best practices and research on early brain development and learning.'*



### Tiger Cub Child Care seeks to provide a quality program where:

- ❖ The atmosphere is comfortable, relaxed, happy, and eventful.
- ❖ Individual differences are respected, valued, and encouraged.
- ❖ Children have many opportunities to choose their own activities.
- ❖ Transitions between activities are smooth and unregimented.
- ❖ There are clear and consistently enforced ground rules for safety.
- ❖ Staff are flexible and responsive to unusual circumstances.
- ❖ The environment provides opportunities for privacy, sustained projects, quiet activities, active play, construction, and art.
- ❖ The environment and activities create a program that reflects the interests, talents, values, and personalities of the children and their families.

### Licensing Information:

The Infant & Toddler/preschool Child Care programs are licensed by the Minnesota Department of Human Services (651-431-6500).

### Service Capacity:

We are currently licensed to serve up to 44 children at a time in the infant and toddler/preschool classrooms, 16 infants and 28 toddlers/preschoolers. The maximum child to staff ratio is 7:1 for toddlers/preschoolers and 4:1 for infants.

### Age Limits:

Tiger Cub Child Care is licensed to provide child care and early education services to children six weeks through preschool age in the infant and toddler/preschool classrooms.

Tiger Cub Child Care Center  
Brookside Education Center  
211 W. Richway Drive  
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Tiger Cub Child Care Supervisor

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## Operational Schedule- 2025-2026

Tiger Cub Child Care is open five days per week, Monday through Friday, during the school year. The center follows the District #241 School Calendar from August 11 through May 28. Hours of operation are 6:45 a.m. through 5:15 p.m. The center will be closed on the following holidays and breaks: August 29-September 1 (Labor Day Weekend Break), October 16-17 (Fall Break), November 26-28 (Thanksgiving Break), December 24-January 2 (Winter Break), February 16 (Holiday Break), March 16-20 (Spring Break), April 3 (Holiday Break), May 25 (Holiday Break). Our operational schedule will be updated upon school board approval of the upcoming District #241 School Calendar.

## Contact Information

**Billing & Registration**

507-379-5158

**Toddler/Preschool Jungle Room**

507-379-5160

**Infant Circus Room**

507-379-5161

**Infant Zoo Room**

507-379-5162

**Toddler Safari Room**

507-379-5163

**Attendance Line**

507-379-5170

**Infant Program**

6 weeks through 15 months (6:45

AM – 5:15 PM)

Ratio- 4:1

**40hrs/week minimum**

**Toddler/Preschool Program**

16 months through Preschool age

(6:45 AM – 5:15 PM)

Ratio- 7:1

**40hrs/week minimum**

## Registration Fee

### Registration:

Registration by a parent or guardian is required prior to attendance. Registration will be done online. The registration requirements listed below must be submitted to the office prior to the child's first day of attendance.

Enrollment for the school year begins in the spring and you are eligible to register at any time during the school year. Please call 507-379-5158 for more information.

### Registration Requirements:

- ✓ Complete Contract and Registration Forms Online
- ✓ Application for Educational Benefits- Paper
- ✓ Immunization Record
- ✓ Infant Meal Notification Letter
- ✓ Annual Healthcare Summary (within 30 days)
- ✓ Non-refundable Registration Fee

Tiger Cub Child Care is available to children ages six weeks through Preschool age, providing we can meet the needs of that child.

There is an annual \$25.00 registration fee per child; the registration fee shall be paid for prior to submitting your registration.

Registration is available to District #241 staff on a first-come, first-serve basis. Tiger Cub Child Care follows strict ratio guidelines and once all classroom slots are filled, children will be placed on a waiting list and the parents/guardians will be notified as slots become available.

Registration will begin Early Spring for the upcoming school year for returning Tiger Cub families.

If space is available thereafter, registration will then be opened up to the general public in the Summer.

Registration will continue until all available classroom slots are filled.

### **Notable Adjustments in 2025–26:**

#### **- Weekly Billing Model:**

We will transition from billing by individual days of service to a weekly billing model (5-day week). Invoicing will begin Monday, August 11, and continue through May 26.

#### **- Break Week Adjustments:**

The following breaks will be grouped into single billing weeks:

- October 13 & November 24 → billed together on October 13

(Families who start after the initial billing date but before the second week will receive prorated billing.)

- December 22 & May 25 → billed together on December 22

- No billing on the weeks of December 29 and March 16

“These updates will result in families being billed for four additional days over the course of the year.”

## Infant Contract Details

### Infant Program (6 weeks – 15 mo.)

Contracted Rate: Weekly

**40 hour/week minimum**

Hours per day	Amount per Week Based on Full Contract	Daily Drop-In Cost
Option A- 8 hours	\$275.00	\$70.00
Option B- 8.5 hours	\$292.00	\$70.00
Option C- 9 hours	\$310.00	\$70.00
Option D- 9.5 hours	\$327.00	\$70.00
Option E- 10 hours	\$344.00	\$70.00
Option F- 10.5 hours	\$361.00	\$70.00

## Toddler/Preschool Contract Details

### Toddler Program #1 (16 mo.–preschool age)

Contracted Rate: Weekly

**40 hour/week minimum**

Hours per day	Amount per Week Based on Full Contract	Daily Drop-In Cost
Option A- 8 hours	\$255.00	\$65.00
Option B- 8.5 hours	\$271.00	\$65.00
Option C- 9 hours	\$287.00	\$65.00
Option D- 9.5 hours	\$303.00	\$65.00
Option E- 10 hours	\$319.00	\$65.00
Option F- 10.5 hours	\$335.00	\$65.00

#### All-Day Child Care

Hours: 6:45 A.M. – 5:15 P.M.

Meals Included: Breakfast, Lunch, & Snack

#### Infant Nutrition Guidelines

Infants follow the Child and Adult Care Food Program

#### All-Day Child Care

Hours: 6:45 A.M. – 5:15 P.M.

Meals Included: Breakfast, Lunch, & Snack

#### Toddler/Preschool Nutrition Guidelines

Toddlers/Preschool follow the Child and Adult Care Food Program

If you need to make changes to your contract, please contact Shaune McDaniel 507-379-5158 to discuss your changes. Withdrawal/changes from the contract require a two-week notice. The parent/guardian that originally signs the contract is the only one that can make changes.

- By committing to a contract, you are guaranteed a slot for your child, and in turn, guaranteeing a payment for that slot to Tiger Cub Child Care, regardless of actual attendance.
- Tiger Cub Child Care Center reserves the right to 5 closure days due to unforeseen circumstances, without refunds to contracts. After 5 closure days, refunds will only be given for hours above the 40 hour per week minimum.
- Our contract is a legal and binding contract of exchange of money for services.
- Contract terminations will be allowed through a written request received two weeks prior to termination effective date. Parents/guardians who fail to provide the notice shall be liable for the equivalent of two week's tuition or fees.
- All outstanding balances must be paid in full.
- The Tiger Cub Supervisor must authorize any other arrangements or rates.

## Fee Assessment

At the time of enrollment or at the beginning of each year, parents/guardians shall be asked to identify their child's weekly attendance schedule by contracting for specific days/times. Fees will be assessed each week at our weekly contracted rate. Additional charges such as (late payment and late pick up, etc.) will be assessed at the end of each week. Families will be charged according to their contract regardless of the child's attendance.

**The reservation fees for securing a future opening are as follows: 0-3 months in advance will be \$100/month, 4-6 months in advance will be \$200/month, and more than 6 months in advance will be \$300/month. This will be the cost for the entire duration of the reservation.**

**When do I pay?** Child care payments are due by Monday morning each week. We accept Visa, MasterCard and Discover for your convenience. Credit Card payments may be completed through recurring automatic payments, online using our payment system. Child care payments may also be paid with a check or money order. Checks should be made out to **District 241**. Cash payments may be made with the exact amount only. We do not have change. There will be a \$20.00 late payment fee for weekly payments not received by midnight on Monday of each week. **Please Note:** If child care payment is not received by Tuesday 1:00 pm, your child will not be allowed to use child care until the full payment is made. If payment is still not made by the following Monday (payment for 2 weeks) then your child's spot will be forfeited and awarded to the next person on the waiting list.

### Financial Assistance:

Financial Assistance for child care is available through Freeborn County. Clients must provide a written verification from the financial agency prior to use of the program. Ultimately, the client is still responsible for all child care expenses incurred.

### Automatic Payments:

Using a bank account, Tiger Cub Child Care can help you prepay for your child's contract. Auto payments will be assessed Monday mornings at 6 a.m. You may also have automatic payments set up and applied to your Credit Card.

### Methods of Payment:

- ❖ **Credit Card** – Can be made online. Automatic payments can be set up on a Credit Card also
- ❖ **Bank Account** – Checking or Savings for automatic withdrawal
- ❖ **Check** – Please make checks payable to **District #241** and include the child's first and last name in the "memo" section
- ❖ **Cash** – Only exact change will be accepted.



*Tiger Cub Child Care is a self-supporting organization and needs your prompt payment to meet expenses.*

## Parent Access

Up to two key access cards will be given to each family.

During operating hours (6:45 a.m. – 5:15 p.m.) families will have access to the entry way. The key access card will be used to open the front door of the center.

If someone does not have a key access card but still needs access to the center, they will simply press the call button to the right of the double doors to identify themselves and we can unlock.

If a family loses a key access card, they will need to notify the center ASAP to be deactivated.

### Check- In/Check-Out

Each time a child is brought into or exits the center, they will be signed in and out on the classroom's iPad. Health screening questions, if required, should be answered prior to drop-off. Staff will follow CDC & District recommendations pertaining to health protocols.

### Pick-Up

If someone other than the parent/guardian is to pick up the child, the parent/guardian must notify center staff prior to the pick-up time. That person will then need to provide a picture I.D. at the time of pick-up. At the time of program registration, parents/guardians shall be asked to identify the names and phone numbers of people who shall be authorized to pick up their child.

### Unauthorized Pick-Up:

On your registration form you are asked to list people who are unauthorized to pick your child up from the center. This section is for people who have previously had legal custodial rights as a parent or guardian. You must provide Tiger Cub Child Care with original court documents that restrict this individual from picking up your child.

## Late Pick-Up

The center is scheduled to close at 5:15 pm. Parents/guardians should plan to have their child/ren picked up prior to that time each day. If for an emergency reason and pickup should be delayed beyond 5:15, a parent/guardian should phone the center and notify staff of the delay immediately.

**An over-time charge of \$2.00 per minute per child** shall be assessed after late pick up per individual contract times and will be added to your bill. Repeated tardiness in picking up a child may result in the discontinuation of service.

## Child Absence

Parents/guardians are responsible for informing Tiger Cub Child Care if their child will be absent. If a child will not be attending on a scheduled day the parent/guardian is expected to call THEIR CHILD'S CLASSROOM and leave a detailed message prior to 8:00 AM the morning of the absence.

## What is required to bring prior to child's first day:

1. A **labeled** extra (complete) change of clothing (or 2!) that can be kept at the center
2. Appropriate, **labeled** outdoor wear
3. Small blanket for rest time (you may also bring a small pillow if needed) **Toddlers/Preschoolers only!**
4. Diapers/Pull-Ups/Wipes/Ointment (if needed)
5. Bottles & Nipples (if needed)
6. Water Cups for Toddlers
7. Pacifiers (if needed)
8. Breast milk or formula (if needed)

## Please Label ALL supplies!

All of the children's outerwear includes:

- Boots
- Snow Pants
- Jacket
- Hat
- Gloves

*Tiger Cub Child Care does NOT supply bottles, pacifiers, diapers, wipes, or ointment for children. Parents/guardians are required to keep a full supply at the center. We highly recommend keeping a supply in the classroom and having a back-up supply in your child's cubby. Staff members will inform you if your supply is running low via the daily reports. Due to health and safety concerns, if your child is potty training you must supply pull-ups or training pants unless there is an agreed-upon plan between the family and Tiger Cub Child Care.*

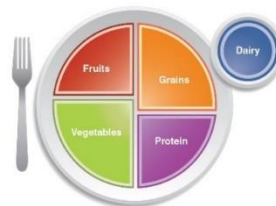
Parents/guardians will be asked to take their child's personal items home for laundering on a periodic basis. It is very important that you remember to return the items to the center on your next day of attendance!



## Meal Times

Breakfast, lunch, and one afternoon snack will be served each day. Menus are planned on a monthly basis. The menus are posted in the classrooms each month. All meals & snack will be provided by contract food service company Chartwells, a division of the Compass Group to follow all USDA guidelines under the national school lunch program. Each building has on staff a Minnesota food license holder that oversees preparing each meal. Each meal provides 1/3 of the child's daily nutritional needs as specified by USDA. Nutritious, wholesome foods are served at all meal and snack times.

Breakfast, lunch, and the afternoon snack are included in your contracted rate. The center also follows the Child and Adult Care Food Program (CACFP) of the Department of Agriculture. As children grow, baby food, milk, and solid food will be provided according to the USDA food program guidelines.



**Breakfast: 8:15 AM**

**Lunch: 11:15 PM**

**PM Snack: 2:30 PM**

*If a child requires a special diet, the parent / guardian must provide a written physician's order that identifies the needed modifications and duration of the diet. If the child has a food allergy, the parent / guardian must provide written physician confirmation.*

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
- (2) fax: (833) 256-1665 or (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### Affirmative Action Statement/USDA

This facility is operated in accordance with the United States Department of Agriculture, our policy does not allow discrimination in hiring, or enrollment procedures because of race, creed, color, religious affiliations, sex, disability, public assistance status, national origin, age, sexual preference, or individual needs. This policy applies to all phases of enrollment, recruitment, and selection. Any person who believes they have been discriminated against should write to the Secretary of Agriculture – USDA Programs, Washington, D.C. 20250.

## Allergy/Special Diet

Tiger Cub Child Care's program includes a scheduled nap or quiet time each day for toddlers and preschoolers. Each infant is allowed to follow his/her individual sleep pattern. This provides your child the opportunity to spend time alone to get the needed rest they require. Rest time occurs in a quiet area that is physically separated from children who are engaged in an activity that will disrupt a napping or resting child. Separate bedding is provided for each child in care. Bedding is washed weekly and when soiled or wet. Any blanket used after 12 months of age must be washed or dry cleaned weekly and when soiled or wet.

## -Rest Time-

**Infants:** Infants will be placed for rest in a crib on their back. Blankets are not allowed in the cribs.

**Toddlers/Preschoolers:** Toddlers and preschoolers will lie down for rest time after lunch on a cot. No child will be forced to sleep but will be encouraged to rest quietly.

If the child is not sleeping after the initial 30 minutes, s/he may get up and play quietly until rest time is over.

*Cribs for infants are located in a separate room, with clear supervision from staff.*

*Cots for toddlers/preschoolers are placed directly on the floor and are not stacked when in use. The cots are spread throughout the room while keeping clear aisles for safety and unimpeded access for both adults and children.*

***\*Cribs and Cots are disinfected after each use. We also have sheets for both\****

## Infant Safe Sleep Know the A-B-Cs



### Always

Remember the A-B-Cs of safe sleep

- **ALONG:** Infants should always sleep or nap alone.
- **BACK:** Always put a baby on their back to sleep or nap.
- **CRIB:** Babies should always sleep or nap in their own safety-approved crib or play yard. Keep loose bedding, bumper pads, blankets, toys or pillows out of cribs to prevent sleep-related tragedies.



**Optional Forms Available:  
(From the MN Department of Human Services)**

- Parental Consent for Swaddling an Infant
- Infant Less Than 6 Months of Age Regularly Rolling Over
- Physician Directive for Alternative Infant Sleep Position

All cribs are provided for each infant for which the center is licensed to provide care. The equipment is of safe and sturdy construction that conforms to federal crib standards under Code of Federal Regulation, title 16, part 1219 for full-size baby cribs, or part 1220 for non-full-size baby cribs. **Minnesota Statute, Section 245A.146** includes addition crib safety standards and routine crib inspection requirements.

## **142B.45 CRIB SAFETY REQUIREMENTS.**

Subdivision 1. Consumer product safety web link. The commissioners of children, youth, and families and human services shall maintain a link from the licensing division website to the United States Consumer Product Safety Commission website that addresses crib safety information.

Subd. 2. Documentation requirement for license holders. (a) All licensed child care providers, children's residential facilities, substance use disorder treatment programs with children in care, and residential habilitation programs serving children with developmental disabilities must maintain the following documentation for every crib used by or that is accessible to any child in care:

(1) the crib's brand name; and

(2) the crib's model number.

(b) Any crib for which the license holder does not have the documentation required under paragraph (a) must not be used by or be accessible to children in care.

(c) The licensed program must maintain documentation that meets federal documentation requirements to show that every full-size and non-full-size crib that is used by or is accessible to any child in care is compliant with 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.

Subd. 3. License holder documentation of cribs. (a) Annually, from the date printed on the license, all license holders shall check all their cribs' brand names and model numbers against the United States Consumer Product Safety Commission website listing of unsafe cribs.

(b) The license holder shall maintain written documentation to be reviewed on site for each crib showing that the review required in paragraph (a) has been completed, and which of the following conditions applies:

(1) the crib was not identified as unsafe on the United States Consumer Product Safety Commission website;

(2) the crib was identified as unsafe on the United States Consumer Product Safety Commission website, but the license holder has taken the action directed by the United States Consumer Product Safety Commission to make the crib safe; or

(3) the crib was identified as unsafe on the United States Consumer Product Safety Commission website, and the license holder has removed the crib so that it is no longer used by or accessible to children in care.

(c) Documentation of the review completed under this subdivision shall be maintained by the license holder on site and made available to parents or guardians of children in care and the commissioner.

(d) Notwithstanding Minnesota Rules, part 9502.0425, a family child care provider that complies with this section may use a mesh-sided or fabric-sided play yard, pack and play, or playpen or crib that has not been identified as unsafe on the United States Consumer Product Safety Commission website for the care or sleeping of infants.

(e) On at least a monthly basis, the family child care license holder shall perform safety inspections of every mesh-sided or fabric-sided play yard, pack and play, or playpen used by or that is accessible to any child in care, and must document the following:

(1) there are no tears, holes, or loose or unraveling threads in mesh or fabric sides of crib;

(2) the weave of the mesh on the crib is no larger than one-fourth of an inch;

(3) no mesh fabric is unsecure or unattached to top rail and floor plate of crib;

(4) no tears or holes to top rail of crib;

(5) the mattress floor board is not soft and does not exceed one inch thick;

## **142B.45 CRIB SAFETY REQUIREMENTS.**

(3) no mesh fabric is unsecure or unattached to top rail and floor plate of crib;

(4) no tears or holes to top rail of crib;

(5) the mattress floor board is not soft and does not exceed one inch thick;

(6) the mattress floor board has no rips or tears in covering;

(7) the mattress floor board in use is an original mattress or replacement mattress provided by the manufacturer of the crib;

(8) there are no protruding or loose rivets, metal nuts, or bolts on the crib;

(9) there are no knobs or wing nuts on outside crib legs;

(10) there are no missing, loose, or exposed staples; and

(11) the latches on top and side rails used to collapse crib are secure, they lock properly, and are not loose.

(f) If a cradleboard is used in a licensed setting, the license holder must check the cradleboard not less than monthly to ensure the cradleboard is structurally sound and there are no loose or protruding parts. The license holder shall maintain written documentation of this review.

Subd. 4. Crib safety standards and inspection. (a) On at least a monthly basis, the license holder shall perform safety inspections of every crib or portable crib of rigid construction including full-size and non-full-size cribs used by or that is accessible to any child in care, and must document the following: (1) no mattress supports can be easily dislodged from any point of the crib;

(2) no screws, bolts, or hardware are loose or not secured, and there is no use of wood screws in components that are designed to be assembled and disassembled by the crib owner;

(3) no sharp edges, points, or rough surfaces are present;

(4) no wood surfaces are rough, splintered, split, or cracked; and

(5) no unacceptable gaps between the mattress and any sides of the crib are present as follows:

(i) when the noncompressed mattress is centered in the non-full-size crib, at any of the adjustable mattress support positions, the gap between the perimeter of the mattress and the perimeter of the crib cannot be greater than one-half inch at any point. When the mattress is placed against the perimeter of the crib, the resulting gap cannot be greater than one inch at any point; and

(ii) when the noncompressed mattress is centered in the full-size crib, at any of the adjustable mattress support positions, the gap between the perimeter of the mattress and the perimeter of the crib cannot be greater than 11/16 inch at any point. When the mattress is placed against the perimeter of the crib, the resulting gap cannot be greater than 1-3/8 inch at any point.

(b) Upon discovery of any unsafe condition identified by the license holder during the safety inspection required under paragraph (a) or subdivision 3, paragraph (e), the license holder shall immediately remove the crib from use and ensure that the crib is not accessible to children in care, and as soon as practicable, but not more than two business days after the inspection, remove the crib from the area where child care services are routinely provided for necessary repairs or to destroy the crib.

(c) Documentation of the inspections and actions taken with unsafe cribs required in paragraphs (a) and (b), and subdivision 3, paragraph (e), shall be maintained on site by the license holder and made available to parents of children in care and the commissioner.

Subd. 5. Commissioner of the licensed program inspection. During routine licensing inspections, and when investigating complaints regarding alleged violations of this section, the commissioner of the licensed program shall review the provider's documentation required under subdivisions 3 and 4.

Subd. 6. Failure to comply. The commissioner of the licensed program may issue a licensing action under section 142B.16 or 142B.18 if a license holder fails to comply with the requirements of this section.

## **142B.46 REDUCTION OF RISK OF SUDDEN UNEXPECTED INFANT DEATH IN LICENSED PROGRAMS.**

- (a) When a license holder is placing an infant to sleep, the license holder must place the infant on the infant's back, unless the license holder has documentation from the infant's physician, advanced practice registered nurse, or physician assistant directing an alternative sleeping position for the infant. The physician, advanced practice registered nurse, or physician assistant directive must be on a form developed by the commissioner and must remain on file at the licensed location. 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 license holder has a signed statement from the parent indicating that the infant regularly rolls over at home.
- (b) The license holder must place the infant in a crib directly on a firm mattress with a fitted sheet that is appropriate to the mattress size, that fits tightly on the mattress, and overlaps the underside of the mattress so it cannot be dislodged by pulling on the corner of the sheet with reasonable effort. The license holder must not place anything in the crib with the infant except for the infant's pacifier, as defined in Code of Federal Regulations, title 16, part 1511. The pacifier must be free from any sort of attachment. The requirements of this section apply to license holders serving infants younger than one year of age. Licensed child care providers must meet the crib requirements under section 142B.45. A correction order shall not be issued under this paragraph unless there is evidence that a violation occurred when an infant was present in the license holder's care.
- (c) If an infant falls asleep before being placed in a crib, the license holder must move the infant to a crib as soon as practicable, and must keep the infant within sight of the license holder until the infant is placed in a crib. When an infant falls asleep while being held, the license holder 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.
- (d) When a license holder places an infant under one year of age down to sleep, the infant's clothing or sleepwear must not have weighted materials, a hood, or a bib.
- (e) A license holder may place an infant under one year of age down to sleep wearing a helmet if the license holder has signed documentation by a physician, advanced practice registered nurse, physician assistant, licensed occupational therapist, or licensed physical therapist on a form developed by the commissioner.
- (f) Placing a swaddled infant down to sleep in a licensed setting is not recommended for an infant of any age and is prohibited for any infant who has begun to roll over independently. However, with the written consent of a parent or guardian according to this paragraph, a license holder may place the infant who has not yet begun to roll over on its own down to sleep in a swaddle. A swaddle is defined as a one-piece sleepwear that wraps over the infant's arms, fastens securely only across the infant's upper torso, and does not constrict the infant's hips or legs. If a swaddle is used by a license holder, the license holder must ensure that it meets the requirements of paragraph (d) and is not so tight that it restricts the infant's ability to breathe or so loose that the fabric could cover the infant's nose and mouth. Prior to any use of swaddling for sleep by a provider licensed under this chapter, the license holder must obtain informed written consent for the use of swaddling from the parent or guardian of the infant on a form developed by the commissioner.
- (g) A license holder may request a variance to this section to permit the use of a cradleboard when requested by a parent or guardian for a cultural accommodation. A variance for the use of a cradleboard may be issued only by the commissioner licensing the program. The variance request must be submitted on a form developed by the commissioner in partnership with Tribal welfare agencies and the Department of Health.



Each infant will be placed in a crib on a firm mattress with a fitted sheet that is appropriate to the mattress size that fits tightly on the mattress, and overlaps the underside of the mattress so it cannot be dislodged by pulling on the corner of the sheet with reasonable effort. The license holder must not place anything in the crib with the infant except for the infant's pacifier, as defined in Code of Federal Regulations, title 16, part 1511.

If an infant falls asleep before being placed in a crib, we will move the infant to a crib as soon as practicable and will keep the infant within sight until the infant is placed in a crib. When an infant falls asleep while being held, we will consider the supervision needs of the 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.

Placing a swaddled infant down to sleep in a licensed setting is not recommended for an infant of any age and is prohibited for any infant who has begun to roll over independently. However, with the written consent of a parent or guardian according to this paragraph, we may place the infant who has not yet begun to roll over on its own down to sleep in a one-piece sleeper equipped with an attached system that fastens securely only across the upper torso, with no constriction of the hips or legs, to create a swaddle. Prior to any use of swaddling for sleep by a provider licensed under this chapter, we must obtain informed written consent for the use of swaddling from the parent or guardian of the infant on a form approved by the commissioner Parent Consent for Swaddling and prepared in partnership with the Minnesota Sudden Infant Death Center.

All infants will be placed to sleep on their back, unless we receive documentation from the infant's physician directing an alternative sleeping position for the infant. The physician directive must be on a form approved by the commissioner Physician's Directive for Alternative Infant Sleep Position form and must remain on file at our licensed location. An infant who can independently roll 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 license holder has a signed statement from the parent indicating that the infant regularly rolls over at home. To meet these requirements, we will use the form: Optional form for parent statement; infant less than six months of age regularly rolling over.

## Behavior Guidance

Tiger Cub Child Care staff guide children's behavior by providing a positive model of acceptable behavior. Children are taught to use positive and constructive communication to resolve conflict.

If a child's behavior becomes disruptive, threatening, or destructive, staff shall:

1. intervene to protect the child and others involved;
2. restore order without loss to the child's self-esteem;
3. attempt to positively re-engage the child in the activity or re-direct him/her to a different activity.


If the child continues the threatening or disruptive behavior, staff shall:

1. help the child to understand the problem with the behavior;
2. explain the immediate and related consequences of continued misbehavior (loss of turn, time away, etc.);
3. attempt to re-engage or re-direct the child to another activity.

If the child continues to exhibit unacceptable behavior, staff shall observe and record the behavior and:

1. remove the child from the area or activity;
2. have the child take time away to regain self-control and display positive behavior.

**If it becomes necessary for the child to take a break, s/he will be seated in an area that is unenclosed and within sight and hearing of a staff member who will supervise the break. The length of the break will be contingent on the child's stopping and controlling the behavior that caused the separation. The child will be returned to the group as soon as the behavior stops and they are ready to be a helper. After the child regains self-control, staff shall praise the child, discuss constructive ways of dealing with feelings, and encourage the child to utilize positive, helpful behavior.**



**"You have two hands. One to help yourself, the second to help others."**

*Department of Human Services regulations require that incidences of separation be tracked and recorded so that staff and parents/guardians can work with the child to understand and address the reasons for the behavior. All separations must be recorded on a daily log sheet. If a child is separated from the group 3 or more times in one day, the parents/guardians shall be notified. When a child exhibits persistent unacceptable behavior, parents/guardians will be required to meet with staff members and other professionals, if deemed necessary, to develop a plan to address the behavior in a manner that is supportive to the child. If the child becomes violent with staff and/or other children, parents/guardians will be notified and the child must be removed from the program immediately. The length of time before the child can return to Tiger Cub Child Care will be discussed by the staff and parents/guardians.*



## Severe Behavior

We expect the children to be safe, be kind, and be responsible. We use logical consequences and redirection, and we follow the policy of “above the line” and “below the line” behavior. Taking a break from the group is used for children who need a quiet space to calm down. If your child exhibits **severe** behavior he/she will be placed on our severe behavior plan. Three instances of severe behavior will require a conference with the family. Four or more *may* be grounds for dismissal from Tiger Cub Child Care. The following are considered **severe** behavior (when not developmentally appropriate behaviors) which jeopardizes the health, safety, or welfare of the students or staff:

1. Striking a teacher
2. Leaving the area without permission
3. Hitting/biting/kicking other children
4. Constant bullying
5. Inappropriate touching of a person’s body or belongings
6. Excessive inappropriate language
7. Intentionally throwing toys at others
8. Flipping or knocking over furniture

*No child shall be subjected to corporal or psychological abuse by center staff. No child shall be handled roughly, subjected to emotional abuse, punished for lapses in toilet training, or have food, light, or warmth withheld as punishment. No child shall be physically restrained other than staff physically holding a child when containment is necessary to protect the child or others from harm.*

Above The Line	
Below The Line	
Bottom Line	
Severe Behavior	

### Please Note:

Tiger Cub Child Care is designed to offer an environment that provides a positive, safe, and pleasant atmosphere that meets the developmental level of the age group, provides space for socialization and independence, and maximizes the capacity of staff supervision. Tiger Cub Child Care is not designed to provide long term 1:1 assistance for children. If a child receives additional support outside the classroom, has an identified special need, or has a behavior plan developed, it is the parents/guardians’ responsibility to identify their child’s needs on the appropriate forms. An individual conference to determine if Tiger Cub Child Care can meet the needs of the child may be necessary before enrollment is considered.

At Tiger Cub Child Care our goal is to provide a secure child and parent/guardian centered environment where all children, parents/guardians, and their families feel welcomed and valued. Children participate in a program of educationally challenging activities and supportive personal interactions planned to foster their social, physical, emotional, and intellectual development. All staff are responsible for working with children, parents, family members, and other staff members in the spirit of collaboration and dedication. Parents/guardians may view our child care program plan at any time located in the main office.

Our education philosophy is that young children develop and learn best when they have opportunities to:

- Observe and be part of respectful, supportive, and friendly adult-child and child-child interactions
- Engage in the experimenting, exploring, creating, discovering, and idea-sharing which are all part of the children's activities adults describe as 'child's play'
- Make choices and become involved in activities that are personally and developmentally right for them

## Services for Children with Special Needs

Tiger Cub Child Care does provide service to children with special needs, granted we can adequately meet the needs of the individual child. When a child with a diagnosed special need is admitted into the center, staff shall develop an Individual Care Plan to meet the child's individual needs. The plan shall be developed in a joint effort with the child's parents/guardians, local school district personnel, and medical or health personnel involved in the child's diagnosis or treatment. The plan shall be coordinated with the child's individual education plan (IEP) as developed by the school district or medical personnel.

## Outdoor Play:

We plan to go outside each and every day, weather permitting, even if it is for a brief time. A child well enough to be at the center will participate in outdoor play. Please have gloves, hat, warm jacket, snow pants or suit, and boots available and well-marked.

**Tiger Cub Child Care uses "Creative Curriculum" in our infant-toddler rooms. More information about our curriculum can be found at <http://teachingstrategies.com>**

**At Tiger Cub Child Care, you can expect:**

- ✓ Free Play
- ✓ Music & Movement
- ✓ Circle Time
- ✓ Story Time
- ✓ Block Play
- ✓ Manipulative Play
- ✓ Quiet Reading
- ✓ Sensory Play
- ✓ Art & Science Exploration
- ✓ Outdoor Play
- ✓ & Daily Teacher-Led Activities!



## In case of an Injury:

In the event that a child suffers a minor injury (scrape, abrasion, sliver, etc.) while in the center, trained staff will administer appropriate first aid treatment. The staff member who observed or treated the injury will complete a written report of the incident. The written report will be given to the parent/guardian when the child is picked up. In the event of serious illness or injury requiring medical attention, staff will telephone the child's parent/guardian or identified emergency person and request that the child be taken to a medical facility for treatment. In the event that the parent/guardian or designated person cannot be reached at the time of injury, staff shall contact the family physician or the MCHS and request assistance. If the condition is serious enough to warrant emergency transport or medical attention, staff shall telephone 911 and request emergency medical service from MCHS. A written report of the incident will be provided to the parent/guardian and requires your written signature.

## Accidental Poisoning

In the event that the child should consume a poisonous substance, staff shall telephone the Minnesota Poison Control Center and request treatment instructions. If the MPCC advises, emergency medical care will be requested via 911. Parents/guardians shall be immediately notified of the incident and a written report shall be provided to the parent/guardian.

**Tornado:** In the event of tornado or threatening weather, the children will be sheltered in the program's designated sheltering area inside the building.



**Fire/Evacuation:** In the event of a fire or emergency, the children will be escorted by staff to a safety area on Brookside grounds. In the event of evacuation, the children will be escorted to Green Lea Golf Course. Our secondary location will be the Fairlane Building at the Fairgrounds.

**Firearm Policy:** Tiger Cub Child Care bans firearms on its property. Possession of firearms on or near property controlled by Tiger Cub Child Care or at sponsored events is prohibited.



**Lockdown:** When a school is in lockdown, no matter the reason (even a drill), nobody will be able to enter or leave the building. Lockdown drills are practiced regularly and are typically completed within five minutes.

## Emergency Closings & Delays

*Tiger Cub Child Care will follow all school closings, early release, and late start days. In the event of an early release, children are to be picked up within 1 hour of the release of the last school in the District.*

*In the event of inclement winter weather, announcements in regard to closings, early release, or late starts parents will receive a notification from our parent notification system.*

*Tiger Cub Child Care Center reserves the right to five closure days due to unforeseen circumstances, without refunds to contracts. After the five closure days, a credit will be given for each additional day.*

*Please be sure to inform us of any contact changes.*



**Blizzard:** If a blizzard should set in during the day, children will be kept at the center until they can be safely picked up by a parent/guardian or authorized adult. We will monitor weather conditions and contact and encourage families to pick their child up as soon as possible, for the safety of the child, family and center staff.

## Illness Policy

### **Exclusion of Sick Children-MN Dept. of Human Services, Div. of Licensing Rule 3 Guidelines:**

For the protection of all children, the center **cannot** accept or keep a child who is displaying any of the following conditions:

1. a contagious illness or condition that has not had sufficient treatment to reduce the health risk to others;
2. chicken pox until the lesions are crusted over and the child is no longer infectious;
3. has vomited two or more times in the previous 24 hours;
4. has had abnormally loose bowel movements two or more times within the previous 24 hours;
5. has contagious conjunctivitis (pink eye) or pus draining from the eye;
6. has a bacterial or strep infection or impetigo and has not completed 24 hours of antimicrobial therapy;
7. is unusually tired or has unexplained lethargy;
8. has lice, ringworm, or scabies that is untreated;
9. has a 100°F fever or higher temperature of undiagnosed origin **before** fever-reducing medication is given or when accompanied by behavior changes or other indications of illness;
10. has an undiagnosed rash or a rash that may be attributable to a contagious illness or condition;
11. has significant respiratory distress, uncontrolled coughing, wheezing, or difficulty breathing;
12. is not able to participate in program activities with reasonable comfort or displays persistent irritability or crying;
13. requires more care than staff can provide without compromising the health and safety of other children in care.

### **Tiger Cub Child Care Illness Policy is as follows:**

A child must be free of fever, diarrhea, or vomiting for 24 hours before returning to the center and can no longer be in the contagious stage of a communicable disease. A doctor's note is required for a child to return in cases of undiagnosed rashes, skin lesions, running eyes, and other potentially communicable diseases. In the case of head lice, the hair must be medicinally shampooed and **all nits must be removed from the hair before the child may return to the center.**

If a child is diagnosed as having a contagious disease or condition, the parent/guardian is required to inform the center of the diagnosis within 24 hours of diagnosis so that a notice of possible exposure to illness or contagious condition can be posted to alert other parents/guardians. Conditions to be reported include: ringworm, scabies, pink eye, impetigo, lice, measles, chickenpox, strep infections, etc.

**If a child becomes ill while at the center, the child will be placed on a cot in an area that is isolated from the other children in care but still within view and hearing distance of a staff person at all times. The parent/guardian will be called and asked to pick up the child as soon as possible. A sick child will be supervised until s/he is picked up. If parents/guardians cannot be reached, then we will notify the emergency contacts. If the condition warrants, staff reserves the right to contact the child's health care source or call 911 for emergency assistance.**

## Medication Administration

### **Non-Prescription Medications (over the counter)**

Written permission from the child's parent/guardian is necessary before administering medicine, sunscreen, lotions, insect repellents, and diapering medications. Non-prescription medications will be administered according to the manufacturer's instructions, unless there are instructions provided by a physician or dentist. If the manufacturer's instructions do not allow for dosage for certain ages, the center will NOT administer the medication without a physician's written order. A physician's written order must be obtained for each illness/accident.

### **Prescription Medications**

For prescription medications to be administered, Tiger Cub Child Care will follow the written instructions from a physician or dentist before administering the medication. A signed permission slip from the parent/guardian must also accompany the prescription. Medications must be properly labeled for the child intended and in the original container with the current prescription information clearly printed. Medications that have expired will not be given and any unused portions of medication will be returned to the child's parent/guardian.



## Parent/Guardian Involvement & Conferences

Staff can do a better job of caring for children if they work together with and communicate with parents on a frequent basis. We encourage parents to talk with staff about their child on a daily basis. Staff shall continually monitor each child's intellectual, physical, social and emotional development. Status reports are maintained for each child and are conveyed to parents during bi-annual parent/teacher conferences during the spring and fall.

Parents/guardians are welcome in the center at any time. They are encouraged to come in and visit or observe as their schedule allows – advance notice is not always necessary.

## Publicity Information

Tiger Cub Child Care Center may occasionally interview children, photograph, or videotape children for publicity or public relations events. If you do not approve of your child being part of such publicity materials, please notify the Tiger Cub Child Care Supervisor.

Publicity materials may be published for parents to see electronically, or posted in the classroom.

# EMERGENCY

## Emergency Contacts

For safety reasons, it is imperative that you provide current information on your child's forms! Should any changes occur throughout the school year please inform the Tiger Cub Child Care office and classroom teachers immediately.

All changes must be submitted through your Eleyo profile.

*At Tiger Cub Child Care, we welcome any suggestions you may have and are happy to answer any questions. In an effort to address your concerns effectively and efficiently we suggest taking the following steps:*

1

- Speak to the teacher involved

2

- If concerns persist or the results are insufficient, please contact the Supervisor at #507-379-5158.

**Grievance Procedure:** In the event that a parent or authorized representative of an enrolled child wishes to express a grievance in regard to a center/employee policy or practice, the parent or representative may report such a grievance, in writing, to the Tiger Cub Child Care Supervisor, or the Director of Community Education. The Supervisor/Director shall acknowledge receipt of the grievance, in writing, within three working days of its receipt. The Supervisor/Director shall respond with a description of intended or completed corrective action within 10 days of receipt of the grievance.

If the parent or authorized representative feels the grievance has been unsatisfactorily resolved, the person may report the grievance to the Minnesota Department of Human Services, Division of Licensing at 651-431-6500.

## Prohibited Actions

Tiger Cub Child Care will not put children on a “toilet schedule” where they go every half hour or hour. This is very time consuming with little to no benefit. From experience we have seen this cause many problems with children not being able to hold much urine and having to frequently use the toilet further along down the line.

We will have conversations with the parents of toddlers to develop an individual plan to implement in the course of toilet training. The child will have more success when the same practices are used at home as in the center.

We do NOT limit food or drinks to only be given at certain times, nor will we limit the amount of food or beverage below the state meal pattern requirements. We will maintain the same food and snack schedule during training. We will never withhold water from a child who is thirsty.

We will bag urine-soaked and soiled underwear and return it to the parent at the end of the day. We don't do laundry of any soaked or soiled clothes.

## A toilet trained child is a child who can do the following:

1. Be able to TELL the adult they have to go potty BEFORE they have to go. They must be able to say the words “I have to go potty” BEFORE they have to go.
2. Be able to pull down their underwear and pants and get them back up without assistance.
3. Be able to wipe themselves after using the toilet.
4. Be able to get off the potty by themselves.
5. Be able to wash and dry hands.
6. Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the bathroom.



*Tiger Cub Child Care requires diapers/pull-ups for rest time until the child has slept through rest time for one full month without an accident. Sometimes children “nap-train” right away when they are “awake-time” trained. Most children are not able to do this and it may be many months or sometimes years before they are nap-trained.*

Children who are ready to train have the ability to perceive events that are going to happen before they happen. Because we cannot allow children to go in and out of the room to freely use the toilet they MUST learn they have to tell us so that we can accompany them into the room and supervise them. At Tiger Cub Child Care, we are prohibited by state regulations to allow children to go to the bathroom unaccompanied. As a result, children need to learn that they must tell an adult they have to go BEFORE they have to go.

*Tiger Cub Child Care requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Tiger Cub Child Care is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of Tiger Cub Child Care but, is the responsibility of each and every parent or adult who enters the building. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on the property thereafter.*

It is  
**nice** to be  
**important**,  
but it is more  
**important**  
to be **nice**.

## Swearing/Cursing

No parent or adult is permitted to curse or use other inappropriate language on program property at any time, whether in the presence of a child or not. Such language is considered offensive and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

**Threats of any kind, whether directed towards employees, children, or other parents of the program, will not be tolerated. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law.**

**While apologies for such behavior are appreciated, the program will not assume the risk of a second chance. Parents must be responsible for and in control of their behavior at all times.**

## **Smoking**

For the health of all Tiger Cub Child Care employees, children, and associates, smoking is prohibited anywhere on district property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Brookside Education Center. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.



**NO SMOKING**

## Physical/Verbal Punishment of Your Child or Other Children

While Tiger Cub Child Care does not necessarily support nor condone corporal punishment of children, such acts are not permitted in or on program property. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or supervisor. Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or supervisor's attention. At that point, the teacher and/or supervisor will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the supervisor are strictly prohibited from discussing anything about another child with you. All children enrolled in our program have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

## Confrontational Interactions with Employees or Other Parents

**While it is understood that parents will not always agree with the employees of Tiger Cub Child Care or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.**



**If a Tiger Cub Child Care employee knows or has reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years they are legally required or mandated to immediately make a report to an outside agency.**

## Where to Report

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at (507) 377-5400 or local law enforcement at (507) 377-5215
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 431-6500.

## What to Report

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

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

**Retaliation Prohibited** Tiger Cub Child Care shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

**Internal Review** When the program has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the program will 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 will include an evaluation of whether:

- (i) related policies and procedures were followed;
- (ii) the policies and procedures were adequate;
- (iii) there is a need for additional staff training;
- (iv) the reported event is similar to past events with the children or the services involved; and
- (v) there is a need for corrective action by the license holder to protect the health and safety of children in care.

**Primary & Secondary Position to Ensure Internal Reviews are Completed** The internal review will be completed by the Director. If this individual is involved in the alleged or suspected maltreatment, the Community Education Executive Director will be responsible for completing the internal review.

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

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

**Staff Training** Tiger Cub Child Care will provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). Tiger Cub Child Care will 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. The mandated reporting policy will be provided to parents/guardians of all children at the time of enrollment in the child care program and must be made available upon request.

## Purpose

Discrimination is defined as different treatment which makes a distinction of one person or group of persons from others; either intentionally, by neglect, or by actions or lack of actions based on the federally protected classes. A protected class refers to any person or group of people who have characteristics for which discrimination is prohibited based on a law, regulation or an executive order. A sponsoring organization is prohibited from discriminating based on federally protected classes specific to child nutrition programs, which includes race, color, national origin, sex (including gender identity and sexual orientation), age, disability, and reprisal or retaliation for prior civil rights activity.

## Notice

\_\_Tiger Cub Child Care Center\_\_ (Sponsoring Organization) ensures the following civil rights requirements are met:

- Eliminates barriers and discrimination that prevent or deter people from receiving benefits of a government-sponsored or funded program.
- Provides equal treatment to all applicants, participants, and beneficiaries in the delivery of programs and services of a federal program.
- Ensures that all applicants and participants understand their rights and responsibilities as described in [FNS 113-1: Civil Rights Compliance and Enforcement](#) guidance document.
- Shows respect and dignity to all child nutrition program participants or potential participants.

## Complaint Procedure

If anyone who participates or wants to participate in the program believes they or someone they know has been discriminated against based on the federally protected classes listed above, they have a right to file a complaint within 180 days of the alleged discrimination. The complainant and complaint must be kept confidential.

\_\_Tiger Cub Child Care Center\_\_ (Sponsoring Organization) will receive civil rights complaints that have been submitted written or verbally. Anonymous complaints must be accepted and should be handled as any other complaint.

A person who wishes to submit a written complaint will be referred to the [U.S. Department of Agriculture \(USDA\) Program Discrimination Complaint Form](#).

If a complaint is received verbally and the complainant does not want to put the allegations in writing themselves, \_\_Tiger Cub Child Care Center\_\_ (Sponsoring Organization) will complete the following three steps:

1. Transcribe the elements of the complaint, ensuring the following information is included:
  - a. Contact Information (name, address, phone number, and/or email address of complainant) unless the complaint is anonymous.
  - b. Indication if the complaint was made verbally or in-person.
  - c. Name of site and location of the incident.
  - d. Nature of the incident.

- e. Basis for alleged discrimination (race, color, national origin, sex (including gender identity and sexual orientation), age, disability or reprisal or retaliation for prior civil rights activity).
  - f. Names, titles, business addresses, and phone numbers of any person who may have knowledge of the discriminatory action.
  - g. Date(s) when the alleged actions occurred. If the discriminatory action is ongoing, include the duration of such actions.
2. Submit the complaint to the USDA by mail or fax (information on page 2 of [complaint form](#)) or Minnesota Department of Education (MDE) at [mde.fns@state.mn.us](mailto:mde.fns@state.mn.us) within five working days for complaints alleging unlawful discrimination that include age as a basis of discrimination and five calendar days of receipt for all other civil rights complaints.
  3. Maintain records of all civil rights complaints in a secure location.

All civil rights complaints will be processed and closed within 90 days of receipt. A decision letter will be sent to the complainant.

**Name and Title of Person with Child Nutrition Program Authority (signed the Sponsor-State Agreement for Child Nutrition Programs):** John Double, Director of Community Education

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Signature: John Double, 03/28/25

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This procedure was initiated on 3/31/25 (MM/DD/YY) and last updated 03/31/25 (MM/DD/YY).

For more information, refer to the Minnesota Department of Education's [Civil Rights Webpage](#).