COTTER EARLY CHILDHOOD CENTER (St. Nicholas Hall)

STATEMENT OF GOALS AND PURPOSE

The Purpose of the Cotter Early Childhood Center (CECC) is to provide a Christian oriented program in early childhood education for children 6 weeks through the first day of Kindergarten. CECC invites and encourages children to think creatively, to use all their senses, and to become involved in every facet of learning. The Program will provide a curriculum in which children will be able to develop intellectually, emotionally, socially, physically, and spiritually.

The CECC is a non-profit child care center and preschool program. The program is part of a non-profit school setting. It is located on the Cotter Schools Campus, in St. Nicholas Hall (511 Hilbert Street), and is licensed by the State of Minnesota, Department of Human Services, Division of Licensing for 244 children; 24 infants, 56 Toddlers and 164 preschool/school age, not to exceed 40 school age.

OBJECTIVES OF COTTER EARLY CHILDHOOD CENTER(CECC)

All children enrolled (infant, toddlers, preschool and school age) will be involved in:

planned activities or themes in the areas of religion, science, sensory, music and movement, social studies, fine and gross motor, art and language;

experiences to enhance emotional, intellectual, social, physical, and spiritual growth and well-being;

an atmosphere in which children establish a positive self-concept, learn to accept themselves, explore their environments, and learn as part of a group, and encourage communication skills;

and activities to enhance the child's self-concept by encouraging positive behavior and emphasize each child's inherent worth.

We provide a Christian atmosphere which encourages spiritual development in all children.

We provide nutritious meals and snacks;

assist in obtaining social work services for families and individuals in need of such services;

and opportunities for parent involvement, as well as for volunteer participation.

We establish and maintain a supportive relationship with all parents and staff members;

and are aware of the potential for child abuse and neglect and make appropriate referrals.

The intellectual, physical, social, and emotional progress of each child is documented and conveyed to the parent at a parent-teacher conference, twice per year. A written copy of the documentation (assessment) will be given to the parents, and a copy will be kept in the child's record at the CECC.

DAYS, HOURS AND FEES

The CECC school year begins the first day Cotter Schools begins and ends on the last day of the (Cotter Schools) calendar. Children may be enrolled in the CECC for a full day, half day, or on a drop-in basis for child care. The fee is an hourly rate or a full-time rate with a minimum of one-hour charge per day. The CECC child care is open Monday through Friday, 6:30 a.m. to 5:30 p.m., and is closed for major holidays including the Wednesday before Thanksgiving, Thanksgiving Day and the Friday after, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, President's Day, Holy Thursday, Good Friday and Easter Monday, Memorial Day, Fourth of July and Labor Day.

For the welfare of your child and others in the CECC, all children must be picked up promptly, NO LATER THAN 5:30 p.m. A $1.00 charge per child per minute will be made, if not picked up before 5:30 p.m. The $1.00 per minute late charge applies to ALL circumstances.

During the course of the school year when a Teacher In-Service or Parent-Teacher Conference Day is planned, the CECC will remain open for child care, if there is a sufficient number of children. In order to be in session for non-regular school days, we need to know from parents in advance whether or not their children will attend. A virtual sign-up sheet will be made available for these particular days.

Children may also enroll in the CECC to attend a ½ day or full-day preschool class. The fee for preschool is a tuition rate, depending upon the number of days of attendance. The tuition fee is paid monthly during the school year (August-May).

In the event of snow or severe weather, announcements about the CECC will be sent via text, email, and posted on the Cotter Schools website(www.cotterschools.org). The CECC will remain open on snow days; however, if severe weather would endanger the safe arrival of the CECC staff, the CECC will be closed.

The CECC will close when a blizzard warning is issued for our area. If the CECC is already in session when the warning is issued, parents will be notified via text alert and email to pick up their child(ren) as soon as possible. The CECC staff will remain on-site until all the children have been picked up.

ENROLLMENT

To enroll a child, the family will complete the necessary registration information on-line and then arrange a tour with the Director of Local Admissions or the CECC Director to discuss which program would be best for the child. This meeting will give us an idea of the child's development, play preferences, likes, dislikes and general behavior, so we will be able to give your child the best possible care. It is important to let the child become familiar with the CECC room so that he/she will feel comfortable on the first day.

Based on the pre-enrollment interview and assessment of each individual child's needs, we will not agree to serve any child whose needs are so extensive that we do not have the staff or resources to meet those needs. If we are unable to make such a determination prior to enrollment, we may accept the child conditionally.

Additional Infant and Toddler Enrollment Policy

Cotter Schools will not be able to hold full-time or hourly childcare spots for children enrolled in our infant care and toddler care programs for a later start date than initially scheduled, or for an extended break in care.

This policy applies to all families enrolled in these programs.

What This Means:

- Families enrolled in **full-time** care will be required to pay the **full fee for care** beginning on their **initial start date** and/or throughout any **extended break in care**.
- Families enrolled in **hourly** care **must maintain a commitment to pay for at least 20 hours per week**.
- Failure to pay the fees as required will result in the **forfeiture of your childcare spot**.

SPECIAL SERVICES

Children who have special needs are eligible to receive special education services from the local school district. Upon identification of a special need; the teacher, CECC Director and the parents, will meet to further discuss how to proceed with the referral process and begin supporting the child in our center. The center will work closely with outside agencies that provide special education services to a child enrolled in our center.

DISMISSAL AND APPEAL POLICY

A child who is not yet ready for a group experience or whose presence may cause harm to herself/himself or others may be dismissed after a conference with parents. We will work closely with you to see if the problem(s) can be resolved. If a child's behavior and attitude continues to be disruptive to the group or to the welfare of other children, we reserve the right to ask you to withdraw your child from the CECC. An appeal may be made to the Director of CECC or the President of Cotter Schools.

WITHDRAWAL FROM THE COTTER EARLY CHILDHOOD CENTER

If you plan to withdraw your child from the CECC, you will need to give a two week notice to the Director. You will be billed for the two weeks.

ILLNESS

Children who are ill in the morning should not be brought to the Cotter Early Childhood Center(CECC). We ask you to call us in that event. If at any time the teacher feels the child is too sick or contagious, he or she will not be allowed to remain at the Center. Below is a list of guidelines to follow.

Keep your child at home if he/she exhibits one of the symptoms listed below:

- fever of over 100 degrees axillary or 101 degrees orally in the Morning (or within the previous 24 hours), without use of fever reducing medications;

- vomiting or diarrhea within the previous 24 hours;
- vomiting (one episode) or diarrhea (three episodes) while at the Center;
- contagious diseases or conditions such as conjunctivitis (with drops), chicken pox, impetigo, pin worm, ringworm, scabies, Fifth Disease;
- untreated strep throat (may return after 24 hours of antibiotic therapy, and fever has reduced to less than 100 without fever reducing medication)
- cough, sore throat, or earache when accompanied by a fever;
- a severe cold with fever, sneezing, and nose drainage;
- rashes that you cannot identify or that have not been diagnosed by a physician;
- lethargy (unusual fatigue);
- headache;
- unable to participate in activities with reasonable comfort; and
- requires more care than staff can provide without compromising health and safety of other children

Families will be notified immediately when a child becomes ill while under the care of CECC. The child will be removed from the classroom until a parent arrives. Arrangements should be made for someone to pick up your child. In the event we are unable to reach the parents, we will contact those persons identified as "Emergency Contacts", as listed on the enrollment forms. Supervision, cot rest, and first aid will be provided as needed until the parent or designated person arrives.

In the event your child is diagnosed with a communicable(contagious) disease, please notify the CECC personnel within 24 hours.

An illness log for children will be kept on file.
Parents will be notified of any outbreak of a communicable or infectious disease.

MEDICATION

Only prescription medication or medication that has been recommended by a physician in writing, may be administered at the CECC. If you want the staff to administer medication to your child, you must fill out a medication permission form, and a parent signature is required.

Medication bottles must show the child's first and last name, dosage, route, and frequency of administration, physician's name, and date. Medication brought to the CECC must be in its original container.

Sunscreen, insect repellents, and diapering products require parent permission and will be administered according to manufacturer's instructions, unless written instructions from a health care provider are presented. Each product must be labeled with the child's first and last name.

IMMUNIZATION RECORD AND HEALTH CARE SUMMARY REQUIREMENT

The CECC, in accordance with the Minnesota school immunization law, require that all children be up-to-date on immunizations, when enrolling in the program. A record of the child's

immunizations must be submitted, before they will be allowed to attend the CECC. Immunization requirements can be waived for medical reasons or for those who are conscientiously opposed to immunizations.

The CECC also requires all children to have a Health Care Summary on file within 30 days of admission. The Health Care Summary needs to be completed and signed by the child's health care provider, and must include the date of the child's most recent physical exam. The Heath Care Summary must be updated whenever a child moves to a new age group (ex. from infant to toddler, and from toddler to preschool).

INJURY

All Lead Teachers, Assistant Teachers and Aides will be trained in Pediatric/Adult First Aid. When an emergency occurs requiring first aid, those program staff in the immediate area will be required to administer first aid to the affected child or adult. A first aid kit is located in each classroom and in the main office. Protective coverings for hands, mouth and eyes are available in the main office. The affected person will be made to feel comfortable, while first aid is being administered to them.

During a medical/first aid situation the following procedures will be followed:

1. Certified person begins administering first aid
2. Second staff person assists as needed by calling emergency medical service (if applicable), gathering supplies, or helping lead first aid person
3. Third staff person clears other children from the scene and notifies the Director or other staff as needed.
4. The Director, or the designated Lead Teacher, will notify family of the situation.

In the event of a medical emergency requiring Emergency Medical Services:

1. Call 911 and follow the above mentioned procedures.
2. Child(ren) will be transported to a medical facility, unless determined otherwise by EMS staff.
3. Available staff members notify the Director immediately. In the case the Director is not available, staff should notify the President of Cotter Schools.
4. Director, or designated Lead Teacher, will notify the family immediately.
5. Staff will stay with the child at the hospital until a family member arrives.
6. After the emergency situation has been handled, a DHS and CECC Accident Report Form will be completed by the Director.
7. In the case of a medical emergency, no comments will be made to any outside party (including the press), except by the President.

FIRE DRILLS

Fire drills are held monthly during the year to insure a safe and orderly exit for the children. Fire drills are conducted in silence and in an orderly manner.

1. The children are instructed to move quickly without confusion and exit through assigned doorways to the front of St. Nicholas Hall (Hilbert Street).

2. The Director/Teacher will lead the students to the nearest exit followed by the teacher aides and call roll to account for each student after the students have been led a safe distance from the building.
3. An all-clear signal will be given, to signal reentry into the school building.
4. Talking is not allowed during fire drills.

An Emergency Evacuation Map is posted in each classroom indicating the exit to be used for fire drills and to where to meet as a group outside.

TORNADO DRILLS

Tornado Drills will be conducted once each month, April through September. These drills are conducted in order to provide safe passage for all personnel to a safety shelter. The lower hallway will be used for this purpose. When the tornado warning(drill) alert "SHELTER" is given:

1. The children will be led to the lower corridor where they will be instructed to assume the tornado safety position (on their hands and knees with their hands held over their head).
2. An all-clear signal shall be given, when the tornado drill is complete(or a warning has expired or been canceled).
3. Children will not be allowed to talk during this time.

Safety Drills (SRP)

Standard Response Protocol (SRP) drills will be conducted throughout the year. These drills are conducted in order to keep the children safe, in the event of a dangerous person either inside or outside our building, medical emergency, severe weather, etc. An announcement will be made over an intercom system into each classroom. There are five different types of emergency actions (SRP) for our program.

If there is a situation near the school building that could cause harm, a "SECURE" would be executed. A "SECURE" requires the following actions: teachers lock the outside doors, close windows and blinds, and continue regular activities. No one will be allowed in or out of the building during a "SECURE". Once the potential harm has passed, a "CLEAR" will be announced.

If the potential harm does not pass and the situation becomes more serious, a "LOCKDOWN" may be executed. A "LOCKDOWN" requires the following actions: teachers lock the classroom door, close windows and blinds, turn out the lights, instruct the children to gather out-of-site with the teacher, and remain quiet. A "LOCKDOWN" is executed immediately, if an intruder is in the building and is threatening to cause harm/damage.
The lockdown will be executed by the Director, but can be executed by any staff person that sees a harmful situation. Classrooms will remain in "LOCKDOWN" until the Director or a member of law enforcements unlocks the door and announces themselves.

The children and staff would move to the shelter-in-place if severe weather/tornado warning were announced. "SHELTER" would be announced and the children and staff would move to the lower hallway of the center. The children and staff would gather away from windows or doors to the exterior. There is emergency lighting in the shelter area, in the event the

electricity would be out.

If there is a disturbance or medical emergency within the center, a "HOLD" may be executed. A "HOLD" requires the following actions: teacher would close and lock their classroom door and continue regular activities. No one will be allowed to leave the classroom during a "HOLD". When the situation is resolved, "CLEAR" will be announced.

If there is a situation within the building that would be harmful to the children and staff, an "EVACUATION" may be executed. An "EVACUATION" requires the following actions: teacher will lead students out of the building, following the emergency exit plan posted in the classroom. When the group arrives at the designated location, the teacher will account for all children and adults. Examples of "EVACUATION" would be fire, gas leak, water leak, etc. Once the situation has been resolved, the children and staff will return to the building, if deemed safe.

Cotter Schools has adapted this SRP(Standard Response Protocol) from the I Love U Guys Foundation.

FIELD TRIPS

A written permission form is obtained from the parent of each child before taking a child on a field trip. Two field trips are scheduled per school year. Additional field trips are planned during our Summer program. Parents will always be notified well in advance of up-coming field trips and the purpose for the field trip.

RESEARCH AND PUBLIC RELATIONS PERMISSION

Written permission is obtained from a parent before a child is involved in experimental research or a public relations activity while attending the CECC. The permission form will be part of the enrollment packet for our child. A twelve-month permission form is signed by parents to allow the CECC to publish pictures of their child's on the CECC website, in local newspapers, and in the yearbook. A new permission form is required each year the child re-enrolls in the CECC.

NUTRITION

Healthy and nutritious meals are a priority at the CECC. The meals and snacks for the CECC are provided by Cotter Schools food service program. All meals and snacks will comply with the USDA requirements, providing one-third of the child's daily nutritional needs. The CECC participated in the Child and Adult Care Food Program (CACFP).

A child in attendance at the CECC for five to ten hours per day, will be served two meals(breakfast and lunch) and one snacks (PM).

Snacks are provided to all children in attendance at the CECC. Snack is served once each day (PM). Our center follows the USDA guideline for snack, serving 1% milk and one of the follow: fruit, vegetable, protein (ex. dairy, meat), or whole wheat product (ex. breads, cereals, crackers). The classroom teacher may also supplement with additional snack items.

The CECC classrooms serve 1% milk in re-useable plastic cups for children ages 2-5. A clean cup is used for each meal or snack. The cups are returned to the kitchen each afternoon. The cups are put through the dishwasher and sanitized by the kitchen staff.

The infant and toddler children will also use re-usable plastic sippy cups or bottles. The cups and/or bottlers are returned to the kitchen each afternoon. The cups and/or bottles are put through the dishwasher and sanitized by the kitchen staff.

Preschool Age children are allowed to have a water bottle, brought from home. The water bottle will be stored in their backpack or cubby (separately) throughout the day, and periodic water breaks will be planned for the children. Each child's water bottle must be labeled with their first and last name. After PM snack is served, all water bottles will be put into backpacks and sent home for sanitizing, daily. If the label falls off or becomes illegible, the staff will re-label the water bottle. The Preschool Age children will be encouraged to use the drinking fountains provided by the center and primarily use water bottles for field trip days. The preschool age children use the re-usable plastic cups for the PM snack milk.

CIVIL RIGHTS for USDA PROGRAMS

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.

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

(1) Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) Fax: (833)256-1665 or (202) 690-7442; or
(3) Email: program.intake@usda.gov.
This institution is an equal opportunity provider.

BEHAVIOR GUIDANCE POLICIES AND PROCEDURES

A. Each child will be provided with a positive model of acceptable behavior through instruction and interaction with Cotter Early Childhood Center(CECC) teachers and staff. Ex. Teachers will role model quiet tone of voices, reinforce to children the knowledge of inside hurts and outside hurts when interacting with other children, and provide examples of how to show respect and kindness toward others.

B. Discipline procedures are developmentally appropriate to each child's age. Ex. Redirection or distraction, talking to the child, pointing out what was not acceptable and why. These alternatives are implemented first before a last resort; separation from the group.

C. A child, or group of children, will be redirected to another interest area in the room and/or to work with other children, if a conflict should arise. This alternative will be implemented first before a last resort; separation from the group.

D. Role playing acceptable behavior can be cited as an example to reduce problem behavior. The use of printed material (picture books, social stories and story cards) can also teach children about acceptable behavior. Involving older children in making classroom rules and routines may help reinforce acceptable behavior and reduce problems.

E. As stated in item D above, children's understanding of acceptable behavior may help prevent or reduce dangerous situations. If, however, unacceptable behavior occurs, the staff will remove any harmful objects near the child, as well as the other children in the room, to avoid injuries. If a child is kicking and may be dangerous to a staff member or a child, the staff member may gently hold the child (bear hug) in a manner to control the child's dangerous body movement, and also protect themselves and the other children.

F. Children's unacceptable behavior is acted upon immediately and appropriate actions are determined, relevant to the incident and the child's age.

UNACCEPTABLE BEHAVIOR

A. When possible, the Director will act as the increase staff and observe and record behavior of the child and staff response to unacceptable behavior. When the Director is unavailable; the Assistant Director will act in this capacity.

B. When unacceptable behavior has come to this point, the unacceptable behavior documented in Item A will be shared with parents on a daily basis, when possible. The Director, parents and teacher will develop an Individual Child Care Program Plan, to identify the problem behavior and create action steps to manage it. Suggestions and questions will be addressed on a daily basis by both the teacher and parents. Other staff persons who work directly with the child will be made aware of the Individual Child Care Program Plan and also offer feedback to the teacher and parents on a daily basis.

CORPORAL PUNISHMENT

A. No child shall be subjected to corporal punishment. Corporal punishment includes, but is not limited to, rough handling, hair pulling, kicking, hitting, shoving, ear pulling, biting, shaking, spanking, pinching, or slapping.

B. No child shall be subjected to emotional stress. Emotional stress includes, but is not limited to, name calling, ostracism, shaming, making derogatory remarks about the child or the child's family, and using language that threatens, humiliates, or frightens the child.

C. No child shall be separated from the group, except as outlined in subpart 4.

D. No child shall be punished for lapses in toilet training.

E. Food, water, light, warmth, clothing or medical care cannot be withheld from a child as a punishment for unacceptable behavior.

F. The use of physical restraint, other than to physically hold a child when containment is necessary to protect a child or others from harm, is prohibited.

G. The use of mechanical restraints, such as tying, are prohibited.

SEPARATION FROM THE GROUP

A. No child will be separated from the group, until less intrusive measures, as outlined in Subpart 1, have been tried and were ineffective.

B. In the event a child's behavior threatens their own well-being or that of another child in the classroom(program), they will be separated from the group.

C. A child who requires separation from the group must:
   1. Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person;
   2. Be returned to the group upon the contingency that the child has stopped or brought the behavior that precipitated the separation under control; and
   3. Be returned to the group as soon as the behavior that precipitated the separation abates or stops.

D. Children between the ages of 6 weeks and 16 months must not be separated from the group as a means of behavior guidance. Modeling of the desired behavior is more effective for this age group.

All separations from the group are record on a separation form. The form is kept in a daily log file, and a copy put in the CECC file. The separation form includes:

1. The child's name;
2. The staff person's name;
3. Time of the separation;

4. Date of the separation;
5. Information indicating what less intrusive methods were used to guide the child's behavior before the separation occurred; and
6. How the child's behavior continued to threaten the well-being of the child or the children in the classroom(program).

A parent is notified if the child was separated from the group three or more times in one day. The parent notification shall be indicated on the daily log.

A parent is notified if the child was separated from the group five or more times in one week, or eight or more times in two weeks. At this point, the staff and family will meet to develop a behavior guidance plan (ICCIP). The parent notification shall be indicated on the daily log.

POLICY FOR PETS IN THE ENVIRONMENT

Pets are not usually included as a part of the children's environment due to possible allergic reactions, fear or injury.

POLICY FOR TOYS IN THE ENVIRONMENT

Toys are provided for the children and should not be brought from home. A security blanket will be allowed; however, it will be placed in the child's personal storage area until nap time. No pillows or stuffed toys are allowed.

PARENT INVOLVEMENT

Parents are invited to visit the CECC at any time during the hours of operation. The children really enjoy it when their parent(s) show an interest in what they are doing while at the Center.

Our monthly newsletter will inform you of upcoming events as well as highlights of the children's activities and special messages for parents. Parent input is valued and necessary in order to keep the CECC a vibrant and exciting place to be. Please share your ideas with the Director.

It is important to keep us up to date on any changes in the home that will affect your child's day, such as a change in your schedule, birth or death in the family, a separation or divorce, etc. We will be better able to meet your child's needs if we are aware of what is happening in the family. Information shared is kept confidential.

Parents are encouraged to participate in current and future parent activities within the Cotter Schools system.

CHILD CARE CONCERNS

If at any time you have concerns about your child's care while at the CECC, you are encouraged to contact the Director of the CECC or the President of Cotter Schools. You also have the option of contacting the Minnesota Department of Children, Youth and Families, and voice your concerns. The phone number for the Department of Children, Youth and Families is (651) 431-6015. The phone number is also on our License, which is posted in the St. Nicholas Hall Main Office.

SCHEDULE FOR INFANTS (6 Weeks-16 Months)

AM	6:30-8:30	Arrival: Child's choice of play, small group teacher directed activities
	8:00-8:30	Breakfast/Wash Hands
	8:30-9:00	Diaper Check/Wash Hands
	9:00-9:30	Early Childhood Program(Teacher-directed)
	9:30-10:00	Large Motor Activities((Playground or Gym)/Walk
	10:00-10:30	Art/music/movement/sensory experience
		Story (book or flannel board)
		Social/Emotional learning through play/tummy time
	10:30-11:00	Diaper Check/Wash Hands
PM	11:00-11:45	Lunch/Feeding
	11:45-12:00	Story (book or flannel board)/Walk
	12:00-2:00	Nap
	2:00-2:30	Diaper Check/Wash Hands
	2:30-3:00	PM Snack/Wash Hands
	3:00-3:30	Large Motor Activities (Playground or Gym)/Walk
	3:30-4:30	Story time/sensory experience/free play/tummy time
		Teacher directed activities (small and large group, art activities, games)
		Self-directed activities (free play)
	4:30-5:30	Large Motor Activities (Playground or Gym)/Walk
	5:30	CECC closes

SCHEDULE FOR TODDLERS (16 Months-33/35 Months)

AM	6:30-8:30	Arrival: Child's choice of play, small group teacher directed activities
	8:00-8:30	Bathroom break(diapering)
	8:30-9:00	Wash Hands/Breakfast
	9:00-9:30	Large Motor Activities (Playground or Gym) (active, teacher-directed)
	9:30-10:30	Early Childhood Program (Teacher-directed)
	9:30-9:45	Opening
		Calendar/weather, attendance, helpers
		Planning the day's activities
		Introduction or enrichment of weekly theme
	9:45-10:15	Art/music/movement/sensory experience
	10:15-10:30	Story (book or flannel board)
		Social/Emotional learning through play/role playing (child-initiated)
	10:30-10:45	Bathroom Break (diapering, if necessary)
	10:45-11:00	Free play/Prepare for lunch (wash hands)
PM	11:00-11:45	Lunch/Bathroom(diapering)

	11:45-12:00	Story (book or flannel board)
	12:00-2:00	Nap
	2:00-2:30	Snack, Bathroom break(diapering)
	2:30-3:30	Story time/sensory experience/free play
	3:30-4:00	Large Motor Activities (Playground or Gym) (active, child-initiated)
	4:00-5:00	Teacher directed activities (small and large group, art activities, games)
		Self-directed activities (free play) (child-initiated)
		Large motor activities (active, child-initiated)
	5:00	CECC closes

SCHEDULE FOR EARLY CHILDHOOD (33/35 Months-1st Day of Kindergarten)

AM	6:30-8:00	Arrival: Child's choice of play, small group teacher-directed activities
	8:00-8:30	Bathroom break/Breakfast
	9:00-11:00	Early Childhood Program (teacher-directed)
	9:00-9:15	Opening
		Calendar/weather, attendance, helpers
		Planning the day's activities
		Introduction or enrichment of theme
		colors, shapes, math concepts, sensory experiences, science, etc...
	9:15-9:45	Learning Centers (Small groups/one-on-one)
	9:45-10:00	Large Motor Activities (Playground or Gym) (active, teacher-directed)
	10:00-10:45	Art, music/movement, sensory experiences, social/emotional learning through play/role playing (child-initiated)
	10:45-11:00	Story (book or flannel board)
		Surprise box
		Notes and announcements
	11:00-11:15	Bathroom Break
PM	11:15-11:45	Lunch
	11:45-12:00	Bathroom break
	12:00-12:30	Large Motor Activities (Playground or Gym) (active, child-initiated)
	12:30-2:00	Nap-time or rest time;
		Self-directed activities, partner activities, learning centers(non-napping) (child-initiated)
	2:00-2:30	Bathroom break/PM Snack
	2:30-2:45	Story time
	3:00-4:00	Teacher directed activities (small and large group, art activities, games)
		Self-directed activities (free play) (child-initiated)
	4:00-4:30	Large motor activities (Playground or Gym) (active, child-initiated)
	4:30-5:00	Self-directed activities (free play) (child-initiated)
	5:00	CECC close

The CECC program plan will be made available to the parents upon request. Several components of the program plan are included in the parent handbook. Parent will be able to view the program plan in print form or on-line.

The CECC program plan will be evaluated annually by the Director, or a designated Lead Teacher. The program plan will be modified, if necessary, to reflect changes within the center during the previous year. The Director will inform the staff of the changes and provide training, if necessary. The Director will provide the updated information to the parents, through printed material or on-line.

MALTREATMENT OF MINORS MANDATED REPORTING POLICY FOR DHS LICENSED PROGRAMS

Who Should Report Child Abuse and Neglect?

• Any person may voluntarily report abuse or neglect.

• If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to Report

• If you know or suspect that a child is in immediate danger, call 911.

• Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county child protection services

• Reports concerning suspected abuse or neglect of children occurring in all other facilities licensed by the Minnesota Department of Children, Youth and Families should be made to the Department of Children, Youth and Families Maltreatment Intake line at (651) 539-8222.

• Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at 507 457-6200 or local law enforcement at 507 457-6302 (City) or 507 457-6368 (County).

• If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Children, Youth and Families at (651) 431-6015.

What to Report

• Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.

• A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect

occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

• An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Failure to Report

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

Retaliation Prohibited

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

Internal Review

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:
(i) related policies and procedures were followed;

(ii) the policies and procedures were adequate;

(iii) there is a need for additional staff training;

(iv) the reported event is similar to past events with the children or the services involved; and

(v) there is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary and Secondary Person or Position to Ensure Internal Reviews are Completed

The internal review will be completed b, Christine Nichols, Director (name or position). If this individual is involved in the alleged or suspected maltreatment, Pat Bowlin WACS Principal (name or position) will be responsible for completing the internal review.

Documentation of the Internal Review

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

Corrective Action Plan

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

Staff Training

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.