EARLY EDge
Connect. Serve. Support.

EARLY EDUCATION



PARENT HANDBOOK 2026-2027

EARLY EDge
650 SW 7th Ave ▪ Grand Rapids, MN 55744
218.327.5850 ▪ Fax 218.327.5851
earlyedge@isd6070.org | earlyedgemn.org

Proudly Serving School Districts:
ISD 317/Deer River · ISD 318/Grand Rapids
ISD 319/Nashwauk-Keewatin



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ABOUT EARLY EDge



Formerly, the Invest Early Project, EARLY EDge is an Early Childhood program serving children and families in the Itasca Area Schools Collaborative (IASC) region. One of four IASC programs, EARLY EDge continues the Invest Early Project's tradition providing exceptional early learning experiences that prepare Itasca and the surrounding area's children for kindergarten success.

EARLY EDge serves children who are three or four as of September 1st, in our preschool classrooms; 16-33 months in our Deer River toddler classroom; as well as offering a variety of family classes and events through our Early Childhood Family Education programs.

To find more information about EARLY EDge and our other IASC programs, please visit us at:

earlyedgemn.org
iascmn.org

@earlyedgemn

@earlyedgemn

@earlyedgemn

E **Explore**

D **Discover**

g **Grow**

e **Every Day**

Together we'll help your child find their EDge!

WELCOME TO EARLY EDge!

We are so glad to have you
as part of our Early Education Program!

Enclosed you will find important information regarding your child's enrollment in our program. Please review and do not hesitate to contact us if you have any questions.
See below for the number of children that are served at each of our programming sites.

Site	Preschool
Bigfork	17
Grand Rapids (MN North)	36
IRC	16
West Elementary	51
Nashwauk	34
King Elementary-Preschool	51
King Elementary-Toddler	14

WELCOME PARENTS!

The early years are one of the most influential periods for growth and development, and we are so excited to be a part of your child's learning year. While our hours of operation vary by site, you can expect the same activities scheduled throughout the day at all of our locations.



DAILY SCHEDULE

The daily schedule of the classroom provides support for your child to feel secure and independent, to move from one activity to another as easily and confidently as possible. We will provide a variety of learning experiences for a well-rounded education. The schedule for the day includes:

- **Daily tooth brushing and hand washing.**
- **Large and small group activities.**
- **Time to play alone or with others.**
- **Active and quiet times.**
- **Rest time.**
- **Indoor and outdoor play times.**

Throughout the day, classroom staff will be observing children and they will document each child's progress in their social, emotional, cognitive, and physical development.

Students will go outside each day unless the outside temperature is below zero or the wind chill is below zero (staff will use discretion).

Parents may review the center's Child Care Program Plan, available at each site, upon request.

ARRIVAL & DEPARTURE POLICY

Policies may vary per site.

Parents/Guardians must walk their children to their classroom or site specific designated drop off spot, and sign them in when dropping them off, as well as sign them out when they leave.

Always walk your child to the teacher or assistant teacher when you bring your child to the center. Be certain staff know your child has arrived.

If transportation is offered at your site, parents/guardians must walk their child to and from the bus or van. Children will not be dropped at home unless a parent/guardian is there to meet them. Children will be returned to the center and law enforcement will be called if staff are unable to contact the parent/guardian.

Your child will not leave the center with any person whose name is not on the Emergency & Child Release form. A photo I.D. may be required.

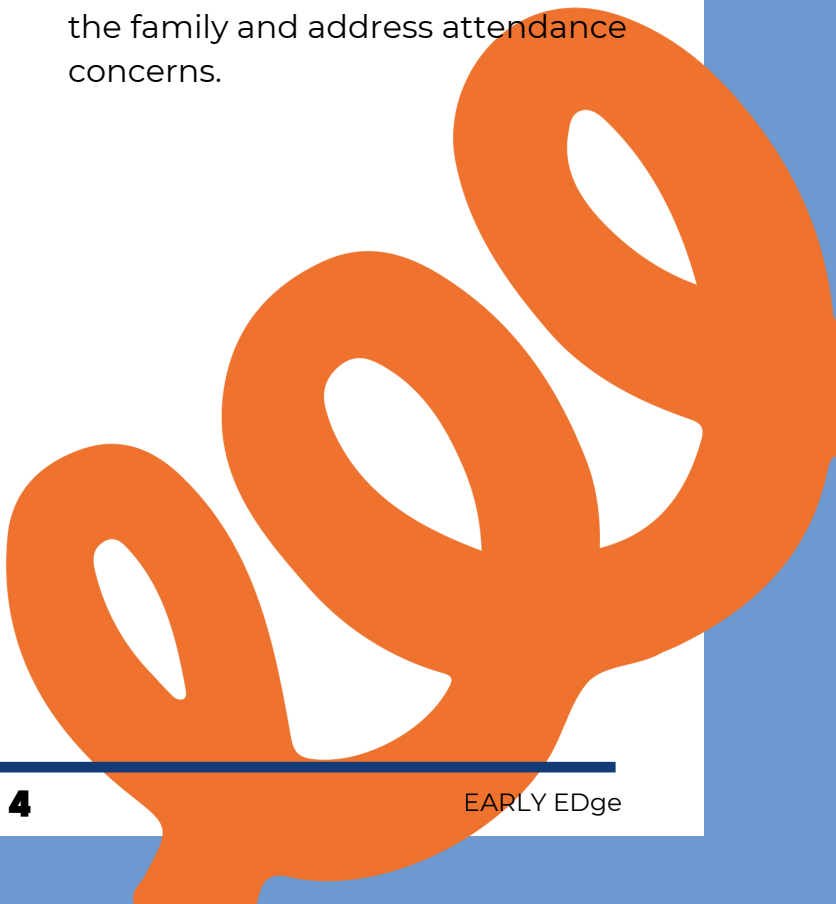
ATTENDANCE POLICY

Our program helps prepare children for their entrance into kindergarten and attendance is not only required, but children who attend regularly have better academic outcomes!

When your child is absent, or if you know your child will be absent ahead of time, please call the classroom, leave a voicemail message or use the classroom communication app (Brightwheel). Our staff will call you or message you if they do not receive communication regarding an absence.

If a child is absent for three consecutive days, or has consistent irregular attendance, your teacher will contact you to discuss reasons for absence and help you find appropriate solutions.

A child may be withdrawn from the program if excessive absences continue after the program has made reasonable efforts to work with the family and address attendance concerns.



WELCOME VISIT AND CONFERENCES

Parents/guardians are required to participate in a Welcome Visit before their child's first day of class. This visit provides an opportunity to get to know your family, share important information, and help your child transition into the classroom.

Parent/guardian-teacher conferences are held twice each year, in November and February, to discuss your child's intellectual, physical, cognitive, social, and emotional development. Families will receive a written assessment of their child's progress during each conference.

We value ongoing communication and encourage parents/guardians to contact their child's teacher at any time with questions, concerns, or information to support their child's success.

PARENT/GUARDIAN PERMISSION POLICY

FIELD TRIPS

EARLY EDge will ensure that written permission is obtained from each child's parent/guardian before taking the child on a field trip. Staff will take emergency phone numbers for the child's parent/guardian and the people to be called if a parent cannot be reached, the phone number of the child's physician, and a first aid kit.

OTHER PERMISSIONS

In accordance with Minnesota licensing laws, we will never include your child in any research study, experimental program, or public relations activity (like photos, videos, or marketing materials) without your knowledge. We will always notify you in advance and obtain your explicit, written permission. You always have the final say!

REST POLICY



There will be a 30-minute quiet/rest time in each classroom. Any children not wanting to rest on their cot are allowed to do quiet activities at a table.

After 60 minutes from the start of scheduled rest time, any sleeping children will be gently woken.

You may choose to individualize your child's rest time in order to meet the State of MN Licensing Requirements. Please talk to your Lead Teacher about a Rest Time Exemption.

DIAPERING POLICY

EARLY EDge is committed to maintaining a clean, safe, and respectful environment for all children. Diapers are checked regularly and changed as needed throughout the day to ensure your child's comfort and health. Parents are responsible for providing a supply of diapers, wipes, and any necessary creams or ointments for their child. Please label all items with your child's name.

If your child is in the process of potty training, please communicate with your child's teacher so we can work together to support a consistent approach. We ask that families send several changes of clothing each day during this transition period. Soiled clothing will be sent home daily.

FAMILY INVOLVEMENT OPPORTUNITIES

Policies may vary per site. Ask your teacher for more information if interested.
Family involvement is one of the cornerstones of our programs. Studies show that the more a parent is involved with their child's education, the more successful that child will be in school.

We want to give families as many opportunities as possible to be involved.
Parents/Guardians of enrolled children may visit the classroom any time during the hours of operation.

Parents/Guardians who are able to volunteer are welcome and encouraged to do so.

Here is a list of ways you can be involved:

- Classroom Volunteer
- Parent Education Workshops
- Early Childhood Family Education (ECFE)
- Adult Basic Education
- Participation in Special Events
- Family First Events (FFE)
- Field Trips
- ECFE Parent Advisory
- Library Visits
- Share a gift or talent, come in and cook with the children, play an instrument or help with a woodworking project.



PET POLICY

Classrooms love learning about pets and may have fish as classroom pets.



Visiting animals will be allowed to come into the classrooms under the following conditions:

- Any pet visit must have pre-approval by administration, one week prior to the planned visit, to ensure each child's health and safety needs are met.
- Personal pet owners must submit a copy of their pets' up-to-date vaccination record by the scheduled visit.

If there are enrolled children with allergies in the classroom scheduled for the animal visit, please note that any health and safety needs of the children will come first and may impact the ability to have animals in the classroom.

SOCIAL MEDIA POLICY

We understand that social media can be a fun and rewarding way to share your life and opinions with family and friends around the world. However, the use of social media also presents certain risks and carries with it certain responsibilities.

We have established guidelines for appropriate use of social media in our classrooms which apply to all families enrolled in our program.

- **Classrooms are NO PHOTO ZONES.**
- **Each site may have a designated photo area for special events.**

This policy has been put in place for the safety and well-being of all of our staff, students, and their families.

HEALTH CARE SUMMARY & IMMUNIZATION RECORDS

To ensure your child's health and safety, state guidelines require a healthcare summary along with documentation of a current physical and dental exams within 30 days of enrollment. Additionally, proof that your child's immunizations are up to date is required. As part of the comprehensive services provided by our program, our staff will follow up with you if your child is not current on early childhood immunizations, or physical exams.

SUNSCREEN & INSECT REPELLENT

Outdoor play is an important part of each child's day. To help protect children from sun exposure and insects, EARLY EDge follows Minnesota child care licensing requirements regarding the use of sunscreen and insect repellent.

Parents/guardians must provide written permission for staff to apply sunscreen and/or insect repellent. Permission is completed as part of the enrollment process and remains in effect until revoked in writing.

If families choose to provide their own sunscreen or insect repellent, the product must be labeled with the child's name and given directly to staff. Products will be stored safely and used only for the child for whom they are provided.

Staff will follow the manufacturer's instructions when applying sunscreen and insect repellent. Sunscreen and insect repellent will not be applied to children without the required parent/guardian authorization.

CLOTHING FOR OUTDOOR PLAY

Children should come to school dressed for active indoor and outdoor play.

Parents/guardians are responsible for providing weather-appropriate clothing each day. Depending on the season, this may include:



Jacket or coat
Hat and mittens/gloves
Snow pants
Winter Boots

Children should wear comfortable clothing and closed-toe shoes that allow them to safely participate in outdoor activities. Flip-flops, open-toed shoes, and other footwear that may interfere with active play are discouraged.

Please label all clothing and personal items with your child's name to help prevent lost items.

We also recommend that each child keep a complete change of clothing at school, including underwear and socks, in case of spills, accidents, or messy play. Please replace clothing as needed and update seasonal items throughout the year.

EARLY CHILDHOOD SCREENING

Early Childhood screening is a free program in Minnesota that checks how a child is developing and growing and is required within 90 days of enrollment in our program. If your child is 3 years old or older and has not yet participated in screening, please call the appropriate number below and make an appointment.

ISD 317-Deer River 218-327-5820
ISD 318-Grand Rapids 218-327-5730
ISD 319-Nashwauk-Keewatin 218-327-5820

Early Childhood Screening in early childhood promotes positive child health and developmental outcomes. Screening may offer referrals to early learning opportunities and needed health, mental health, or medical evaluations.

MEDICATION POLICY

Parents/Guardians are encouraged to give their children medications at home.

Before Early Childhood Program staff can administer either prescription or nonprescription medications, a written permission and instruction form must be obtained.

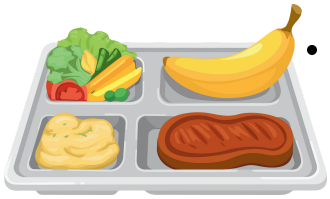
Any prescription medication requires a current prescription and completed documentation from a medical provider.

Medication must be in its original container, labeled with the child's name, with clearly written dosages and instructions on the container. Staff will review medication with you monthly.

Medicine must be delivered to the teacher and may not remain in the child's backpack or cubby during class time.

NUTRITION POLICY

Meals and Snacks



- The Early Childhood Programs will provide USDA approved meals and snacks on a daily basis.
- Preschool classes may eat in the cafeteria or classroom depending on the site.
- Parents/Guardians are welcome and encouraged to join your child at meal times. Advanced notice is needed to ensure food availability.
- Due to allergies, no outside food is allowed in our classrooms.
- No hot liquids are allowed.

EMERGENCY CARE

Classroom & Playground Inspection
The Early Childhood Program staff conducts daily classroom & playground inspections for possible dangers and corrects them.

9-1-1
9-1-1 will be called if a child is in danger or in a life-threatening situation.

Parent/Guardian Notification
Parents/Guardians will be notified immediately if their child needs medical attention or has been transported by emergency services.

Parents/Guardians will be notified in writing of any injury or incident.

First Aid & CPR
All staff are certified in Pediatric First Aid and Infant and Child CPR and will administer first aid as trained.

Poisoning
In case of poisoning, the Poison Control Center will be called, staff will follow their instructions, and notify parent/guardian.

Missing Person
The Early Childhood Program missing person procedure is available upon request at each site.

Emergency Drills
The Early Childhood Program has a Crisis Management Plan that is mandated by the State of Minnesota. Listed are the drills that take place:

- Fire
- Tornado
- Lock Down
- Evacuation



SAFETY

Car Seat Safety

- Children from birth to at least 2 years old must be rear-facing and in an infant or convertible child safety seat.
- Children who are at least 2 years old AND have outgrown the rear-facing seat with internal harness by height or weight should be in a forward-facing with an internal harness.
- Children 4 years old AND have outgrown the forward-facing seat with internal harness by height or weight must ride restrained in a belt-positioning booster seat using the lap belt and shoulder belt.

RELEASE OF CHILDREN TO AUTHORIZED INDIVIDUALS

For the safety of every child, children will only be released to a parent/guardian or to individuals authorized by the parent/guardian on the child's emergency contact and authorized pick-up list.

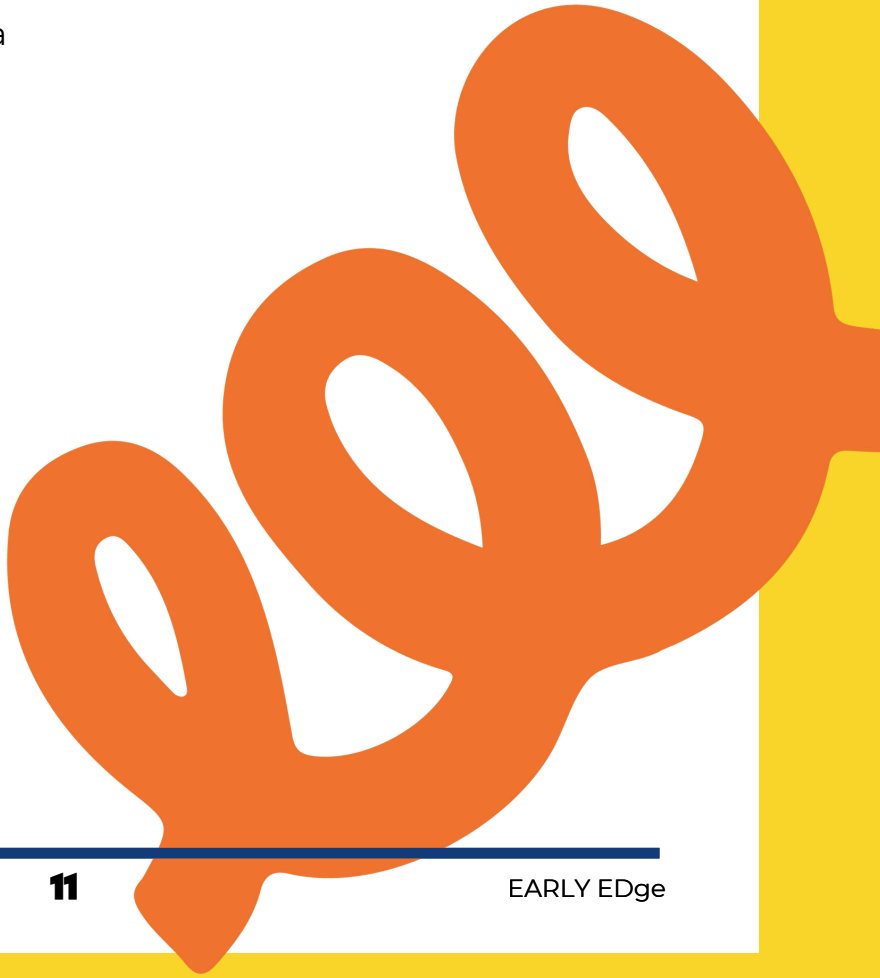
Parents/guardians are responsible for keeping authorized pick-up information current. If someone other than an authorized individual will be picking up a child, the parent/guardian must notify the program in advance. Staff may request photo identification from any individual picking up a child. Identification may be required even if the individual has picked up previously.

Children will not be released to anyone who is not listed as an authorized individual or if staff have reason to believe the individual is unable to safely care for the child due to impairment or other safety concerns. In these situations, staff will contact the parent/guardian and, if necessary, another authorized emergency contact.

If a safe release cannot be arranged, appropriate authorities may be contacted.

If there are court orders regarding custody or restrictions on who may pick up a child, a current copy of the court order must be provided to the program. Staff will follow the court order on file. Without legal documentation, both parents/guardians generally have equal access to their child.

To help ensure a smooth and safe dismissal, parents/guardians should notify the program whenever possible if someone unfamiliar to staff will be picking up their child.



VEHICLE SAFETY

Pedestrian/Parking Lot Safety
Please use extreme caution when walking and driving in our parking lots. Use the sidewalk whenever possible, and if there isn't a sidewalk, walk on the edge of the street/parking lot.

Please make sure you are holding your child's hand and do not let them run ahead of you. We know they are often excited, but we want them to arrive and leave our program safely.

School Bus Safety
Your child should arrive at the bus stop at least 5 minutes before the bus is scheduled to arrive. Teach them to play it SAFE:

- Stay five steps away from the curb.
- Always wait until the bus comes to a complete stop and the bus driver signals for you to board.
- Preschool children should sit in the first few seats on the bus.
- Face forward after finding a seat on the bus.
- Exit the bus when it stops and look left-right-left for cars before crossing a street.

Resource that can be sent if families want more information: Keeping Children Safe In Vehicles (hhs.gov)

SCHOOL CLOSING PROCEDURE

During bad weather, if your local school district closes due to weather, EARLY EDge will also be closed. Please listen to your local radio and television stations for delayed starts or school closings. You will also receive alerts through Brightwheel and other district communication systems.



GENERAL EXCLUSION GUIDELINES FOR CHILDREN

Certain symptoms in children may suggest the presence of a communicable disease. Excluding an ill child may decrease the spread of the disease to others in childcare and school settings. Recommended exclusion varies by the disease or infectious agent. Children with the symptoms listed below should be excluded from the childcare or school setting until symptoms improve; or a health care provider has determined that the child can return; or children can participate in routine activities without more staff supervision than usual.

Children may not attend school if:

Illness – Unable to participate in routine activities or needs more care than can be provided by the childcare/staff

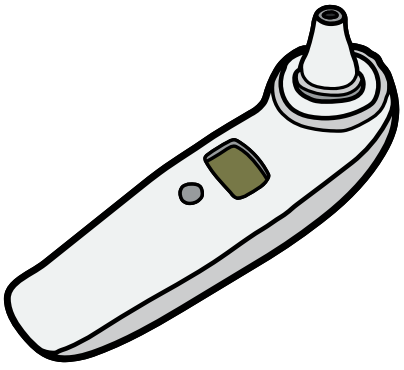
Vomiting – Child has vomited 2 times or more in the previous 24 hours. Exclude for 24 hours after last episode of vomiting, unless it is determined to be caused by a non-communicable condition and the child is not in danger of dehydration.

Fever – An elevation of body temperature above normal and accompanied by behavior changes, stiff neck, difficulty breathing, rash, sore throat, and/or other signs or symptoms of illness; or unable to participate in routine activities. Measure temperature before giving medications to reduce fever.

- Axillary (armpit) temperature: 100° F or higher
- Oral/Temporal temperature: 101° F or higher
- Rectal temperature: 102° F or higher

Signs/Symptoms of Possible Severe Illness

If your child is unusually tired, has uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs for the child. Exclude until a health care provider has done an evaluation to rule out severe illness.



Head Lice – Parents/Guardians are encouraged to check their child's head regularly for any signs of lice and treat if found. Parents/Guardians are to notify the classroom teacher if their child has been found to have head lice. Likewise, if head lice is diagnosed in your child's classroom a health notice will be sent home informing you. If live lice are found on a child's head at school, the parent/guardian will be contacted to pick up the child for treatment. Once that treatment has been done, the child may return to class. Parent/guardians should comb for nits for several days after treating. This helps prevent any eggs from hatching and causing a reinfestation.

Diarrhea – Diarrhea is defined as an increased number of stools compared with a child's normal pattern, along with decreased stool form and/or stools that are watery, bloody, or contain mucus. Exclude until 24 hours after diarrhea stops or follow specific disease exclusion if the pathogen is known; or until a medical exam indicates that it is not due to a communicable disease.

Mouth Sores with Drooling – Exclude until a medical exam indicates the child may return or until sores have healed.

Rash with Fever or Behavior Change – Exclude until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion.

Eye Drainage – Exclude if the child has active drainage, a fever or is not healthy enough to participate in routine activities.

Unusual Color of Skin, Eyes, Stool, or Urine – Exclude until a medical exam indicates the child does not have hepatitis A. Symptoms of hepatitis A include yellow eyes or skin (jaundice), gray or white stools, or dark (tea or cola-covered) urine.



MANDATED REPORTING

(As determined by Minnesota Statutes, sections 245A.145, subdivision 1, and 245A.66, subdivision 1) Early Childhood staff are mandated reporters.

A mandated reporter must report to County Social Services or the County Sheriff's Department if they suspect abuse or neglect of a child.

Who Should Report Child Abuse and Neglect

- Any person may voluntarily report abuse or neglect.
- Staff employed by EARLY EDge are legally required and mandated to report.
- If staff know or have reason to believe a child is being, or has been neglected, or physically or sexually abused, they must immediately (within 24 hours) file a child abuse report to an outside agency.
- If a staff member suspects a parent or guardian is under the influence of drugs or alcohol when dropping or picking up your child, they are legally required to contact the police immediately.

Where to Report

- If you know or suspect that, a child is in immediate danger, call 9-1-1.
- All reports concerning suspected abuse or neglect of a child occurring in a licensed facility should be made to: Minnesota Department of Human Services Licensing Division Maltreatment Investigations Unit Intake Line (651) 539-8222

or

- Itasca County Health & Human Services Intake Line – (218) 327-2941

or

- Itasca County Sheriff's Department (218) 326-3477

DUAL LANGUAGE POLICY

Our program recognizes bilingualism and biliteracy as strengths and we utilize the following practices to support their development:
For a preschool age dual language learner, we will include teaching practices that focus on both English language acquisition and the continued development of the home language.

If staff do not speak the home language of all children in the learning environment, we will include steps to support the development of the home language for dual language learners such as having culturally and linguistically appropriate materials available and other evidence-based strategies.

We will work to identify volunteers who speak children's home language(s) who may be trained to work in the classroom to support children's continued development of the home language.



Children are the world's most valuable resource and best hope for the future.
-JF Kennedy

BRIGHTWEEL COMMUNICATION

EARLY EDge uses Brightwheel as our primary communication platform for families. Through Brightwheel, parents/guardians can receive important program updates, classroom announcements, reminders, photos, messages from staff, and other information related to their child's experience.

Parents/guardians are encouraged to communicate with program staff through Brightwheel rather than through a staff member's personal phone. Using Brightwheel helps protect the privacy and confidentiality of both families and staff while ensuring that important messages are accessible to the appropriate program staff. It also helps ensure that communication is received and responded to, even if a staff member is absent.

Parents/guardians are encouraged to:

- Check Brightwheel regularly for updates and announcements.
- Keep contact information current.
- Notify the program of attendance changes, absences, or schedule changes through Brightwheel whenever possible.
- Read messages and respond promptly when information or action is requested.

Our staff strive to respond to messages in a timely manner during regular program hours. Because teachers are actively supervising and engaging with children throughout the day, they may not be able to respond immediately. If you have an urgent message regarding your child, please contact your child's classroom directly by phone rather than sending a Brightwheel message.



ADDITIONAL PARENT COMMUNICATION & NOTIFICATIONS

Parent/Guardian Bulletin Board
A Parent/Guardian Bulletin Board is located at each site. This board contains Parent/Community Complaint Procedure, License, monthly menu, Justice For All Poster, WIC Poster, Family First Events, etc.

Operations Manual
The Operations Manual is available for review by parents/guardians at each site.

Sick Child
If your child becomes sick while in our program, they will be separated from the group and the parent/guardian or emergency contact will be called by the nurse, or designated staff, who will request your child be picked up.

We ask that you please notify your child's teacher if your child has a contagious disease within 24 hours of the diagnosis.

You will be notified if your child has an exposure to a contagious illness.

ANNUAL NOTIFICATIONS PROVIDED TO PARENTS

These Annual Notifications are provided to parents/guardians through this handbook and include:

1) Allergy Prevention and Response Policy and Procedure
2) Handling and Disposal of Bodily Fluids Policy and Procedure
3) Child Care Emergency Plan (Emergency Preparedness)

Allergy Prevention and Response
(Minnesota Statutes, section 245A.41, subdivision 1)

Before admitting a child for care, EARLY EDge will obtain documentation of any known allergy from the child's parent or legal guardian or the child's source of medical care. If a child has a known allergy, EARLY EDge will maintain current information about the allergy in the child's record and develop an individual child care program plan as specified in Minnesota Rules, part 9503,0065, subpart 3.

The individual child care program plan will include but not be limited to a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information.

EARLY EDge will ensure that each staff person who is responsible for carrying out the individual child care program plan will review and follow the plan. Documentation of a staff person's review will be kept on site.

At least yearly or following any changes made to allergy-related information in the child's records, EARLY EDge will update the child's individual child care program plan and inform each staff person who is responsible for carrying out the individual child care program plan of the change. EARLY EDge will keep on site documentation that a staff person was informed of a change.

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

EARLY EDge 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. EARLY EDge will call emergency medical services when epinephrine is administered to a child when the child is in EARLY EDge's care.

The Allergy Prevention and Response Policy and Procedure are provided to parents/guardians of all children at the time of enrollment and made available upon request.

Safely Handling and Disposing of Bodily Fluids

(Minnesota Statutes, section 245A.41, subdivision 2)

EARLY EDge will comply with the following procedures for safely handling and disposing of bodily fluids:

(1) Surfaces that come in contact with potentially infectious bodily fluids, including blood and vomit, will be cleaned and disinfected. Disinfection will be done by rinsing or wiping with sterimine solution.

(2) Blood-contaminated material will be disposed of in a plastic bag with a secure tie.

(3) Sharp items used for a child with special care needs will be disposed of in a "sharps container". The sharps container will be stored out of reach of a child;

(4) EARLY EDge has the following bodily fluid disposal supplies in the center: disposable gloves, disposal bags, and eye protection.

(5) EARLY EDge provides annual training to staff on universal precautions to reduce the risk of spreading infectious disease. Training is documented in each staff's personnel file.

(6) The Handling and Disposal of Bodily Fluids Policy and Procedure are provided to parents/guardians of all children at the time of enrollment and made available upon request.

Childcare Emergency Preparedness Plan

EARLY EDge has developed and written a Child Care Emergency Plan for each child care center's site. Each Plan was written on a form developed by the Department of Human Services.

Each Plan includes:

- Procedures for an evacuation, relocation, shelter-in-place, or 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, or 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 medically necessary medicine that facilitates easy removal during an evacuation or relocation.
- Procedures for continuing operations in the period during and after a crisis.
- Procedures for communicating with local emergency management officials, law enforcement officials, or other appropriate state or local authorities.

Annual Training

- Annual Training is conducted for staff and provided at staff orientation, as well as when changes are made to the Plan. Training is documented in each staff person's personnel file.

Drills

- Drills are conducted according to the requirements in Minnesota Rules, part 9503.0110, subpart 3. The date and time of the drills are documented.

Annual Update

- Each Child Care Emergency Plan is reviewed and updated annually. Documentation of the annual emergency plan review is maintained in the program's administrative records.
- The Child Care Emergency Plan is included as a part of EARLY EDge's policies and procedures and is maintained in the Green Licensing Binder at each site available for review by all staff and parents/guardians upon request.
- The relocation site and evacuation route is posted in a visible place as part of the written procedures for emergencies and accidents.
- The Child Care Emergency Plan is provided to parents/guardians of all children at the time of enrollment and made available upon request.



PARTNERS OF OUR EARLY CHILDHOOD PROGRAMS

Early Childhood Special Education (ECSE)
The Minnesota Department of Education helps ensure that all Minnesota families with infants, toddlers and preschool children experiencing developmental delays or disabilities have access to early intervention services close to home when they need them. This is accomplished through the implementation of a comprehensive, coordinated statewide system of local interagency early intervention committees and service providers. The school district partnership provides us with access to the school nurse, speech pathology, occupational therapy, physical therapy and other related services.

Mental Health Services
Our early childhood programs want each family to have emotional, psychological, physical and family wellness. A licensed mental health professional is available to visit classrooms and provide training for staff and families as needed.

County Health & Human Services Department
Public Health provides consultation, technical assistance and training as needed.

Adult Basic Education (ABE)
Adult Basic Education provides GED preparation services and other basic education opportunities that help adults achieve personal education and career goals.



BEHAVIOR GUIDANCE POLICIES AND PROCEDURES

(Minnesota Statutes, 9503.0055)

EARLY EDge uses age-appropriate behavior guidance methods that instruct all children to develop and use self-control skills. Guidance is a method of teaching the child what is expected. Therefore, a primary task of teachers is to assist the child in learning how to appropriately express feelings and meet their needs. Classroom rules will be posted for viewing by parents, children, and volunteers.

Positive Modeling - Staff will always model positive, acceptable behavior that is consistent with the behavior expected from the children.

Redirection - Conflict between children will be minimized by using a proactive approach which includes redirecting individual children and groups away from potential problems from the children.

Developmental Appropriateness - Staff will use guidance techniques that are developmentally appropriate for the children they work with.

Examples of developmentally appropriate guidance are:

- Give a child the choice of two acceptable activities.
- Help the child with words to express themselves.
- Model, teach, and practice expected behavior with children.
- Acknowledge, identify & give encouragement for desirable behavior.
- Support children through problem-solving steps.

Acceptable Alternatives- Staff will use many techniques to help children learn how to use acceptable alternatives for solving social problems with their peers and understanding their own behavior.

Examples of tools used to teach acceptable alternatives included:

- “Conscious Discipline”, “Second Step”, and/or “Baby Doll Circle Time” curricula are taught in the classroom depending on age.
- Classroom Engagement Model and Pyramid Model
- Problem-solving toolkit resources.
- Positive statements and attention.
- Limit setting and choices.

Protect the Safety of Children and Staff - Staff are responsible for protecting the safety of children and co-workers.

Persistent Unacceptable Behavior- Staff will observe and document unacceptable behavior of a child using a variety of tools including the behavior matrix, behavior incident reports, and anecdotal notes.

Anecdotal documentation should include:
(1) Child's name,
(2) Date,
(3) Time/duration,
(4) Intensity,
(5) Brief description of behaviors
(6) Staff's response to behavior

A behavior intervention plan will be developed to address the persistent unacceptable behavior documented above. This plan will be completed in consultation with parent/guardian, other staff and collaborative partner when appropriate.

Prohibited Actions- The following actions are prohibited by our program:

Corporal punishment, which includes, but is not limited to:

- Rough Handling
- Shoving
- Hair Pulling
- Ear Pulling
- Shaking
- Slapping
- Kicking
- Biting
- Pinching
- Hitting
- Spanking

Emotional stress which includes but is not limited to:

- Name Calling
- Ostracism
- Shaming
- Making derogatory remarks about a child or the child's family.
- Using language that threatens, humiliates, or frightens the child.

Separation from the group, unless other methods have been attempted.

Punishment for lapses in toilet habits.

Withholding food, light, warmth, clothing, medical care, toileting, and physical activity.

Use of physical restraint, other than to physically hold a child where containment is necessary to protect a child or others from harm.

Use of mechanical restraint, such as tying.

Children with Developmental Disabilities – (9503.055, subpart 6) For children with developmental disabilities or children under the age of five, as specified in parts 9525.0004 to 9525.0036, the standards governing the use of aversive and deprivation procedures in parts 9525.2700 to 9525.2810 apply.

STANDARD/FULL CIVIL RIGHTS STATEMENT

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; or
(2) **fax:** (833) 256-1665 or (202) 690-7442; or
(3) **email:** program.intake@usda.gov

This institution is an equal opportunity provider.

PARENT COMPLAINT PROCEDURE

EARLY EDge values open communication and believes that concerns are best resolved through respectful and timely conversations. We encourage parents/guardians to share questions or concerns as soon as they arise.

If you have a concern, please follow these steps:

If you feel comfortable, speak with your child's teacher first. Most questions or concerns can be resolved through direct communication with the classroom teacher.

If your concern is not resolved or involves a program-wide issue, please contact the Director of Early Learning at 218-327-5744 or submit a written complaint to earlyedge@isd6060.org or 650 SW 7th Avenue Grand Rapids, MN 55744. We will listen to your concerns, gather information, and work toward a resolution. The complaint will be reviewed, and appropriate follow-up will be provided.

EARLY EDge is committed to treating all concerns respectfully and confidentially, to the extent appropriate. We ask that parents and staff work together in a positive and professional manner with the shared goal of supporting every child's success.

Licensure of Facility

EARLY EDge is licensed by the Minnesota Department of Children, Youth, and Families (DCYF). Information regarding our child care license is available upon request. Parents/guardians also have the right to contact DCYF regarding licensing matters or child care concerns at 651-539-8222.