Watertown Mayer Public Schools
Connections • Opportunities

Watertown Mayer Kids' Company & Caring Hands Child Care

Watertown Mayer Child Care

2026-2027 Family Handbook

Caring Hands 6 wks - 3 yrs

Kids' Company 4-12 yrs

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WELCOME TO KID'S COMPANY & CARING HANDS

Dear Kids' Company and Caring Hands Families,

Thank you for choosing Kids' Company and/or Caring Hands for your child care needs. Please take a moment to review or update your contract or profile information in your Eleyo account online at wm.ce.eleyo.com. This includes but is not limited to: special needs, medical or allergy information, authorized/unauthorized pick up or and/or emergency contacts.

The mission of our school district is to promote growth through connections and opportunities. At Kids' Company and Caring Hands we strive to create a place that is safe, welcoming and inclusive to all, while supporting learning from six weeks through twelve years. We recognize that your child is a unique individual and strive to support their individual interests and growth.

Kids' Company ***Caring Hands Child Care*** is licensed through MN Department of Children, Youth and Families (DCYF) and provides enrichment opportunities for infant, toddler and preschool age children 6 weeks to 4 years of age. We provide professional, quality care to meet each child's physical, emotional, social and developmental needs while in our program. We do this by allowing children space to grow by themselves and to enjoy their time with other children and staff.

Kids' Company ***Out-of-School Time (OST) Child Care*** is certified through MN Department of Children, Youth and Families (DCYF) and provides enrichment opportunities for children Preschool - 6th grade (4-12 years). We focus on building independence, preparing children for kindergarten, and self help skills that will allow them to take care of themselves as they grow older.

We want all families and children to take pride in being part of our community. We welcome suggestions from children and families. If you have any questions or concerns, please feel free to reach out. My door is always open.



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Kids' Company is sponsored by the Community Education Department of Watertown-Mayer Public Schools

Watertown Mayer Public Schools
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Watertown Mayer Kids' Company & Caring Hands Child Care

Parent Aware

Early Learning naeyc ACCREDITED Program

RESOURCES

Watertown Mayer School District

District Overview

District-Wide Communication

WM Branding & Logos

New to the District

Mandated Reporting

Bullying Prohibition Policy

2028 Strategic Plan

Profile of a Graduate

School Board

District Calendar & Events

District Office

Special Education

Watertown Mayer Community Education

Community Ed. Newsletters

Registration Site- Eleyo

Community Ed Advisory

Early Childhood Family Ed. (ECFE)

Young Royals Preschool

Early Childhood Screening

Watertown Mayer Child Care Programs

Caring Hands Infant, Toddler & 3- Year Olds

Kids' Company Preschool Age 4-5 yrs

Kids' Company School Age Gr. K-6

Parent Information

- Calendars
- Rates & Payments
- Nutrition
- Field Trips
- License/Certification Docs.
- Newsletters

KIDS' COMPANY: 952-955-0293
kidscompany@wm.k12.mn.us

CARING HANDS:
caringhands@wm.k12.mn.us

ATTENDANCE LINE: 952-955-0291

WM CLC FAX: 952-955-0201

KOCH BUS CO: 952-955-1866

GOAL / PHILOSOPHY

Goal

The goal and objective of Kids' Company and Caring Hands Child Care is to promote the physical, intellectual, social and emotional development of the children in each age category. Our child-centered, curiosity-based approach uses PLAYbook and High Scope curriculums to support children through their developmental milestones and encourage lifelong learning. A record is maintained for each child and developmental milestones are shared with families who choose to participate in conferences.

Mission Statement

We strive to work in cooperation with family, school, and the community to provide year-round infant, toddler, preschool and school-age child care in a nurturing environment. We provide age appropriate activities to optimize development of social, physical, educational, recreational, and independence skills.

Philosophy

We strive to provide the best possible care for your child. It is our goal to provide a warm, loving, healthy, safe and stimulating environment for children while under the supervision of qualified staff. All aspects of a child's development are considered as their needs are met. We strive to keep parents/guardians actively involved in the care of their child(ren) while pursuing their individual goals. We invite families to review our program plans at any time and contribute ideas to the Program Coordinator. We promote respect and understanding for individual differences by maintaining a caring and challenging environment that allows freedom of choice and exposure to new experiences.

GENERAL INFORMATION

Enrollment Policy

Kids' Company Caring Hands is licensed to care for 91 children ages 6 weeks to 4 years of age. The breakdown is 14 infants, 42 toddlers, and 35 preschoolers.

Kids' Company Out-of-School Time (OST) is certified to care for children ages 4 - 12 years of age or preschool through 6th grade. ***Children must be fully potty-trained and able to use the toilet independently in order to be enrolled in the OST Child Care program.***

- Children must be able to independently participate in developmentally appropriate group settings with children of similar age.
- Children must be able to independently follow simple directions appropriate to the child's age.
- Children must have the ability to play and work cooperatively with similar age peers without adult facilitation.
- Children must be able to safely and successfully transition from one activity to another appropriate to their age.
- Children must be successful in a group setting that is consistent with the DCYF staff-to-student ratios for child care.
- Children must be able to independently participate in the general education curriculum appropriate to the age.

DAYS AND HOURS OF OPERATION- Caring Hands (Licensed)

Kids' Company Caring Hands operates year round, Monday through Friday from 6:45 a.m. to 5:30 p.m. Registration is renewed annually and must be received by April to continue enrollment. *(Hours subject to change based on program needs).*

Season: September–August

DAYS AND HOURS OF OPERATION- Out-of-School Time Care (Certified)

Kids' Company operates Monday through Friday 6:45 a.m. to 5:30 p.m. year round with 2 seasons for registration. *(Hours subject to change based on program needs).*

School Year: September–May

Summer: June–August

Closed Dates

New Year's Eve & Day	President's Day	Good Friday
Memorial Day	2 days after the last day of school	Juneteenth (June 19)
4th of July	Last week of August	Labor Day
Thanksgiving Day	Friday after Thanksgiving	Christmas Eve & Day

We reserve the right to close on days preceding or following these holidays. Decisions regarding operation on release days will be made based upon a minimum child enrollment and school district policies.

Families enrolled in **Kids' Company Caring Hands Child Care** are responsible for closed holiday days during the program season. Families will NOT BE CHARGED FOR closed DAYS BETWEEN SEASONS.

Late Start/Early Release Days

For all late starts or early releases that are scheduled by the school district, an additional fee will be assessed. If your child will not be in attendance, please let us know ahead of time, to avoid the extra fee.

(See Appendix A for details)

Licensing & Certification

Kids' Company Caring Hands Child Care is licensed by the Department of Children, Youth and Families (DCYF). Kids' Company Out-of-School Time Child Care is certified by DCYF. DCYF is responsible for ensuring compliance to state laws regulating learning centers for children setting safety, health, and educational standards. DHS reviews the environment, staff requirements, policies, safety regulations, parent handbook, and other operational matters on a regular basis. If you have questions or concerns, the telephone number for the Department of Human Services is 651-431-6500.

Program Options

Kids' Company Caring Hands is staffed by a combination of program supervisors, teachers, support staff and aides to meet required staff/children ratios at all times. The program offers three groups for children to enroll in.

INFANT: ***Ages 6 weeks to 18 months***
A loving atmosphere where intellectual and physical development is stimulated with music, literacy, language, muscle development, and exploration of the environment using age-appropriate equipment. A staff ratio of at least one adult to four children is maintained.

TODDLER: ***Ages 18 months to 32 months***
The curriculum is designed to cover areas of physical activities, language arts, creative thinking, socialization, communication, and self-sufficiency skills with emphasis on exploration and discovery. A staff ratio of at least one adult to seven children is maintained.

PRESCHOOL AGE: ***Ages 33 months to 48 months***
Opportunities are provided for large muscle activities, dramatic play, community exploration and socialization as well as the above named activities for toddlers. A staff ratio of at least one adult to ten children is maintained.

Kids' Company Out-of-School Time Care is staffed by a combination of program supervisors, teachers, support staff and aides to meet required staff/children ratios at all times. The program offers two groups for children to enroll in.

PRESCHOOL AGE: ***4 to 5 years***
Choice based programming for full or part day (summer only) care provides children the opportunity for large muscle activities, dramatic play, community exploration and socialization. A staff ratio of at least one adult to ten children is maintained with group sizes not to exceed twenty children. Children are also provided an opportunity to engage and interact with school age children in choice based activities.

SCHOOL AGE: ***Grades K-6***
Choice-based programming that includes activities fostering social and emotional development; language and literacy, the arts, math and critical thinking; science and inquiry, social studies, and health and physical education. We value "youth voice" and incorporate a wide range of youth driven programming. Families can select before or after school and full day care on most non school days and summer.

Young Royals Preschool Readiness Program

Young Royals Preschool is the district's preschool readiness program, offering morning and afternoon classes for children who are 3 and 4 years old. The curriculum supports the district's mission: Growth through Connections and Opportunities. Children must be the correct age as of September 1. Registration for Young Royals is separate from Caring Hands Child Care and 4 year olds attending 3 days a week or less. Staff will assist children in getting to and from their **Young Royals Preschool** class.

PROGRAM INFORMATION

District Policies & Procedures

Kids' Company and Caring Hands Child Care are programs of Watertown Mayer Community Education. As such, all District 111 policies and procedures apply to our program. Parents/guardians may refer to district policies, and district procedures at www.wm.k12.mn.us. If you would like a paper copy of any of these documents, please contact the district office at 952-955-0400.

Administration

We have a Program Coordinator and/or supervising staff on-site daily. For questions or concerns regarding your bill or other program issues please contact the Program Coordinator. Program staff do not have access to billing information.

Release Of Information

We will only release information about a child to parents/guardians with legal authority. Records are treated as confidential and are stored in a locked location where they can only be accessed with individuals legally entitled to review it.

Data Privacy

Our program staff comply with the school district policy regarding data privacy and confidentiality. This confidentiality must be observed for all program participants. Staff may not discuss children with individuals not legally entitled to disclosure. The enrollment form includes a section to obtain parental permission to share information with district staff. Written authorization from a legal parent/guardian is required to disclose any information or records. Families must have a consent to release form on file for staff to disclose any information. Before a child can participate in any occasion of research, experimental procedure or public relations activity a parental permission must be signed before each occasion.

Child Files

We provide access to child information to parents and guardians with legal authority for the child. Written authorization is required for the program to release information or children to any other person. Child records will be treated as confidential by program staff and will be stored in a locked location where they can only be accessed by individuals legally entitled to access it. Parents/guardians provide permission for District 111 staff to view new child records at the time of registration.

Updating Child Files

It is important that information is kept current for every child. We use this information to contact parents/guardians in case of an emergency. Every child must have four emergency contacts identified as part of registration. Current work, home, and cell numbers are critical for us to have. Parents/guardians are responsible for updating their online profile as appropriate, as well as providing updated health care summaries and immunizations. Infant and toddler age children must have updated immunizations and healthcare summaries as appropriate, as well as prior to transitioning to a new group and at the start of each season.

Custody Issues

Staff will not be involved in custody disputes between parents/guardians. If parents/guardians have custody issues, they must provide the staff with a copy of any relevant court orders. It is the parent/guardian's responsibility to work out the scheduling and payments for child care. The person identified as the primary account user is responsible for making payments associated with the Kids' Company or Caring Hands account. *If families need to separate accounts, a separate registration fee will be applied to each account.*

Inclusion Policy

Kids' Company and Caring Hands Child Care are inclusive programs that makes reasonable accommodations to serve all children. We welcome children of any race, creed or religious affiliation. We will enroll children with special needs if we can safely and adequately meet the child's needs through an individually developed care plan.

Each child brings their own uniqueness to the program. If your child has special needs please contact the Program Coordinator, so that we can best serve your child's needs. The program reserves the right to have appropriate staffing in place to accommodate children who cannot be addressed in regular ratios.

Reasonable accommodations cannot result in an undue financial or administrative burden or hardship; require a fundamental alteration to the program, service or activity; violate accreditation requirements; or require the waiver of essential program or licensing requirements. Occasionally the existing program will not be the best environment for a child. When all interventions have been exhausted and integration has not been successful, the leadership team will evaluate the ability of our program to serve the individual.

We are not designed to provide long-term 1:1 assistance for children. If a child receives 1:1 student support in the classroom or has a behavior plan developed, the program must have a meeting with the family prior to the start date in order to determine the appropriate level of support needed. Information regarding a student's needs will not be used to prohibit a child's enrollment unless it is determined they will need significant assistance beyond our program capabilities.

Field Trips/Offsite Activities

Parents/guardians will be notified in advance of field trip dates, destinations, fees, and expected times of departure and return. Field trips/activities are optional and additional sign up is required for activities with a fee. Children who do not have parental/guardian consent will not be permitted to attend. Consent is collected at the time of registration for the field trip. Parents/guardians will also be required to submit a permission form before children are taken offsite. Staff/child ratios will be maintained on all field trips. Parents/guardians are welcome to attend field trips. It is essential to arrive with adequate time before departures as activities will not be delayed waiting for children who arrive late.

Transportation

We use the district bus company, KOCH Bus Company. Children will never be transported in personal vehicles for any reason. This policy is for the protection of staff and for liability. KOCH Bus Company provides transportation for all field trips and when transporting children.

Communicating Concerns, Suggestions And Grievances

A parent/guardian's suggestions and concerns are considered valid and will be addressed. Your ideas and feedback helps us make continual improvements to our program. We will work with you in resolving problems that may arise. In order to address concerns and suggestions at the most appropriate and effective level, we suggest the following:

- Direct any concerns by speaking or scheduling a conference/meeting.
- If issues are not resolved (within one week), or you have additional concerns, you are encouraged to contact the Program Coordinator or the Community Education Director for more information or assistance.
- Staff encourage parents/guardians to raise concerns so that staff can work collaboratively with them to find mutually satisfying solutions to be incorporated into classroom practice.

If you ever have any questions or concerns relating to child care, please contact the Program Coordinator.

Grievance Procedures

It is our goal to create a child care environment that works cooperatively with its customers to meet their individual needs. Another goal is to regularly review and evaluate the program to ensure that the school district, school staff, administrative staff and program are working cooperatively to ensure the program's full potential. Occasionally problems with staff or parents in the program may be difficult to resolve. In all grievance procedures, the person with the grievance is obliged to make an attempt to discuss and resolve the problem on a one-to-one basis with the other person involved before moving on to the following procedure:

1. Discuss the problem with the Program Coordinator. The Program Coordinator will resolve the issue or explain to both parties any limitations (program standards, licensing or legal) there might be to resolving the issue.
2. If either party is not satisfied with the Program Coordinator's resolution of the issue, they may file a written grievance with the Community Education Director. The director will hear all sides of the issue and will provide a written decision to all parties involved within five working days.

REGISTRATION: Caring Hands Child Care

REGISTRATION (Infant/Toddler/3 Year Old Preschool Age)

Registration is available through the Watertown-Mayer Community Education website wm.ce.eleyo.com. We reserve the right to delay enrollment due to the need to increase staff or to gather additional information about the child. We also reserve the right to deny or limit service due to non-payment of previous charges or outstanding balances. Families currently participating in the program have priority over new registrants. Enrollment is not always guaranteed and is always based upon available space. Please allow 3-5 business days to process registrations.

Process:

- Complete online registration at wm.ce.eleyo.com.
- Families will receive an auto confirmation indicating if registration is accepted or placed on a waiting list.
- Infant families can hold their spot for up to 3 months if not ready to start. ***See Program Hold Policy***
- Schedule **REQUIRED** intake meeting and complete the following forms:
    - Immunization Record
    - Health Care Summary
    - New Family Add Form
    - Individual Child Care Program Plan (as needed)

Intake Meeting: ***Required***

A pre enrollment intake meeting is required prior to the child's start date and the meeting will include but is not limited to:

- Site Tour
- Review of Health Summary, feeding plan and care instructions
- Program Policies and Procedures
- Collection of required forms

Once a child is enrolled in our licensed child care, they have secured a spot. In order to maintain enrollment, families are required to renew the contract annually (March).

- Program holds are available for families who would like to delay their start or hold a spot during the summer months. ***See Program Hold Policy***
- If families no longer need child care services, they have the option of withdrawing their contract. ***See Withdrawal/Termination of Care***

For specifics on rates and fees please reference our ***Rates Form & Appendix A*** for details**.**

CONTRACT TYPES: Infant/Toddler

- **5-day: Monday - Friday Contract**
- **4-day: Monday – Thursday**

Schedule changes are subject to availability and must be submitted in writing to the Program Coordinator. Withdrawals require a two week notice in writing submitted to the Program Coordinator. Families will be charged for a holiday if the scheduled day falls on a holiday.

CONTRACT TYPES: 3 Year Old Preschool (33 - 48 months)

- **Set Schedule:** same pattern of attendance each week with a minimum of 2 days.
- **Drop in:** based on availability.

Schedule changes made to the contract require a two week notice in writing to the Program Coordinator. Withdrawals require a two week notice in writing or can be submitted online. Consistent contract changes represent a new pattern of attendance and must be a minimum of 4 weeks or more. Families will be charged for a holiday if the scheduled day falls on a holiday. **NEW CONTRACTS AND REGISTRATION FEES ARE REQUIRED ANNUALLY.**

REGISTRATION: Out-Of-School Time Care (OST)

REGISTRATION (4-12 Years or Preschool - 6th Grade)

Registration is available through the Watertown-Mayer Community Education website wm.ce.eleyo.com. We reserve the right to delay enrollment due to the need to increase staff or to gather additional information about the child. We also reserve the right to deny or limit service due to non-payment of previous charges or outstanding balances. Families currently participating in the program have priority over new registrants. Enrollment is not guaranteed and is always on a space available basis. Please allow 3-5 business days to process.

Process:

- Complete online registration at wm.ce.eleyo.com
- *Families will receive an auto confirmation indicating if registration is accepted or placed on waiting list.*
- Attend program orientation or schedule a tour.
- Submit the following required forms:
    - Immunization Record (must be on file)
    - New Family Add Form (new to district/program)

Families will also be asked to review their child's profile and care instructions to ensure information is accurate and up-to-date.

Orientation:

Program orientations are scheduled prior to the start of each session. Families can also request a tour to go over program policies and procedures.

Contract Types:

Set Schedule: Requires a minimum of two set days per week, per contract type. Revised contract fees apply to changes made during the month.

Drop-In: based on availability. Requires three-day advanced notice. If the day needed is a field trip day, you may be subject to a field trip fee. No refunds are available for canceling a requested drop-in date after Friday at noon one week prior.

RATE TYPES: Preschool (Ages 4-5)

Full Day: Child care from open to close is provided.

NEW CONTRACT AND REGISTRATION FEE ARE REQUIRED FOR EACH SEASON

RATE TYPES: Grades K-6 (School Year Only)

Before School: Care is provided from opening to the start of the school day. Transportation to the elementary school and middle school is provided.

After School: Care is provided from the end of the school day until close.

Non School Day: Families have the option of signing up for non school days separately and will only be charged if they sign up for these days.

RATE TYPES: Grades Preschool-6 (Summer Only)

Full Day: Child care from open to close is provided.

Part-Day: Child care between the hours of 9 a.m. to 2 p.m.

NEW CONTRACT AND REGISTRATION FEE ARE REQUIRED FOR EACH SEASON

FINANCIAL POLICIES & PROCEDURES

Registration Fee

There is a non-refundable registration fee which must be submitted at the time of enrollment and renewed either annually (for Caring Hands) or seasonally (for Kids' Company). Registration fees help cover the cost of processing registration and program supplies.

Infant Hold Fee (Caring Hands Child Care)

A monthly, non-refundable fee is charged to hold a spot for up to three months. Hold fees are not prorated or refundable. If you decide at the end of three months that you no longer need care, your contract will be withdrawn. Families must identify their start date and will only be able to start early if space is available.

Program Hold

Families enrolled in our Caring Hands Child Care who wish to hold their spot during the summer program or delay their start date will be charged 50% of the normal contract rate in order to maintain their current contract. The summer hold fee is non-refundable. If families decide to un-enroll for the summer months, the program is unable to guarantee a spot in the fall. Families are still required to submit an updated contract for the school year along with applicable registration fees.

Voucher Credit

Accounts with a full time 5 day contract will be eligible for 5 days of credit at the end of the program season and school year program for days the child was absent. Accounts will be charged for absences that exceed 5 days and the child must be contracted for 80% of the season. No credit is available on Non School Days or days a child was in attendance. Full time 5 day OST Summer program contracts are eligible for 3 days of credit at the end of the season.

Absences

If your child is going to be absent, please call the attendance line at 952-955-0291 or email kidscompany@wm.k12.mn.us. If we need to search for a child who does not arrive for a scheduled day, a finder's fee will be charged. Accounts will be billed for all contracted days.

Schedule Changes (Revised Contract)

Schedule changes made to the contract require a two week written notice to the Program Coordinator. This includes if you choose to withdraw from the program. Consistent contract changes represent a new pattern of attendance and must be a minimum of 4 weeks or more.

Withdrawal/Termination Of Care

If you need to withdraw your child from the program, a two-week written notice is required and is considered a change of schedule. The change of schedule fee will be billed to your account. If you do not provide a written notice in advance of your withdrawal, you will be billed for all scheduled attendance, including five days from the date we receive a written notice and the change of schedule fee.

Transition Policy

Transition between groups is based on availability. Children will transition into a new group once they meet the age requirement, complete the transition process, and a confirmation is received from the account owner. The move will become permanent when space is available and/or at the start of a new season. We do not prorate daily/weekly rates if a child is transitioned mid-month.

Payments/Accounts

We are a self-supporting program that requires prompt payment. Invoices are generated on a monthly basis and are emailed to account holders. Invoices indicate charges for the month of upcoming care. Payments are due on the 10th of each month and late fees are applied to accounts with balances on the 16th of the month. Failure to pay for child care in a timely manner may result in termination of child care until the account is paid in full. Unpaid accounts will be sent to the district's authorized collection agency. Families are responsible for all costs associated with the collection, including legal fees.

Payment Options

All payments can be submitted in the payment box in the office or made online. Payments accepted include: check, cash or credit card (MasterCard, Visa or Discover). Autopay is available. The school district charges a fee for checks returned due to insufficient funds. If repayment is not made within five business days of notification, services may be suspended. We reserve the right to accept payment only by cash or cashier's checks if a family has a history of insufficient funds. If you have questions regarding your account, please contact the Program Coordinator.

Delinquent Accounts

All community education accounts for your family members must be paid in a timely manner in order to continue your enrollment or to begin future enrollment in Watertown-Mayer Community Education activities, programs, and services. If a family fails to pay their fees or make arrangements for a payment plan with the Program Coordinator, we retain the right to terminate participation in community education programs/services and to refer the account to the district's authorized collection agency. Parents/guardians will be responsible for all collection and legal fees associated with the account.

Account Access Online

You can make payments online or access your year-end tax statements at wm.eleyo.com.

FEES

Revised Contract Fee

Permanent schedule changes (representing a new pattern of attendance) require a 14-day written notice submitted to the Program Coordinator. Please call (952) 955-0283 for more information.

Late Payment Fee

We are a non-profit, self-supporting program that requires prompt payment. Late payments are subject to a late fee for any outstanding balance after the 15th of the month. Late fees apply to any unpaid balance per account. Kids' Company reserves the right to discontinue or limit service due to failure to meet payment obligations as defined by the contract.

Insufficient Funds Fee

The school district charges a fee for checks returned due to insufficient funds. If repayment is not made within 5 business days of notification, services may be suspended. We reserve the right to accept payment only by cash or cashier's check if a family has a history of NSF checks.

Finder's Fee

If a parent fails to notify the program when their child will not be attending, they will be charged a finder's fee. No credit will be given for absences.

SEE APPENDIX A FOR DETAILS ON FINANCIAL POLICIES.

Other program staff do not have access to your account information.

PROGRAMMING: AGES 6 WEEKS - 32 MONTHS

Infant Overview

Infants are typically categorized as newborns to one year old. A little more flexibility is needed within an infant child care setting, as it will largely be based around their biological schedule of when they need to eat and sleep.

TYPICAL DAILY SCHEDULE: Infants *(subject to change based on needs of children)*

6:45 a.m.	Check-In/Report with Families	10:45 a.m.	Lunch
7:00 a.m.	Morning Snack	11:30 a.m.	Circle/Story
7:30 a.m.	Active Play	11:45 a.m.	Nap/Rest Time
8:00 a.m.	Morning Meeting	2:00 p.m.	Afternoon Snack
8:30 a.m.	Outdoor/Gross Motor	2:30 p.m.	Outdoor/Gross Motor
9:15 a.m.	Circle Time/Music/Story	3:00 p.m.	Circle Time/Music/Story
9:30 a.m.	Small Group/Learning Centers	3:15 p.m.	Learning Centers
10:30 a.m.	Clean Up/Transition	5:30 p.m.	Check Out/Report with Families

Toddler Overview

Toddlers typically range from ages one to three years old. As toddlers may be new to child care environments, it is a good idea to encourage parents/guardians to incorporate some of this routine into their children's daily lives at home. This will establish normalcy and make sure their children do not feel overwhelmed by the change in routine.

TYPICAL DAILY SCHEDULE: Toddler *(subject to change based on needs of children)*

6:45 a.m.	Check-In/Report with Families	1:45 a.m.	Afternoon Snack
7:30 a.m.	Morning Snack	2:15 p.m.	Outdoor/Gross Motor
8:30 a.m.	Learning Center	3:00 p.m.	Circle Time/Music/Story
9:30 a.m.	Outdoor/Gross Motor	3:30 p.m.	Fine Motor Skills
10:30 a.m.	Lunch & Clean Up	4:30 p.m.	Learning Centers
11:30 a.m.	Quiet Time/Nap	5:30 p.m.	Check Out/Report with Families

Infant/Toddler Programming

Our youngest learners need to feel safe and supported so they can learn with their whole body and all of their senses. Our infant and toddler program teachers focus on developing supportive, trusting relationships with the children in their care. We create rich environments that encourage very young children to explore and discover the world around them, helping them to engage in experiences designed to support their optimal development in all domains. We value and respect parents/guardians as their children's first teachers. That is why we encourage teachers to partner with parents/guardians in learning everything they can about their infants and toddlers to better care for their needs and plan for their development. As a result, our program creates a strong three-way bond between child, parent/guardian, and caregiver.

Infant/Toddler Curriculum

During active participatory learning, infants and toddlers learn about the world around them by exploring and playing. **PLAYbook: Everyday Curriculum for Infant and Toddlers** translates the most current research and best-practice strategies into predictable daily activities. Relationships are at the heart of every activity. Every child will begin life with a love for learning and the confidence to succeed. Authentic assessment allows staff to capture learning as it happens through observations, work samples and skill charts.

Adult/Child Interactions

Nurturing, responsive teachers practice primary caregiving and continuity of care by scaffolding the individual needs and temperaments of infants and toddlers. Key strategies for adult-child interactions are touching, holding, playing alongside infants and toddlers at their level and pace, communicating in give-and-take exchanges verbally and nonverbally, respecting children's choices and encouraging their efforts, acknowledging children's strong emotions, and involving toddlers in resolving conflicts.

Learning Environments

The physical space is safe, flexible, and child-oriented to provide comfort and to accommodate the changing developmental needs and interests of our earliest learners. The space is organized into play and care areas that serve the needs of infants and toddlers and is stocked with a variety of sensory-motor materials that infants and toddlers can reach, explore, and play with in their own way at their own pace. With nurturing and responsive caregivers as a foundation, infants and toddlers are free to move about, explore materials, exercise creativity, and solve problems.

Schedules and Routines

A consistent yet flexible routine that accommodates individual children's natural rhythms and temperaments gives infants and toddlers a sense of security and stability that creates trust between the child and teacher and builds independence as children engage with their environment and the people around them. Each routine is built around daily events and caregiving routines that value infants' and toddlers' active learning. In an effort to build trust and routine, we keep infants and toddlers with the same teachers for 9 months at a minimum.

Observation/Assessment

Ongoing child and program assessment is an underlying component of our programming. Objective observations of children allow teachers to intentionally plan to build on individual and group interests and scaffold development by supporting what children know while gently extending their learning. Staff record observations using the developmental benchmark tracking chart. Documentation of child work tells the story of learning and is used to build a portfolio to demonstrate emerging interests, learning styles and developmental levels shared with families.

The Child Observation Record (COR) is an observational tool. Staff spend a few minutes each day writing brief notes ("anecdotes") that describe significant episodes of young children's behavior. They record their notes on printed forms or in computer files, and then classify and rate them according to the COR categories, items, and levels. COR anecdotes, gathered on a child over time and systematically rated according to the COR framework, are the basic units of information that are compiled and analyzed to provide a comprehensive portrait of each child's developmental gains and of the progress of the group as a whole.

Conferences

A record is maintained for each child and developmental milestones which include intellectual, physical, social and emotional development. Written assessments are shared with parents/guardians and conferences can be scheduled at any time. Formal conference times are also offered twice a year for families to sign up and meet with staff. Parents/guardians receive a survey to share their observations regarding their child's progress and feedback for the program. Staff prepare using the program's conference form that includes: developmental summary in each of the content areas, supporting anecdotal notes and parent/guardian observations and feedback. Documentation of conferences and assessment results are kept confidential in the child's file.

PROGRAMMING: 3-5 YEAR OLD PRESCHOOL AGE

Preschool Overview

Kids' Company preschool provides a high quality early childhood program that equally promotes physical, social, emotional, and cognitive development in a safe and caring environment. Kids' Company bases its learning program on the recommendations of developmentally appropriate practice as defined by the National Association for Education of Young Children (NAEYC).

Typical Daily Schedule: Preschool *(subject to change based on needs of children)*

6:45 a.m.	Check-In/Report with Families	10:45 a.m.	Lunch
7:00 a.m.	Morning Snack	11:30 a.m.	Circle/Story
7:30 a.m.	Active Play	11:45 a.m.	Nap/Rest Time
8:00 a.m.	Morning Meeting	2:00 p.m.	Afternoon Snack
8:30 a.m.	Outdoor/Gross Motor	2:30 p.m.	Outdoor/Gross Motor
9:15 a.m.	Circle Time/Music/Story	3:00 p.m.	Circle Time/Music/Story
9:30 a.m.	Small Group/Learning Centers	3:15 p.m.	Learning Centers
10:30 a.m.	Clean Up/Transition	5:30 p.m.	Check Out/Report with Families

Curriculum

Kids' Company preschool programs use **High Scope** Curriculum which is aligned with MN Early Learning Standards. High Scope revolutionized early childhood education with a new approach to teaching and learning. Research-based and child-focused, the High Scope Curriculum uses a carefully designed process called "active participatory learning" to achieve powerful, positive outcomes.
As teachers, parents/guardians, and educational researchers have discovered, the High Scope Preschool Curriculum not only helps young children excel in language and cognitive learning but also promotes independence, curiosity, decision-making, cooperation, persistence, creativity, and problem solving — the fundamental skills that help determine success in adult life.

The High Scope Preschool Curriculum Includes Eight Key Developmental Indicators:

1. Mathematics
2. Social & Emotional Development
3. Creative Arts
4. Physical Development
5. Science
6. Technology
7. Language, Literacy
8. Social Studies

Assessments/Observations

Research tells us that the best programs constantly measure how well teachers teach and how much children learn. Staff use the results to continue what is working and improve what is not; for example, deciding whether to provide more teacher training, or to identify gaps in children's experiences. Staff use ongoing observations, brief written descriptions, or anecdotes that objectively describe children's behavior. These observations and notes are used to evaluate children's development and plan activities to help individual children and the classroom as a whole make progress. Lesson plans are posted each week in the parent/guardian area detailing activities planned to support and enhance learning.

The Child Observation Record (COR) is an observational tool. Staff spend a few minutes each day writing brief notes ("anecdotes") that describe significant episodes of young children's behavior. They record their notes on printed forms or in computer files, and then classify and rate them according to the COR categories, items, and levels. COR anecdotes, gathered on a child over time and systematically rated according to the COR framework, are the basic units of information that are compiled and analyzed to provide a comprehensive portrait of each child's developmental gains and of the progress of the group as a whole.

Conferences

A record is maintained for each child and developmental milestones which include intellectual, physical, social and emotional development. Written assessments are shared with parents/guardians conferences and can be scheduled at any time. Formal conference times are also offered twice a year for parents/guardians to sign up and meet with staff. Parents/guardians receive a survey to share their observations regarding their child's progress and feedback for the program. Staff prepare using the COR assessment tool or the program's conference form that includes: developmental summary in each of the content areas, supporting anecdotal notes and parent/guardian observations and feedback. Documentation of conferences and assessment results are kept confidential in the child's file.

PROGRAMMING: GRADES K-6

Out-Of-School Time Overview

Staff plan engaging opportunities that include a variety of physical, intellectual and social/emotional developmental activities. Activities are designed to complement without duplicating the traditional school day experience. The program is designed to optimize learning and provide individual learning opportunities.

Weekly activities include but are not limited to:

- Tactile, Hands-on Activities
- Active Play & Team Games
- Drama, Creative Play, Imagination
- Music & Rhythm
- Science Exploration & Experiments
- Literature & Story Time
- Environment & Outdoor Education
- Creativity & Self-expression
- Team Building & Leadership
- Problem-solving, Mind Games & Trivia

TYPICAL DAILY SCHEDULE (Before School & After School)

6:45 a.m.	Morning Snack Available	3:00 p.m.	Check In after School
7:30 a.m.	Clean Up	3:15 p.m.	Choice: Snack or Gross Motor (Outside)
7:40 a.m.	Elementary Bus Pick-up	3:45 p.m.	Choice: Club Activity
7:45 a.m.	Middle School Bus Pick-up		

***** Schedule Subject to Change Based on Needs of Children***

TYPICAL DAILY SCHEDULE (Full Day)

6:45 a.m.	Morning Snack Available	12:15 p.m.	Rest/Quiet/Reading (Literacy)
8:30 a.m.	Outside/Gross Motor	3:15 p.m.	Afternoon Camp/Enrichment
9:30 a.m.	Elementary Bus Pick-up	2:00 p.m.	Outside/Gross Motor
9:45 a.m.	Morning Club/Learning Centers	2:30 p.m.	Snack/Club Choice
11:00 a.m.	Clean Up	3:30 p.m.	Circle Time
11:45 a.m.	Lunch Starts	3:45 p.m.	Afternoon Club/Learning Centers

***** Schedule Subject to Change Based on Needs of Children***

Enrichment Activities

At times, Community Education will offer enrichment classes that students may participate in. Watch for your quarterly Community Education brochure for more information regarding upcoming community education offerings. Staff will escort children to and from activities taking place in the WM Community Learning Center. We are not responsible for transporting students to or from activities that are not located at the WM Community Learning Center.

For summer programming, please see summer registration materials for information on classes and transportation opportunities provided by Kids' Company. Kids' Company will not be responsible for transporting students to or from any activities that are not district sponsored (4-H, Boy Scouts, etc.). Enrichment classes incur additional fees are not included in tuition.

Camps & Clubs

Children are provided both choice and youth led programming. During the school year choice based programming is referred to as "Club Time". Children have the opportunity to choose from a variety of activities referred to as clubs. Children select their club by moving their name on the club board located in the hallway. Additional activities are also available in each room if children would like to stay once they have finished with the activity. Club activities are planned using the Early Childhood and School Age Indicators of Progress.

- Large Motor: gross motor, fine motor, health and wellbeing
- Approaches to Learning: interest in learning and strategies
- Language and Literacy: listening, speaking, reading and writing
- Creativity and the Arts: creating, responding and evaluating
- Cognitive Development: mathematical and logical thinking, scientific and problem solving

STAFFING

Staff are selected for their education, experience working with children, and their caring, nurturing dispositions. Our adult staff are trained in CPR, first aid and bloodborne pathogens. Kids' Company follows DCYF Rule 3 and National Association for the Education of Young Children (NAEYC) Accreditation guidelines for hiring and maintaining staff. ***See Organization Chart for details on Kids' Company website.***

Staffing Ratio

We follow the ratios of staff to children recommended by the DCYF Rule 3, Certification, and NAEYC. Independence will be encouraged by allowing children to do things for themselves, however a staff member will be present at all times.

Infant:	1 staff: 4 children	(Max Group 8)
Toddler:	1 staff: 6 children	(Max Group 12 NAEYC)
	1 staff: 7 children	(Max Group 14 MN Licensing)
Preschool:	1 staff: 10 children	(Max Group 20)
Grades K-6:	1 staff: 15 children	(Max Group 30)

Staff Supervision Responsibilities

Supervision is basic to the prevention of harm. *Caring for Our Children*, a comprehensive set of health and safety standards for out-of-home care settings, defines supervision as "keeping children within sight and hearing at all times." The rationale is that in order to prevent harm or to rescue in an emergency, an adult must be able to hear and see the children. This may seem overly cautious to some, but caregivers must remember that parents have entrusted the well-being of their children to their caregiver. Parents/guardians have a contract with caregivers to properly supervise their children and should not be taken lightly. Increased staffing helps to ensure proper supervision and child safety during high risk activities such as field trips, swimming or activities outside of the school building.

Program Staff & Quality Monitoring

We strive to operate a quality child care program that is staffed by well qualified individuals. The program supervisors monitor the program to ensure that staff expectations, supervision responsibilities, and ratios are met. We value input from our families, so please feel free to talk with the Program Coordinator about how the program is operating.

Program Contacts

Program Coordinator:	952-955-0283
Cell Phone:	952-955-0293
Attendance Line:	952-955-0291 *(Call for Absences)*
Community Ed Office:	952-955-0280
Community Ed Director:	952-955-0282
District Office:	952-955-0400
Email:	kidscompany@wm.k12.mn.us *(Email for Absences)*
Email:	caringhands@wm.k12.mn.us *(Email for Absences)*

Child Care Program Plan For Review

Kids' Company Child Care Program Plan for both the licensed and certified child care program is provided to families at enrollment, is available on the district's website www.wm.k12.mn.us, and a paper copy can be requested and available to them onsite. Additional information located on the website include, but are not limited to:

Family Handbook	*New Family Add Form*	*Risk Reduction Plan*
Rates Form	*Medication Administration Form*	*Emergency Care Plan*
Health Care Summary Form	*Severe Allergy Information Form*	*Immunization & Medical Form*

ARRIVAL & DEPARTURE

Drop-Off/ Pick-Up

Parents/guardians can access the building through Door #4. Children must be accompanied by a parent/guardian or an authorized adult at both drop off and pick up times. Children are not allowed to enter or exit the building without an authorized individual. Children must be signed in/out using the electronic attendance roster on the iPad.

Arrival

Children must be signed in each morning upon arrival in order to transfer responsibility of care from the parent/guardian to authorized staff. Once the child is signed in, parent/guardian may bring the child to the group, allowing staff to facilitate the transition and parent/guardian departure.

Departure

Upon departure, parents/guardians must sign their child(ren) out and let staff know that he or she is leaving. Once the child is signed out, he or she is no longer the responsibility of the program.

Early Arrival And Late Pick Up

Child care accounts will be assessed a fee (per child) for early arrivals and late pick ups. Please see the payment policy and rate sheets for details. The clock on the ipad will be used in calculating late fees. The late fee will be added to your next monthly invoice.

- If we have not heard from a parent/guardian 15 minutes after the end of the contracted time, emergency contacts will be called. **If we are unable to reach anyone then the county sheriff will be contacted.**
- It is understood that conditions beyond one's control exist (i.e. inclement weather). If these conditions arise you must notify the program staff as soon as possible and make arrangements for someone else to pick up your child. ***See APPENDIX A for details.***

Kids' Company Cell: 952-955-0293

CONTINUED LATE PICK-UPS WILL RESULT IN TERMINATION OF YOUR CONTRACT.

TRANSITIONS

Transition Policy

We are committed to developmentally appropriate practices. Children are especially susceptible to changes in routine, new environments, and to separation from their parents/guardians. It is particularly difficult for children to be placed into the care of someone with whom they are not familiar. Therefore, we have developed a highly effective, developmentally appropriate plan for transitioning children into our center as well as transitioning from one group to another.

Daily Transitions

One thing we must stress is that we do not trick children. In some care centers, parents/guardians wait for their children to become engaged and then sneak off to work, or parents/guardians say they are visiting the rest room or getting a snack and quickly leave. We encourage parents/guardians not to "sneak off" when dropping off their children. When parents/guardians leave without saying goodbye, children feel betrayed and cheated. This makes them fearful. They cannot develop trust in our teachers because they are waiting for the moment that their parents/guardians disappear. They are unable to relax and begin their day ready to learn and play.

Trust is everything. We encourage our families to stay for a few minutes to settle their children. They are welcome to play together with whatever transitional activity the teacher has provided for the children, such as playdough, cars, puzzles or building materials. Many families find it comforting to read a short book or two. Once they feel ready to leave, we encourage them to tell their child they are leaving, and that either they or another trusting caregiver will be back later. Teachers are aware and stand nearby in case the child has trouble saying goodbye. Many children offer a kiss goodbye and turn to their friends to continue playing. Sometimes a child will become tearful and the parent/guardian needs to hand the child to the teacher, reassuring them that they are coming back later. Some partings are especially tearful, and parents/guardians are welcome to call and check how their child is doing. Many children cry only until the parent/guardian is out of sight and then they settle down for some fun.

New Group/Season Transitions

When a child is nearing a time when they are ready to transition into a new group, we will set up times for the child to visit the group with their primary teacher. Parents/guardians are also welcome to schedule time to visit the group with their child. They do not have to visit long, but these visits give the children an opportunity to check out their new group, and give parents/guardians the opportunity to see routines and staff engaging with children. The move will become permanent when space is available and/or at the start of a new season**.** Staff will schedule a time with the families to do a transition meeting before starting with the new group. ***We do not prorate daily/weekly rates if a child is transitioned mid-month.***

Please make sure to provide the following updated forms prior to the start of the placement into the new group or season.

- Child Care Contract for new classroom
- Care Instructions
- Immunizations
- Healthcare Summary
- Individual Child Care Program Plan (ICCP) as needed

INVOLVEMENT & COMMUNICATION

Open Door Policy

Parents/guardians are welcome guests to our program. Please check daily for posted notices or other information about program activities. We appreciate input regarding program expectations, including ideas and suggestions on ways to improve our service to you and your family. You may direct suggestions, concerns, compliments, and complaints to the Program Coordinator.

Family Involvement

Parents/guardians are invited to participate in the Community Education Advisory Board to help advise on policies and procedures regarding the program.

Participation And Volunteering

Families are encouraged to participate with their children in a variety of activities. Volunteers will need to complete a background check in order to volunteer in District 111. Volunteers are never left alone with a group of children and will have a staff member with them at all times.

Parent/Guardian Feedback/Communication

The connection and communication between home and the program is vital to the success of your child. Please feel free to share information any time that may affect your child's time with us. We value parent/guardian input. In order to maintain open and clear communication, each family will be assigned a "parent file" to receive periodic communication. There is a parent communication log available by the sign in/out iPad for parents/guardians to write important information regarding child pick-ups, absences, etc. This log will be checked daily. If you need to relay important *confidential* information regarding your child, please contact the Program Coordinator.

Newsletters & Communication

Each Friday we email a weekly update to families. The newsletter serves as a tool of communication between parents/guardians and the program. Please read the newsletter and note the upcoming events on your calendar. Parents/guardians are encouraged to reply via email or in person with any questions, concerns or suggestions.

CHILD BELONGINGS & EXPECTATIONS

Children's Belongings

Dress your child(ren) for play. Children do better when they feel comfortable and free to explore the wide variety of activities available without worrying about their clothing. All children should wear tennis shoes for outside play and when we go to the gym.

We recommend:

- All belongings are labeled with the child's FIRST & LAST name.
- Children have a supply of disposable diapers and wipes (if applicable).
- Children are responsible for their belongings and maintaining the space provided for them.
- Children leave personal toys at home, unless they need a comfort toy for nap time.
- Children should have a bag for their belongings.
- Children should have a separate bag for winter gear.

Children and parents/guardians are encouraged to check the lost and found area periodically for missing items. **We are not responsible for lost or stolen belongings or clothing.**

Appropriate Dress Guidance

Kids' Company and Caring Hands are child care programs operated by Watertown-Mayer Public Schools and follow **District Policy 504: Student Dress and Appearance**.

Children should be dressed in clothing that is safe, comfortable, weather-appropriate, and suitable for child care activities, including indoor and outdoor play, gym activities, art, meals, rest time, and restroom independence.

Consistent with District Policy 504, appropriate clothing includes clothing that is:

1. Appropriate for the weather.
2. Free from health or safety concerns.
3. Appropriate for the activity.

Consistent with District Policy 504, inappropriate clothing includes, but is not limited to:

1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing not in keeping with community standards.
2. Clothing with lewd, vulgar, or obscene messages.
3. Apparel promoting products or activities illegal for minors.
4. Clothing, jewelry, symbols, or images that are racist, sexist, derogatory toward a protected group, gang-related, harassing, violent, or otherwise inconsistent with district policy.
5. Apparel or footwear that may damage school property or create a safety concern.

For child care, children should be dressed for active play. Clothing should allow children to run, climb, sit, bend, rest, participate comfortably, and use the restroom as independently as possible. Secure footwear, such as tennis shoes, is expected for outdoor play, gym use, and active games.

If a clothing concern arises, staff will handle it respectfully, discreetly, and in a developmentally appropriate manner. Staff will not repeatedly question or comment to a child about their clothing. Parents/guardians may be contacted if different clothing is needed for health, safety, weather, or activity-related reasons.

The purpose of this guidance is to support safety, comfort, participation, and respect for all children. It is not intended to shame, embarrass, or single out any child.

CHILD BELONGINGS & EXPECTATIONS

Toys

Please leave toys at home. Occasionally we will have a special toy day where toys are allowed. Parents/guardians will be informed when these days are to occur. Toys with weapons are not allowed.

Program Expectations

We provide a safe, respectful environment for all children. In order to participate, students must be capable of interacting appropriately with other children of various ages in a large group setting.We use three primary expectations that are emphasized and taught: ***Safety***, ***Respect*** *and* ***Responsibility***. To ensure a successful experience for each child, we have established expectations for staff, parents/guardians, and children.

Staff:

- Provide a positive environment for children.
- Accept and support each child as a unique individual.
- Be a positive role model.
- Communicate effectively with children, families, and staff.
- Be involved in activities with the children.

Parents/Guardians:

- Read information sent out by Kids' Company.
- Return information by the deadline date.
- Ask questions when unclear.
- Share information that helps staff understand/support their child's needs.
- Talk with Program Coordinator if there is a problem or an issue.
- Follow the guidelines established by Kids' Company.
- Sign your child in and out of the program and identify authorized or unauthorized pickups.

Children:

- Respect staff and follow directions.
- Follow program rules.
- Respect the rights of others.
- Respect property.
- Display appropriate social skills.
- Be responsible for actions.

Unacceptable Behaviors:

- Physical encounters that hurt another child or staff.
- Inappropriate language, songs or jokes including swearing, teasing, reference to drugs, alcohol, abuse, racism, gender, bias, etc.
- Leaving the program area or group without permission.
- Interrupting others as they talk, work or play.
- Vandalism to school or personal property.
- Invading, using or taking other people's property without permission.

BEHAVIOR GUIDANCE

Discipline and Conduct

We strive to provide a safe, respectful environment for all children. In order to participate, students must be capable of interacting appropriately with other children of various ages in a large group setting. We use three primary expectations that are emphasized and taught: Safety, Respect, and Responsibility. All members of the school and staff are expected to conduct themselves in a safe, respectful, and responsible manner. Staff members utilize developmentally appropriate guidance techniques that support these expectations.

The school-wide behavior plan is developed in accordance with District Policy 506: Student Discipline. The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. Kids' Company will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy. If you did not receive a copy of the Watertown Mayer Student-Parent Handbook which contains a copy of Policy 506, you may request a copy from the Program Coordinator or locate one on the district's website.

Policy On Behavior Management

Children who have been specified as special education students or students whose behavior cannot be managed through the application of existing behavior guidance policies that are in place for the various programs, will be considered special needs children for the purpose of this policy. This definition will be applied whether behavior problems result from temporary individual stresses, mental impairment, as a result of neglect or abuse, or as a result of long term emotional and behavioral disorders. In cases when these behaviors are documented prior to the enrollment of the child, the procedures used will be the same as those described previously for serving children with special needs. If the problem surfaces after the child is enrolled, a conference will be scheduled in accordance with existing behavior management policies. The purpose of the conference will be the same as that of the pre-enrollment conference already described. Timelines for the development and implementation of an individual service plan will also be the same as those previously mentioned.

Termination Of Services

If the program determines that an individual behavior guidance plan is not effective and no other options are available, it is possible that service will no longer be provided for that child. Termination of services will be considered if the child constitutes a danger to other participants, him/herself, if behavior is so disruptive that it prevents the accomplishment of overall program goals, if the child cannot participate in a group setting with similar age peers, or if the child consistently requires more staff attention than is allotted in licensing ratios. The decision to terminate services will be the responsibility of the Program Coordinator.

Behavior Guidance Policies

The center's daily scheduling, curriculum plans, classroom arrangement, and staffing patterns are designed to promote positive and enjoyable learning experiences, including respectful and trusting relationships between adults and children. To provide for the safety of all children, as well as the individual development of each child's self-help and self-control skills, staff maintain daily routines and provide appropriate limits for each group. These routines and limits are frequently discussed and defined with the children. Consistency and knowing what to expect throughout the day helps children develop a sense of trust and understanding of their environment and encourages self-control. The goals of child guidance are to help children develop safe and appropriate ways of interacting with others and with the environment and to develop internal self-control. Young children learn by experimenting, testing limits, and experiencing logical consequences of their behavior.

We strive to provide a Supportive/Collaborative Climate Approach to guiding social-emotional development of children. Strategies will include sharing control between adults and children focusing on children's strengths, forming authentic relationships with children, supporting children's play, using encouragement instead of praise and adopting a problem-solving approach to social conflict.

Our staff promote a positive approach to manage the behavior of all children. Use of the following techniques can be helpful in encouraging acceptable conduct.

Prevention: A well designed environment prevents frustration, interruptions, and hazards. We strive to maintain stimulating classrooms so children can be engaged in productive and positive activities.
Positive Redirection*:* This technique involves directing unacceptable behavior to an acceptable alternative. We will recognize children for their appropriate behavior and successful interactions.
Modeling*:* Teacher and peer-modeled appropriate behavior is provided to help the children pattern positive responses.
Boundaries: Kids' Company has clear and simple rules in each classroom. Such guidelines as "walking feet, inside voices, listening ears" help the children to achieve acceptable standards.
Problem-Solving: We appeal to the child's growing intellectual and moral reasoning by using natural and logical consequences. Asking questions often helps a child to develop correct responses. We regularly remind children to "use their words" to resolve issues.

Children are in the process of learning appropriate behavior. They are constantly experimenting with many different types of actions, and are looking for direction and limits. Our methods include recognition and encouragement of appropriate behavior as often as possible.

5–STEP BEHAVIOR GUIDANCE PLAN

When inappropriate behavior becomes apparent, the following "5-Step Behavior Guidance Plan" is carried out by the Kids' Company staff in order to insure the safety of all the children and staff.

STEP 1: Teacher Presence
Staff may need to stand near, look at, put hand on shoulder, etc, to show a child his/her behavior is not acceptable.
STEP 2: Redirection
Staff may lead a child to a new activity to avoid conflict; may separate from an activity, toy, etc.
STEP 3: Problem Solving with Children
Staff may help a child solve a problem by thinking of alternative solutions, modeling words to use instead of physical reaction, letting child voice their feelings, and acknowledging other feelings, etc.
STEP 4: Natural & Logical Consequences
Staff may call upon the child to assist in remedying the situation (after a child knocks over another child's toy blocks purposely, that child would be asked to help pick them up, etc.).
STEP 5: Separation from the Group
No child will be separated from the group, unless staff have tried less intrusive methods of guiding the child's behavior, which have been ineffective.

BEHAVIOR EXPECTATIONS

We are committed to providing a positive, enriching environment for all children who participate in Kids' Company. Staff establish clear and consistent limits and expectations for behavior, appropriate to their own classrooms. Kids' Company encourages children to understand their behavior and its related consequences. We strive to help children develop safe and appropriate ways of interacting and expressing their feelings.

PERSISTENT INAPPROPRIATE BEHAVIOR

If a child is consistently showing unacceptable behavior, the following steps will be taken:

1. The persistent unacceptable behavior will be observed and recorded by staff along with written documentation on how the staff responded to the behavior. This documentation will be kept in the child's file and copy will be sent home.
2. Staff will inform the Program Coordinator of the inappropriate behavior, their observations, documentations and response to the behavior. The Program Coordinator will give feedback and offer suggestions to staff on other ways to handle the behavior.
3. If the staff and Program Coordinator feel the behavior is not diminishing after implementing the 5-Step Behavior Guidance Plan, or if a child has been separated from the group, the child's parents will be notified.
4. A meeting will be set up with the child's parent/guardian, the Kids' Company teaching staff and Program Coordinator to develop an individual guidance plan. If needed, other professionals will be consulted.

Consequences, Suspensions, & Dismissals

Occasionally the existing program will not be the best environment for a child. When all interventions have been exhausted and integration has not been successful, the Kids' Company leadership team will evaluate the ability of our program to serve the individual. Community Education retains the right to refuse, suspend, or dismiss a child immediately if deemed necessary by the Program Coordinator and the Community Education Director.

Prohibited Actions

We prohibit the subjection of a child to corporal punishment: This includes but is not limited to: rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, or spanking.

We prohibit the subjection of a child to emotional stress: This includes but is not limited to, name calling, ostracism, shaming, making derogatory remarks about a child or the child's family, and using language that threatens, humiliates, or frightens the child.

We also prohibit:

- Punishment for lapses in toileting.
- Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
- The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm.
- The use of mechanical restraints, such as tying.
- The use of prone restraints, which places a child in a face down position.
- No child may be separated from the group unless the following has occurred:
    - Less intrusive methods of guiding the child's behavior have been tried and were ineffective.
    - The child's behavior threatens the well-being of the child or other children in the program.

Separation Policy

No child may be separated from the group unless the teacher/assistant has tried less intrusive methods of guiding the child's behavior, which have been ineffective, and the child's behavior threatens the well being of the child or other children.

A child who requires separation from the group must:

- Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by program staff.
- The child's return to the group must be contingent on the child stopping or bringing the behavior under control that precipitated the separation.
- The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.

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

All separations from the group must be noted on a daily log that must include: the child's name, the staff person's name, time, date, information indicating that less intrusive methods were used to guide the child's behavior, and how the child's behavior continued to threaten the well-being of the child or other children in care.

If a child is separated from the group three or more times in one day, the child's parent/guardian shall be notified and the parent/guardian notification shall be indicated on the daily log. If a child is separated five or more times in one week, eight times or more in two weeks, the procedures for Persistent Unacceptable Behavior must be followed.

BITING POLICY

Biting is a behavior that usually appears between the age of one and three years. While biting is an age-appropriate behavior it is important to remember it is also unacceptable behavior in a child care environment. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on children, their parents/guardians or teachers. Our staff work with all children to promote socially acceptable responses and behaviors. Biting is addressed in all classrooms, but a consistent curriculum is used more specifically in the toddler room. The curriculum includes a variety of age-appropriate books about biting and an assortment of games that help children learn what teeth are used for and when teeth should not be used. Group times often include questions such as; "What do we put in our mouth?" and "What can we eat?," as well as having children practice "using their words." "No Biting" pictures are also posted in the room.

Staff completes an annual "When Biting Happens" to review helpful tips on biting prevention as well as circumstances or situations that provoke biting.

Should a biting incident occur:

- Staff address the biter saying, *"No biting, biting hurts! Teeth are for eating food"* in a firm, matter-of-fact voice. Staff remain calm, being careful not to show anger towards the child.
- The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include redirection or meeting the child's needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.
- Appropriate first aid will be provided to the child who was bitten. Bites will be washed with soap and water, and a cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.
- Parents/guardians of both the biter and the bitten are notified.

All information is confidential and names of the children involved in the incident are not shared. In addition, biting is always documented on a behavior report and provided to parents/guardians. Children who bite more than three times in a day will be sent home. This may be adjusted based on individual circumstances.

It is important to explore the reason for biting when it occurs. Teachers need to work with parents/guardians to gather information about the child's behavior and begin observations to determine the reasons for biting. Examples of triggers would be: communication deficits, transitions, hunger, lack of sleep, need of oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills.

Steps staff will take to identify triggers and replace the behavior include:

- Examine the context in which the biting is occurring and look for patterns. The following questions should be asked:
    - Was the space too crowded?
    - Were there too few toys?
    - Was there too little to do, or too much waiting?
    - Was the child who bit getting the attention and care he/she deserved at other times?
- Change the environment, routines or activities as necessary.
- Work with the child who is biting to resolve conflicts and frustrations in more appropriate ways.
- Observe the child to get an idea of why and when they are likely to bite.
- Program administrators will meet to create an action plan.
- Program and family will communicate regularly to measure outcomes.
- If biting continues the teacher will observe the group more closely and work with parents/guardians to seek out additional outside resources as necessary.

HEALTH POLICIES

Health Consultation

We have a health consultant who annually reviews our health policies and practices specified in items A to C and certifies that they are adequate to protect the health of children in our care. We meet monthly to review our practices and review new state guidelines. Our health nurse is consulted regarding an outbreak of contagious reportable illness as specified in part 4605.7040.
The consultant annually reviews:

A. The first aid and safety policies and procedures required by part 9503.0110, subpart 3, items A, B, and C.
B. The diapering procedures and practices specified in subpart 12.§9503.0140
C. The sanitation procedures and practices for food not prepared by or provided by the license holder as specified in part 9503.0145, subpart 3, and for infants as specified in part 9503.0145, subpart 7.

Health and Immunization

A medical record will be maintained for each enrolled child. A current health care summary, including any known allergies or health concerns, and an immunization record must be on file for each child. These forms must be completed and turned into the Program Coordinator BEFORE the child can attend. The center will provide all necessary forms that must be signed by a physician. Children moving up to the next classroom must have immunization records updated by their physician. Children under 24 months must have yearly exams.

Immunizations

Our programs follow the Watertown Mayer District policy and procedures for screenings and immunizations. We require that by a child's date of attendance, the program must maintain or have access to a record detailing the child's current immunizations or applicable exemption per the Minnesota Immunization Law “No Shots No School.” Immunization Record forms are available on the district website. When a child is overdue for any routine health services, parents/guardians must provide evidence of an appointment for those services before the child’s entry into the program and as a condition of remaining enrolled in the program, except for any immunization for parents/guardians who are using religious exemption.

Early Childhood Screenings

According to Minnesota law, all students must attend Early Childhood Screening (preferably just before age four) prior to enrollment in a public school to assess their current health and developmental status.

Exclusion Of Staff

Any employee diagnosed with a communicable disease will not be allowed to work until the illness has been treated and is no longer contagious. Such will include but are not limited to: flu, strep throat, measles, chicken pox, etc. Staff illnesses are tracked by coordinator and communicated with families. Any reportable diseases contracted by staff will be reported to MN Department of Health.

Personal Hygiene/Hand Washing

Children and staff members will wash their hands with soap and water when hand washing. This reduces the risk of transmission of infectious diseases to one another.

Hands are washed:
Upon school arrival, before and after eating, after toileting, before preparing or serving food, after handling any raw food that requires cooking, after playing in water shared by two or more people, handling animals, or materials that may be contaminated by contact with animals.

Adults also wash their hands:
Before and after feeding children, before and after administering medication, after assisting with toileting, and after handling garbage or cleaning. Disposable gloves are available throughout the program. Wet or soiled clothing will be changed promptly using the items in the child’s backpack provided by home. Health guidelines prohibit us from washing out clothing that contains blood or feces. The program maintains a supply of extra clothing to use if there is not a change of clothes in the backpack. Borrowed clothing should be laundered and returned the following school day.

Cleaning/Sanitizing/Disinfecting

The program follows the guidelines outlined in Minnesota Rules 9503.14 Subpart 3 and the NAEYC Cleaning and Sanitation Frequency Table. Guidelines are posted in each classroom/program area used. Routine cleaning with detergent and water is the most useful method for removing germs from surfaces in the child care setting. Hand washing is required by all staff, volunteers, and children when hand washing will reduce the risk of disease transmission. Staff wears gloves when contamination with bodily fluids that may contain blood occurs, as required. Wearing gloves is not a substitute for hand washing in any of the required situations listed above.

Definitions and table adapted from: American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education.

All surfaces are cleaned using a 3 Step Process before the program opens, before and after meals or usage, and at the end of each day. Wash with soap & water solution, wipe clean, rinse with water, wipe clean, spray with bleach solution, allow to air dry.

See Cleaning/Sanitizing/Disinfecting Frequency Table online.
See Appendix B for Bleach Solution Guidelines.

Handling/Disposing Of Bodily Fluids

The program complies with the following procedures for safely handling and disposing of bodily fluids:

- Surfaces that come in contact with potentially infectious bodily fluids, including blood and vomit, must be cleaned and disinfected according to Minnesota Rules, part 9503.0005, subpart 11.
- Blood-contaminated material must be disposed of in a plastic bag with a secure tie.
- Sharp items used for a child with special care needs must be disposed of in a "sharps container." The sharps container must be stored out of reach of children.
- The following bodily fluid disposal supplies are available for all staff: disposable gloves, disposal bags, and eye protection.
- Annual training includes universal precautions to reduce the risk of spreading infectious disease. Training records are kept in each staff member's training file, kept on site.

NURSEMAID'S ELBOW (Dislocated)

Toddlers and preschoolers are at risk for a common elbow injury called **nursemaid's elbow**. This happens when a ligament slips out of place and gets caught between two bones of the elbow joint. Sometimes it gets unstuck by itself. In most cases, a healthcare professional gets the ligament back in place by doing a quick, gentle movement of the arm. A child with nursemaid's elbow has some arm pain when the injury happens, but it doesn't cause long-term damage.

Causes for Nursemaid's Elbow

Nursemaid's elbow can happen with just a small amount of force. For example:

- **Pulling a child up by the hands** can put stress on the elbows. A toddler or infant should never be picked by the hands or wrists, but instead be lifted under the armpits.
- **Swinging a toddler** by holding the hands or wrists can put stress on the elbow joint and should be avoided.
- **Jerking an arm** when pulling a toddler along or quickly grabbing his or her hand can make the ligament slip.
- **Breaking a fall** by reaching an arm out for protection can overextend the elbow, causing the ligament to slip.
- **Rolling over in an awkward way** in a crib, bed, or on the floor can cause a nursemaid's elbow in infants and very young children.

Staff are trained annually on safety practices including how to prevent dislocation injuries.

ILLNESS POLICY

Exclusion of Ill Child

Staff supervise and isolate a child from other children in the program when a child becomes sick and immediately notifies the sick child's parent/guardian. We will post or give notice to the parent or legal guardian of an exposed child the same day the program is notified of a child's contagious reportable disease specified in Minnesota Rules, part 4605.7040.

Kids' Company adheres to the school district and DCYF Rule 3 policies on illness. Children should stay home if they have experienced any of the following symptoms within the previous 24 hours:

- Fever temp of 100 degrees or more
- New undiagnosed rash
- Vomiting or diarrhea
- New or worsening cough
- Sore throat
- Positive for any communicable or chronic disease (ie. chicken pox, strep throat, pink eye, influenza, impetigo, ect).

For a child to return to the program, it must be 24 hours after the start of medication, 24 hours fever-free without the aid of medication, diarrhea free, vomiting free, or with a note from a physician if diagnosed with a contagious illness.

For all children's comfort and safety, we ask that parents/guardians keep their child home if they experience any of these symptoms. Parents/guardians should contact the Program Coordinator if their child has any communicable diseases so that we can inform other parents that their child may have been exposed. ***If a child is too sick to participate in ALL of the daily activities, including going outside, arrangements should be made for alternative care until he/she can participate fully in our program***.

Notification: We will post exposure to illness or disease for families in the parent/guardian area for one week and send notification via email listserv.

Care of Ill Child

If a child should experience any of the above symptoms while they are with us, we will contact the parent(s) or guardian so that they can come and get them. We will also try to provide a place where the child can rest away from other children. If parents/guardians are unable to get their child within the hour, arrangements will need to be made for someone else to get the sick child.

Infectious Disease Reporting and Posting Requirements

We will notify families if there has been an exposure to an infectious and/or contagious reportable disease specified in MN Rules, part 4605.7040, such as: scabies, impetigo, ringworm or chicken pox. Certain childhood illnesses pose a threat to pregnant women – ie. Fifth Disease, CMV and certain strains of measles; a pregnant woman who has been exposed should consult with her physician. If the illness is a vaccine preventable disease, any child who is under-immunized must be excluded from the group immediately and the parent/guardian notified.

Parent/Guardian Notification

The program will notify parents/guardians of an exposure by posting information of the contagious disease in the parent/guardian area that includes the illness, symptoms, treatment, preventative measures, and how many cases have been reported. Links to the information will also be sent out in the weekly update.

Medical Conditions

Lesions, open wounds, potentially infectious sores, or skin conditions that may discharge on a child's body will need to remain covered. This policy is strongly enforced to protect others from the potential of exposure to bodily fluids. Staff will change bandages or re-apply them as necessary. Parents/guardians may be required to supply bandages or dressings that are needed.

Absences

If your child is going to be absent, families should notify the program, accounts will be billed for all scheduled days.

Attendance line: 952-955-0291

Kids' Company Email: kidscompany@wm.k12.mn.us

Caring Hand Email: caringhands@wm.k12.mn.us

DIAPERING / TOILETING

Diapering

Parents/guardians must provide disposable diapers and wipes for their child's diapering needs. Staff check for signs that diapers/pull-ups are wet or contain feces a minimum of every two hours when children are awake and when children wake from naps. Diapers are changed that are wet or soiled within five minutes of discovery or as soon as circumstances allow.

Diapers worn by children should be able to contain urine and stool and minimize fecal contamination of children, caregivers/teachers, environmental surfaces, and objects in the child care setting. Disposable diapers with absorbent materials (e.g. polymers) should be used unless the child has a medical reason that does not permit the use of disposable diapers (such as allergic reactions). When children cannot use disposable diapers for medical reasons, the reason should be documented by the child's primary health care provider. **Program does not use cloth diapers.**

Diapering Procedure

Each child must have their own supply of diapers, wipes and cream. The program only has extras for emergencies. ***Parents/guardians will be charged per change for use of program supply. See Appendix A for rates.***

The following diaper procedure is followed at Kids' Company Caring Hands Child Care (see **Diapering Procedures** posted in changing areas for complete details):

- **Preparation**: wash hands, assemble supplies within reach, cover diapering surface and put on gloves.
- **Dirty Phase:** place child on diapering surface, remove soiled diaper, cleanse diaper area of child, remove gloves.
- **Clean Phase:** ointment as directed, diaper and dress child, wash the child's and providers hands, return child to activity.
- **Clean Up:** dispose of soiled items, clean and disinfect, wash hands.
- **Communicate:** record and report.

All employees who change diapers undergo training and periodic assessment of diapering practices. Caregivers/teachers never leave a child unattended on a table or countertop, even for an instant. Staff who change diapers will maintain one hand on a child while on an elevated surface. A safety strap or harness will never be used on the diaper-changing table. If an emergency arises, caregivers/teachers will bring any child on an elevated surface to the floor or take the child with them.

Toileting

Children should be fully potty trained and able to use a typical toilet independently by the time they reach four years of age. Should a child that is four years or older have more than three accidents in a day, the parent/guardian will be called to come and pick up. Children should have a spare set of clothes left at the program that they can change into in case of an accident. If a child continues to have frequent accidents on a daily basis, the program may terminate care until the child is completely potty trained. Written warning will be given to parents/guardians prior to termination of care.

MEDICATION & ALLERGIES

Medication Administration

Written permission must be obtained from the parent or legal guardian before staff will administer **prescription or over-the-counter medicine.** We use the district **Medication Administration Form** when administering medication that is prescription or over-the-counter. Prescription medication requires a doctor's signature before staff are able to administer the medication. We suggest keeping a blank copy of the Medication Administration form at home so it can be completed before coming to the program. This will help you have time to speak to staff about the medication.

Nonprescription products are administered according to the manufacturer's instructions unless provided with written instructions by a licensed health professional to use a product differently. A doctor's signature is required for all over the counter medications to be given at Caring Hands. Parent/guardian permission provided at registration will allow staff to administer the following products (these items do NOT require a doctor's signature):

- Diapering Product
- Sunscreen Lotion
- Insect Repellent
- Lotion

The program will ensure **all medications or products are**:

- Kept in the original container with a legible label stating the child's first and last name.
- Given only to the child whose name is on the label and not given after the expiration date.
- Returned to the child's parent/guardian or destroyed if unused.
- Kept out of the reach of children.

The program will document in the child's record the administration of medication, including:

- Child's first and last name.
- Name of the medication or prescription number.
- Date, time, and dosage.
- Name and signature of the person who administered the medicine.
- Name and signature of the witness.

The center will store medicines, insect repellents, and diapering products according to directions on the original container.

Preventing and Responding To Allergies

Before admitting a child for care, documentation must be provided of any known allergies from the child's parent/guardian. We maintain current allergy information in each child's record. The allergy information must include:

- A description of the allergy, specific triggers, avoidance techniques, and symptoms of an allergic reaction.
- Procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information.
- Parent or legal guardian contact information.

Staff are informed of each child's allergy information. Information is updated annually or as needed when a change is made to allergy-related information in a child's record, the program must inform staff of any change. Documentation that staff were informed of the child's current allergy information will be kept on site.

A child's allergy information will be available at all times including on site, on field trips, or during transportation. Food allergy information will be readily available to staff in the area where food is prepared and served to the child.

Food supplements and medications will be given to children only with a signed statement from the parent and the physician.

We will contact the child's parent or legal guardian as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. We will call emergency medical services when epinephrine is administered to a child in our care.

NUTRITION POLICY

Guidelines

We follow the United States Department of Agriculture (USDA) guidelines for meals and snacks with the assistance of the Child and Adult Care Food Program (CACFP). CACFP is a federal program that provides reimbursement for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating child care centers, in-home day care, and adult day care centers. Meals are contracted through Premier Kitchen, Inc.

We take steps to ensure food safety in its provision of meals and snacks. We follow all procedures and practices that are in compliance with the requirements for food and beverage establishments in chapter 4626, which include: hand washing; maintaining hot and cold food temperatures at safe levels; washing of food, utensils and equipment; and serving of food.

Staff work hard to assure that meal/snack times are a relaxed and enjoyable part of the day. Routine meal/snack times provide nourishment as well as a social activity and conversation. Children learn to eat independently and are encouraged to try new foods, staying at the table, and bus dishes at the end of the meal.

USDA Requirements

USDA requires the five food components listed below. USDA approved snacks include two of the five, breakfast must include three of the five and lunch must include all five food components.

Milk:

- whole milk for children 12-32 months
- 1% milk for children 32 months - 12 years

Meat/Meat alternative: Lean meat, poultry or fish, cheese, eggs, cooked dry beans or peas

Vegetable: Pasteurized full-strength juice may only be used to meet the vegetable or fruit at one meal or snack a day

Fruit: a vegetable may be used to meet the fruit requirement

Grain: whole grain biscuit, bread, roll, muffin or pasta

Prohibited Foods

Due to allergies, we are a **NUT FREE** program. Please do not send food containing tree nuts or peanuts. The following foods are considered **choking hazards** for children under the age of five years by the American Academy of Pediatrics and the NAEYC. We do not provide children 0-5 with the following foods. We also encourage families to not send the following food items with their child.

Hotdogs (*Larger than ¼ inch)*	**Nuts**	**Meat** *(whole pieces)*	**Apples** *(¼ inch 2+ yrs)*
Whole Grapes	**Popcorn**	**Peanut Butter**	**Pretzels**
Cherry Tomatoes	**Raw Peas**	**Raw Carrots** *(Chunks)*	

Food Storage

Milk and formula will be kept refrigerated at all times. As with other food, milk or formula not consumed by the child during normal feeding times will be disposed of (after 2 hours). At the next feeding, fresh milk or formula will be offered. When parents/guardians bring bottles, they will be placed in the refrigerator until feeding time. All bottles and infant food items must be labeled with the child's first and last name. Food supplements and medications will be given to children only with a signed statement from the parent/guardian and the physician. Whenever a child requires oral or surface medication, parents/guardians must fill out a written authorization form. Parents/guardians shall provide the center with the child's diet plan, as recommended by their physician, and the eating habits of their child at enrollment. All refrigerated foods and beverages will be kept in refrigerated at or below 40 degrees Fahrenheit. All foods not consumed by the expiration date will be disposed of.

Meals & Snacks

Children must be in attendance during meal and snack times to participate. Menus are prepared in advance and are posted in the parent/guardian area. We follow the USDA guidelines and contracts with Premier Kitchen, Inc. to provide food.

See Menus in family areas.

Meals (Lunch)

Meals are provided daily for children with a set schedule contract. Meals are typically not available on drop in days, unless prior approval is received. Meals are served in designated eating areas, sitting at suitably sized chairs and tables.

Children that prefer lunch from home, should bring a clearly labeled lunch with their first and last name. Pop and juice boxes are not permitted as milk is required as part of the USDA guidelines. The program does not have the capability to refrigerate or warm foods for children with the exception of bottles for the infant group.

Home lunches should also meet USDA requirements. Supplements will be available for purchase if necessary at a cost per item. ***See APPENDIX A.***

Water bottles (Caring Hands)

Children may bring reusable water bottle or cup from home to be cleaned and sanitized each day the water bottle or cup is used. Each day the water bottle or cup is used, the program will clean and sanitize using procedures that comply with the food code under Minnesota Rules, Chapter 4626 or send the water bottle home with the child's parent or legal guardian to bring the water bottle or cup home to be cleaned and sanitized each day. Bottles are cleaned and sanitized using the program's commercial dishwasher after each use. The water bottle must be labeled with the child's first and last name. Clean bottles are stored in the food area and taken down to the kitchen for washing after use. Water bottles are only used for water that is stored in the refrigerator in a commercial pitcher which is also washed in the dishwasher.

Milk

Children younger than 12 months are not served cow's milk, and only whole milk is served to children 12-32 months, unless otherwise instructed by a physician. Children 32 months and older are served 1% milk.

Infant/Toddler Feeding

- Diet of infants must be determined by parents/guardians.
- Written feeding instructions must be provided by parents/guardians upon enrollment and updated each month.
- Infants unable to sit are held for bottle-feeding. All others sit or are held to be fed.
- Infants younger than six months are not served baby food.
- Bottles are not permitted while in the crib or cot.
- Children do not eat from a propped bottle at any time.
- Children do not carry bottles, sippy cups or regular cups with them while crawling or walking.
- Bottle feedings do not contain solid foods unless the child's health care provider supplies written instructions and a medical reason for the practice.
- Staff offers children fluids from a cup as soon as the parents/guardians and program decide together that a child is developmentally ready to use a cup.
- All infant finger foods are cut to ¼ inch or smaller.

All infant meals (or any child with a special diet) will be documented each day and given to parents at the end of each day.

Bottles/Purees & Finger Foods

Parents/guardians who are using their own formula are responsible for providing premade bottles, ***glass bottles are not allowed.*** The program will provide a method for warming bottles per the recommendation of the program health consultant as well as refrigeration for storage. Parents/guardians must provide enough clean and sanitized bottles for each feeding per day. The program will not reuse bottles that are dirty. High chairs/tables are cleaned and sanitized before and after each use. The program will provide iron-fortified formula, basic purees and finger foods.

Breastfeeding

The program supports breastfeeding by accepting, storing and serving expressed breast milk for feedings. Breast milk in ready-to-feed sanitary containers labeled with the infant's first and last name and date expressed. Breast milk can be stored in program refrigeration for no more than 48 hours, (or no more than 24 hours if breast milk was previously frozen). Staff will gently mix, not shake, the milk before feeding to preserve special infection fighting and nutritional components in breast milk; and provide a comfortable place for breastfeeding and coordinating feedings with infant mothers.

Table 5 Maximum Storage Time and Temperature for Breastmilk at a Child Care Site

	Countertop 77 °F or colder (25 °C)	Refrigerator 40 °F (4 °C)	Freezer 0 °F or colder (-18 °C)
Freshly Pumped Breastmilk	Do not use after 4 hours	Do not use after 4 days	Within 6 months is best. Do not use after 12 months.
Thawed Breastmilk	Do not use after 1–2 hours	Do not use after 1 day (24 hours)	Never refreeze thawed breastmilk.
Leftover from a feeding (baby did not finish the bottle)	Do not use after 2 hours after the baby is finished feeding.		

Chart provided by: USDA- Food & Nutrition Service Feeding Infants in the CACFP July 2021

The Health Consultant reviewed the items in this flow sheet. Implementation is the responsibility of the license holder.

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, audiotape, 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.

SLEEPING & REST TIME POLICY

Nap & Rest Policy

Confinement limitation: A child who has completed a nap or rested quietly for 30 minutes will not be required to remain on a cot, or in a crib or bed.

Placement of equipment: Naps and rest must be provided in a quiet area that is physically separated from children who are engaged in an activity that will disrupt a napping or resting child. Cribs, cots, and beds will be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment. Cribs, cots, and beds must be placed directly on the floor and must not be stacked when in use.

Bedding: Separate bedding is provided for each child in care and washed weekly or when soiled.

Infant Sleeping Policy

A crib is provided for each infant for whom the program is licensed to provide care. The program will **not place anything** in the crib with the infant except for the infant's pacifier. Wedges may only be used with a doctor's authorization. Infants **cannot be swaddled**; unweighted sleep sacks are allowed and provided by program. Bibs and hooded shirts are not allowed in cribs.

Staff visually supervise that the infant's head is always uncovered during sleep. If an infant falls asleep before being placed in a crib, staff will move the infant to the crib as soon as practicable, and must keep the infant within sight at all times. When an infant falls asleep while being held, staff must consider the supervision needs of the other children in care when determining how long to hold the infant before being placed in the 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.

Staff & Caregiver Training

Those who care for those who care for infants must annually complete training on reducing the risk of Sudden Unexpected Infant Death (SUID). This includes staff persons, caregivers, and volunteers. Safe sleep practices are key to infant safety in licensed child care.

Safe Sleep Policy

Minnesota law requires that licensed providers place infants to sleep in a crib, directly on a firm mattress. The provider must place the infant on his/her back for sleep unless the provider has a signed ***directive from a physician for an alternate sleep position for the infant.*** Car seats, swings, couches, the floor on a blanket, etc. are not acceptable as an alternative sleep position.

Unless ordered by a physician, all infants are **placed on their backs** to sleep 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.

Staff comply with specific safe sleep standards and training requirements for infants. These standards and training requirements are considered critical because unsafe sleep environments have been associated with unexpected infant deaths, including deaths in licensed child care. These requirements are in Minn. Statutes, section 245A.1435. Physician's Directive for alternative infant sleep position

If a parent or guardian requests the use of a cradleboard for a cultural accommodation, centers may request a variance to Minnesota Statutes, section 245A.1435. The DCYF cradleboard variance request form will be developed and shared prior to the January 1, 2024, effective date. If a variance is granted, the license holder must check the cradleboard not less than monthly to ensure it is structurally sound and there are no loose or protruding parts and maintain written documentation of this review. Cradleboard Request Form

Safe Sleep

- Infants must be placed on their backs to sleep, unless there is a physician's directive for anything other than a back sleeping position. Alternate Sleep Position Form
- If an infant falls asleep before being placed in a crib, the provider must move the infant to a crib as soon as practicable. Providers must keep the infant within sight until the infant is placed in a crib.
- An infant who independently rolls over onto his/her stomach after being placed to sleep on his/her back may be allowed to remain sleeping on its stomach if the infant is at least six-months-old or the provider has a signed statement from a parent indicating that the infant regularly rolls over at home. Rolling Over Form
- Nothing is allowed in the crib with the infant except a pacifier. Hooded clothing and bibs can not be worn in cribs.
- Helmets may be worn in cribs with doctor permission. Helmet Approval Form
- Mattresses must be firm and crib sheets must be tight fitting.
- A staff person must be within sight and hearing of children at all times and capable of intervening to protect the health and safety of children.
- When an infant is placed in a separate crib room to sleep, a staff person must be within sight or hearing of the infant.
- Supervision of a sleeping infant in a crib room is provided by either sight or hearing, the center must have a plan to address the other supervision component.

Crib Safety

Cribs provided for each infant must be of safe and sturdy construction that conforms to federal crib standards under Code of Federal Regulations. Staff complete monthly crib safety inspections using the DCYF inspection form for Child Care Centers. Monthly Crib Safety Inspection Form. Completed forms are maintained and kept on file.

Safe Sleep Practices Are Key To Infant Safety

Since 2002, over 70 percent of infant deaths in licensed child care occurred when the infant was in an unsafe sleep arrangement. After the 2013 implementation of new standards and training requirements for safe sleep practices, deaths in licensed child care have decreased significantly. This decrease is attributed to enhance infant safe sleep standards and training requirements, heightened awareness of safety issues, and publicity surrounding noncompliance resulting in infant deaths.

Toddler Sleeping Policy

Crucial physical and mental development occurs in early childhood, and naps provide much-needed downtime for growth and rejuvenation. Naps also help keep kids from becoming overtired, which not only takes a toll on their moods but may also make it harder for them to fall asleep at night. Rest time for toddlers is between 12:00-2:00 p.m. each day. Each child has a designated cot for nap time.

For children who do not nap or for those who are early risers, they will have the opportunity to participate in quiet enrichment activities instead of requiring them to remain on their sleeping surface for the entirety of the nap time.

Preschool Rest Time

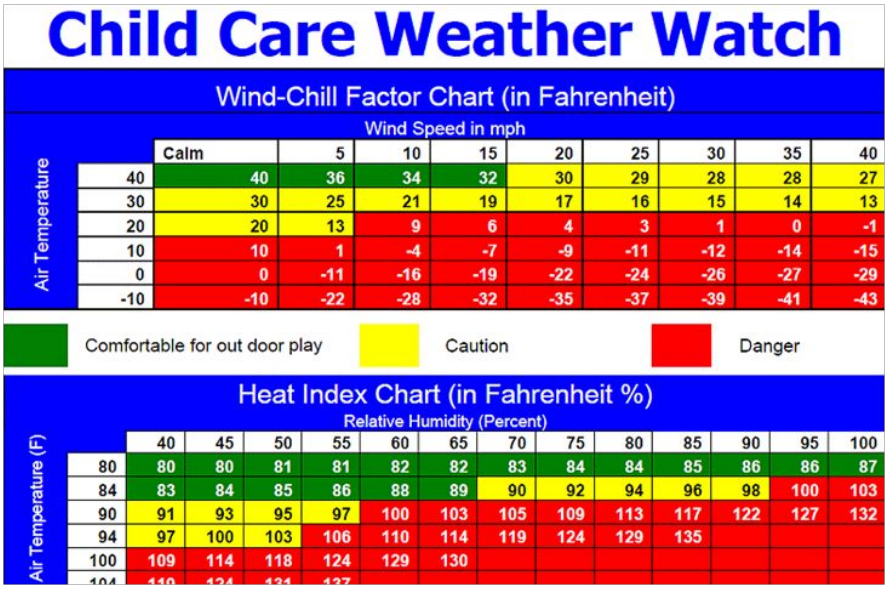
Children are given the opportunity to rest each day. Children who do not sleep will be encouraged to rest quietly for at least 20-30 minutes. For children who do not nap or for those who are early risers, they will have the opportunity to participate in quiet enrichment activities instead of requiring them to remain on their sleeping surface for the entirety of the nap time.

Rest time is between 12:00-2:00 p.m. When a child falls asleep during our rest time it is because his or her body is tired and needs a nap. Students may bring a small pillow or blanket from home for use during afternoon rest time. Blankets and pillows must be brought home weekly for washing. We are not responsible for washing or laundering blankets/pillows brought from home.

OUTDOOR PLAY / SAFETY

Outdoor Play

We spend at least 30 minutes outside each day, weather permitting. Children need to be dressed appropriately for outdoor active play. Children will have the opportunity to play in the shade. Watching the weather is part of a child care provider's job. Planning for playtime, field trips, or weather safety is part of the daily routine. The changes in weather require the child care provider to monitor the health and safety of children. We follow the districts' guidelines for inclement weather during regular school hours. Staff will be available to help children apply sunscreen and bug repellant to ensure that children are appropriately protected. Parent/guardian permission regarding the use and application of sunscreen and insect repellent is required. Staff also reference the Child Care Weather Watch chart and Air Quality Guidelines chart for temperature, wind factors and air quality restrictions.



Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)

Air Temperature	Wind Speed in mph: Calm	5	10	15	20	25	30	35	40
40	40	36	34	32	30	29	28	28	27
30	30	25	21	19	17	16	15	14	13
20	20	13	9	6	4	3	1	0	-1
10	10	1	-4	-7	-9	-11	-12	-14	-15
0	0	-11	-16	-19	-22	-24	-26	-27	-29
-10	-10	-22	-28	-32	-35	-37	-39	-41	-43

Comfortable for out door play | Caution | Danger

Heat Index Chart (in Fahrenheit %)

Relative Humidity (Percent)

Air Temperature (F)	40	45	50	55	60	65	70	75	80	85	90	95	100
80	80	80	81	81	82	82	83	84	84	85	86	86	87
84	83	84	85	86	88	89	90	92	94	96	98	100	103
90	91	93	95	97	100	103	105	109	113	117	122	127	132
94	97	100	103	106	110	114	119	124	129	135			
100	109	114	118	124	129	130							

Minnesota Outdoor Air Quality Guidance for Schools and Child Care

The following recommendations will help schools and child care staff determine when and how to adjust outdoor activities when air quality starts to reach unhealthy levels. Adjust activities accordingly to help children stay active while protecting their health. Guidance for intensity of activities is provided by the Centers for Disease Control and Prevention (www.cdc.gov/nccdphp/dnpa/physical/pdf/pa_intensity_table_2_1.pdf).

OUTDOOR ACTIVITY DURATION

Air Quality Index	15 minutes to 1 hour	1 to 4 hours	4-plus hours
Good (0-50)	Good day to be outside!	Good day to be outside!	Good day to be outside!
Moderate (51-100)	No limitations for most children. For students with health conditions, consider alternatives or modified participation.	Be aware and monitor students with health conditions for changes in their health. Limit activities to light intensity.	Consider moving students inside or to an area with better air quality. Limit to less intense activities and/or limit duration of activity.
Unhealthy for Sensitive Groups* (101-150)	Limit activities to light intensity. Take breaks every 20 minutes. Make indoor space and activities available for sensitive children.	Limit activities to light intensity. Take breaks every 20 minutes. Activities with moderate to heavy exercise intensity should be canceled, rescheduled, or moved indoors.	Limit activities to light intensity and less than four hours in duration. Take breaks every 20 minutes. Activities with moderate to heavy exercise intensity should be canceled, rescheduled, or moved indoors.
Unhealthy (151-200) / Very Unhealthy (201-300) / Hazardous (301-500)	Cancel or reschedule all outdoor activities. Keep all students indoors and activity levels light.	Cancel or reschedule all outdoor activities. Keep all students indoors and activity levels light.	Cancel or reschedule all outdoor activities. Keep all students indoors and activity levels light.

*Unhealthy for Sensitive Groups: People with health conditions, or their caregivers, should manage conditions medically. Watch for symptoms, and for worsening symptoms, and have medications handy. Take action with a health care provider as needed.

Information adapted from the Washington Children and Youth Activities Guide for Air Quality (https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/334-332.pdf), Washington State Department of Health. DOH 334-332 July 2023.

DEPARTMENT OF HEALTH

Clothing

Children need to be dressed appropriately for active indoor and outdoor play. We cannot be held responsible for clothing that becomes stained, lost, wet, or torn while at playing. We spend at least 30 minutes outside each day, weather permitting, so please provide appropriate clothes for your child, and label them. You may send an extra set of clothes to leave in case of accidents. Please bring a hat, mittens, warm jacket, boots, and snow pants during the winter months.

Sunscreen

If parents/guardians give permission, sunscreen will be applied on all exposed areas, especially the face (avoiding the eye area), nose, ears, feet, and hands. We provide “broad spectrum” sunscreen with an SPF of 30 during June through August. If parents/guardians wish for sunscreen to be applied September through May, they must provide their own product following Medication Administration Guidelines.

Sun Safety Including Sunscreen

The following procedures are implemented to ensure sun safety for children enrolled:

- Infants younger than six months are kept out of direct sunlight. Staff will find shade under a tree, umbrella, or the stroller canopy.
- Children should wear a hat or cap with a brim that faces forward to shield the face.
- Sun exposure is limited between 10 a.m. and 4 p.m., when UV rays are strongest.
- Children are encouraged to wear safe shatter resistant sunglasses with at least 99% UV protection.
- Sunscreen applied.

Sunscreen Best Practices

- To ensure sunscreen is applied thirty minutes before going outdoors, parents/guardians are asked to apply prior to morning drop off.
- In addition, children may bring SPF clothing and sunglasses for outdoor play.
- Sunscreen will be reapplied every two hours.
- If children are playing in water, reapplication will be reapplied more frequently.
- If providing your own product, label it with first and last name, in the original containers and include any special instructions for application.

Insect Repellent

Staff will apply insect repellent when provided by the parents/guardians. We recommend sending when public health authorities recommend its use due to a high risk of insect-borne disease. We recommend repellents containing DEET are used and applied once per day, with parent/guardian permission. Products need to be labeled with the child's first and last name. These products need to be in their original containers and include any special instructions for application.

EMERGENCY ACCIDENT PROCEDURES

Administering First Aid

All staff members are trained in Pediatric First Aid and Pediatric and Adult CPR. In the event of an accident, a staff member will evaluate the accident and decide on the appropriate course of action. Minor accidents such as scraped knees, etc. will be washed with warm water and soap. A bandage will be applied. Parents/guardians will be informed of any such incidents upon pick-up. Accident reports will be filed any time it is necessary to call parents/guardians or if the incident requires treatment by a physician. A report must be filed with the Commissioner within 24 hours of any injury requiring medical care.

Accident Prevention Procedures

- **Injury:** Equipment will be kept in good repair. All sharp items such as scissors and knives will be kept out of the reach of children. Blunt end scissors will be used by children.
- **Burns and Electrical Shock:** All outlets not in use will be covered. Cords that are being used will be placed in outlets out of the reach of children. Use of electrical equipment in the children's play area will be kept to a minimum. Items that produce heat will not be allowed in the children's play areas. Water at the faucets will not be more than 120 degrees to prevent scalding. Flammable items such as gas or lighter fluid will not be stored at the center. Storage areas will be kept free of combustible material and trash. Furnishings will not be highly flammable.
- **Poisoning:** All medication and toxic substances, such as household cleaners will be placed in/on shelves out of reach of children. All staff will be instructed on items that are toxic and on the proper storage of such items. All plants displayed in classrooms have been confirmed as non-poisonous. Staff will know procedures for accessing the poison control center. Poison Control Number: 1-800-222-1222
- **Aspiration or Choking:** Food items will be chosen carefully and foods difficult for children to chew or eat will not be served. Children are only served food when seated at age appropriate tables and chairs. ***See nutrition policy for prohibited food items.*** Choking posters are displayed in all areas where food is served. Toys will also be chosen for the appropriate age levels. Small and easily broken toys, balloons, and toys with loose parts will not be allowed. All staff will be trained in CPR.
- **Suffocation:** Plastic bags and other materials that could cause suffocation will be kept out of the reach of children. The area will be checked regularly for items that may cause suffocation and these items will be immediately removed.
- **Traffic and Pedestrian Accidents:** Corridors will be kept clear for easy exits and traffic patterns. Floors will be safely carpeted or tiled and the center will have adequate lighting. Children will only cross the street with parent or staff person(s) present. A staff person at the front of the lines with another person at the end of a line. Children will be counted when leaving, returning and several times in between leaving the building.

Kids' Company staff will conduct a daily inspection of potential hazards in the center and on the outdoor activity area.

Fire Prevention & Procedure

Fire Evacuation Plan: The fire evacuation routes are posted in each room. They are located next to the doors and show the closest outside exit as well as secondary exits. The center will conduct routine fire drills to be prepared for any fire that could occur.

Fire Drills: All staff and children will participate in routine fire drills. The fire evacuation routes will be discussed and a record kept of all drills, indicating the date and time drills were practiced. A procedure to account for all children will be part of each drill. Staff will be trained to know who is responsible for which areas and the phone number of the local fire department.

Procedure in the Event of a Fire: Staff will know the location and proper use of a fire extinguisher and how to close off the fire area. All staff will participate in fire drills to provide proper training in how to carry out fire procedures.

Natural Disasters

Tornadoes: In the event of a tornado, staff will gather all children together and go to the designated tornado safety area. All children will be instructed to remain seated until danger has passed. The center will maintain a log of the dates and times of monthly tornado drills from April to September.

Blizzard: In the event that parents/guardians are delayed in picking up their children, the center will remain open to care for the children until the parents arrive. We follow Watertown Mayer School District closing policies.

Other Natural Disaster: In the event that there is a natural disaster, we follow Watertown Mayer School District policies and procedures.

Missing Child

When staff are unable to locate a child, all children will be asked to sit in one room. A check by all available staff will be made of the center and surrounding area. If the child is not located, the person in charge will notify the Carver County Police Department and the child's parent/guardian.

Release Of Children

Children will be released only to their parent/guardian or persons authorized on the child profile. No one other than the authorized person will be allowed to pick up children. If an unauthorized person attempts to pick up a child, parents will be notified, and if necessary, 911 will be called. Parents/guardians can add authorized individuals online in their Eleyo account. ***By law, program staff must release a child to a legal parent unless a court order has been provided.*** No child will be released to anyone who:

- Has not been named as an alternate pick-up for the day.
- Is not identified as an authorized pick-up person.
- Cannot verify identity with proper photo ID.
- Appears to be under the influence of alcohol or drugs.

Incapacitation, Intoxication or Suspected Abuse

In the event a person who is incapacitated, intoxicated or suspected of abuse attempts to pick up a child, the caregiver is directed to release the child only to those persons who are authorized. If the caregiver suspects an authorized person of being incapacitated, intoxicated or a suspected abuser, the child must still be released. The caregiver is then mandated to report suspected neglect or abuse to the Carver County Police Department and/or Carver County Human Services Department.

Abandoned Child

If a child is still at the program after the regular closing time, the staff person will contact the parent/guardian. If the parents/guardians cannot be reached, the staff will contact all other people listed on the child's emergency contacts. The center will remain open until the child is picked up. If a child remains at the center at 6:00 p.m., 911 will be notified.

Source Of Emergency Medical Care: Waconia Hospital

Accident Reports

A log will be kept of all accidents that occur at the program. The written record must contain the name and age of the person involved; date and place of the accident; injury or incident; type of injury; action taken by staff; and to whom the accident, injury or incident was reported. This log will be reviewed at least semi-annually and steps will be taken to prevent accidents from reoccurring.

Should a serious injury or death occur while a child is in care, staff are required to report the incident within 24 hours of being notified of the incident. The report will be submitted electronically to DCYF on the Child Care Center Serious Injury and Death Reporting Form.

HEALTH & SAFETY

Parking Safety

All parking laws should be followed to ensure the safety of all. Please park in designated parking spots and turn your car off before entering the school during drop off or pick up times. We want to keep the areas close to the site available for emergency vehicles in the event of an emergency. Children should not be left unattended in a vehicle.

Safety & Security

As a district we continually review and revise our policies and procedures around safety and security. Ensuring the safety and security of children is our primary mission. The WM Community Learning Center's main entrance is Door #4.

Non-Violence Policy

Guns, weapons of any kind, or toys that promote aggression are not allowed.

Safety Inspections

Staff conducts daily indoor and outdoor safety inspections to ensure areas are free of potential hazards. Inspection reports are kept on file and hazards are reported to maintenance.

Asbestos Notification

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation is required to complete a stringent new inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Watertown-Mayer School District has a goal to be in full compliance with this law and is following the spirit, as well as the letter of the law. As a matter of policy, the Watertown-Mayer School District shall continue to maintain a safe and healthy environment for our community's youth and employees. In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the School District were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Pesticides

The Watertown Mayer School District utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects and other pests in and around the building. Their program consists of the following:

- Inspection and monitoring to determine whether pests are present, and whether any treatment is needed.
- Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials.
- Utilization of non-chemical measures such as traps, caulking and screening.
- Application of EPA-registered pest control materials when needed. (This means pest control materials are not necessarily applied on every service visit.)

Pests can sting, bite, cause contamination, damage property, and spread disease. Therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per federal law. *Pesticide Application Notice The school district may plan to apply pesticides on school property. A parent/guardian may request to be notified prior to the application of certain pesticides. Additional information regarding what pesticides are used, the schedule of pesticide applications and the long-term health effects of the class of pesticide on children can be requested by contacting the Building and Grounds supervisor at 952-955-0490.*

Pets

Because animals can be a source of allergens, asthma triggers, and microorganisms that can cause infectious diseases, Watertown Mayer Public Schools restrict animals in school buildings. No dogs, cats, rodents, rabbits, reptiles, birds, exotic animals or other pets are allowed in the building without the prior permission of the building administrator.

If animals are present, they should be kept in an appropriate habitat when they are not being used for educational purposes. They should be kept away from carpeted areas in order to prevent the transfer of allergens to the carpets and the possible soiling of carpets.

Hazards

We protect children and adults from hazards including: electrical shock, burns or scalding, tripping or falling, floor coverings are secured to keep staff and children from tripping or slipping. This program excludes baby walkers. Areas in the building or classroom that have been recently painted, carpeted, tiled or otherwise renovated are ventilated before they can be used by children. Staff supervise all children by sight and sound in all areas with access to water in tubs, pails and water tables.

Written procedures are in place to protect children and adults from environmental hazards such as air pollution, lead, and asbestos, according to public health requirements. Watertown Mayer School District 111 maintains a tobacco and smoke free environment as stated in Policy 419. The use of firearms and other significant hazards that pose risks to children and adults are not permitted, as stated in Policy 501.

Emergency Preparedness

We have a written emergency preparedness plan using the Child Care Emergency Plan form developed by the commissioner. This plan includes: procedures for an evacuation, relocation, shelter-in-place, and lockdown; a designated relocation site and evacuation route; procedures for notifying a child's parent or legal guardian of the evacuation, relocation, shelter-in-place, lockdown, including procedures for reunification with families; accommodations for a child with a disability or a chronic medical condition; procedures for storing a child's medical necessary medicine that facilitates easy removal during an evacuation or relocation; procedures for continuing operations in the period during and after a crisis; and procedures for communicating with local emergency management officials, law enforcement officials, or other appropriate state or local authorities.

Risk Reduction Plan

We have developed a Risk Reduction plan in order to comply with Minnesota Statutes, section 245.66 subdivisions 2 and 3. Risk Reduction Plans are in place to assess risks among children in our environment and ensure there are procedures, policies, and staff training in place for all risks determined. The Risk Reduction Plans are available on site and are reviewed annually. All staff will receive an orientation to the Risk Reduction plan prior to first providing unsupervised direct contact services and will review it annually thereafter.

CLASSROOM EMERGENCY PROCEDURES

Evacuation

Situations: bomb, explosion, fire, hazardous material, regional-specific crisis
Off-Site Shelter– Immaculate Conception Parish Office
Procedure:

- When alarm sounds prepare to exit – students do not bring anything with them.
- Close doors, windows and blinds in the room.
- Take roster and backpack, emergency contact info, and first aid kit.
- Report any missing students to administration.
- Report back to rooms when ALL CLEAR is given by administration.

Fire

Procedure:
R - **RESCUE** – Remove those in immediate danger & close the door.
A - **ALARM** – Pull alarm, if you are the first to see fire.
C – **CONTAIN** – Close doors & windows.
E – **EXTINGUISH** – Only if safe to do.

- Notify the Building Administration or Secretary, who will call 911.
- Follow the Evacuation Plan outlined on the map in the classroom.

Seek Shelter

Situation: *Severe Weather or for bringing people who are outside the building back into the building to protect them from a threat or hazard.*
Procedure:

- Follow posted Severe Weather routes and move students to severe weather locations.
- Students should move into the shelter and sit/stand in an organized group to allow for more individuals to occupy the area

Hold

Situation: Disturbances, fights (if out of control), medical emergencies, out-of-control individual, trespassing, etc.
Procedure:

- Clear hallways and remain in classroom.
- Close and lock doors.
- Account for students and adults.
- Staff will be notified via announcement when “all clear”.

Secure

Situation: Incident outside of building
Procedure:

- Return inside building.
- Lock exterior doors.
- Account for all students and adults.
- Staff will be notified via announcement when “all clear.”

Lock Down

Situation: hostage situation, shooting, weapon

Procedure:

- Close and lock windows and doors.
- Turn off the room lights.
- Individuals in the room should take cover in designated classroom area out of direct sight line of doors and windows, remain silent.
- Take attendance and report missing students/added students to the building administrator immediately through the school's lockdown email address. ***Type Red or Green in your subject line.***
- Cover exterior windows if possible, barricade doors if possible.
- DO NOT leave the classroom until instructed to do so by administration.

EMERGENCY CLOSINGS/EARLY RELEASE/LATE STARTS

Emergency Closings & Late Starts

Please listen to WCCO radio, AM 830, or any major Twin Cities TV stations for information regarding late starts, early closings, or cancellations due to weather, power outages, or other such events.

We follow the subsequent procedures regarding school delays, early releases or closures.

***School Closed for the Day*:** Program Closed.

School Delayed: Program will open two hours late.

Early School Closing: Program will close one hour following school closing time.

School Delayed and then Closed: When the decision to close school is made, parents/guardians will be contacted immediately to pick up their child. Students must be picked up within one hour of notification.

School Closing Due To Weather/Emergency

Kids' Company will make every effort to open if it is determined to be safe for staff and students, and parent/guardians will be notified via text and email. *Please make sure your profile is current.*

It is understood that conditions beyond one's control exist (i.e. inclement weather). If these conditions arise you must notify the program staff as soon as possible and make arrangements for someone else to pick up your child.

Watch for communication from Community Ed via Text and Email for information on programming.

WM Kids' Company & Caring Hands will run programming when possible.

Please make sure your account information is updated on Eleyo.

APPENDIX A

Additional Fees

Revised Contract Fees:

Schedule changes made to the contract require a two week notice and represent a new pattern of attendance for a minimum of 4 weeks or more. Schedule changes are subject to availability and must be submitted in writing to the Program Coordinator. Withdrawals require a two-week notice in writing submitted to the Program Coordinator.

Infant/Toddler: $50 per occurrence/per child
Preschool Age: $25 per occurrence/per child
Gr. K-6: $15 per occurrence/per child

Infant Hold Fee:
$200 per month/per child

We will hold a spot for up to 3 months with an identified start date. Early start date is based on availability. The hold fee is non-refundable and can not be prorated. Families who unenroll will have to submit a new registration.

Infant/Toddler Summer Hold Fee:
50% monthly contract fee per child

Current families can hold their spot in the Infant and/or toddler groups for the months of June, July and August at 50% of their contract rate. The hold fee is non-refundable and can not be prorated. Families who unenroll will have to submit a new/registration.

Diaper Fee:
$2.00 per diaper

Families will be charged per diaper for the use of program supply. Each child must have their own supply of diapers. The program only has extras for emergencies.

Drop-In Meals:
$5.00 per meal

Drop in rates do not include lunch. Children must provide a home lunch on those days. If a child does not have a home lunch, the program will provide a supplemental lunch for them.

Late Payment Fee:
$35.00 per month/per account

Late fees apply to any unpaid balances per account/child after the deadline date. We reserve the right to discontinue or limit service due to failure to meet payment obligations as defined by the contract.

Late Pick Up:
Per minute/per child

Fees will be assessed for children not picked up by the end of contract time. A $2.00 per minute per child fee will be assessed for 1-15 minutes at the end of contracted time. A $5.00 per child fee will be assessed for late pick ups between 16-30 minutes.

Finders Fee:
$10.00 per child/per occurrence

Late Start/Early Release Fee:
$5.00 on a scheduled day per child
$5.00 on a scheduled Young Royals day (Extended and Full Day classes only) per child
$10.00 on a scheduled Young Royals day that has been canceled per child

Bleach Solutions

How to Mix Bleach Solutions

Bleach Solution 1 Disinfectant (800-850 ppm)			
Water	Bleach 5.25%	Bleach 6.0 - 6.25%	Bleach 8.0 - 8.25%
1 gallon (16 cups)	1/4 cup	1/4 cup	2.5 tablespoons
1 quart (4 cups)	1 tablespoon	1 tablespoon	2 teaspoons
1 pint (2 cups)	1 1/2 teaspoons	1 1/2 teaspoons	1 teaspoon

Bleach Solution 2 Sanitizer (50-100 ppm) Use for mouthed toys and food contact surfaces			
Water	Bleach 5.25%	Bleach 6.0 - 6.25%	Bleach 8.0 - 8.25%
1 gallon (16 cups)	2 teaspoons	2 teaspoons	1 teaspoon
1 quart (4 cups)	1/2 teaspoon	1/2 teaspoon	1/4 teaspoon
1 pint (2 cups)	1/4 teaspoon	1/4 teaspoon	1/8 teaspoon

1. Wash with soap/water solution spray
2. Rinse with clear water spray
3. Sanitize or disinfect with bleach solution
4. Bleach solution must air dry for at least 2 minutes

- Use disposable paper towels
- Bleach solution should be in a cloudy, air tight plastic container labeled with the solution contents and area used for
- Bleach solution must be made daily. Test solution 2 with test strips daily (range must be 50 -100 ppm)
- Date bleach when opened; do not keep longer than 30 days
- Date bleach when purchased; do not keep longer than 3 months
- Do not mix bleach in the classroom
- Store bleach out of reach of children