



Little Rebels

Dear Parents,

Welcome to The Little Rebels Childcare Center. We are excited for the opportunity to provide quality childcare and education to your family. The first years of a child's development are crucial to their success later in life and our ultimate goal is to be there for all children who walk through our center's door, regardless of their developmental path. We inspire, support and promote children's cognitive, physical, and social emotional growth. We are dedicated to providing the best care for your child while encouraging an environment filled with fun and education.

Little Rebels Childcare Center provides a well-rounded, safe and nurturing experience to all of our children 6 weeks old through Kindergarten. The time your children spend with us will enhance their early learning while providing them with the skills they need to learn and grow. We inspire our children to become individuals, to make friendships that last a lifetime, and to develop an internal love of learning.

During the time your child spends with us they will be offered:

- Creative Curriculum
- USDA food program
- Professionally trained teaching staff
- Communication with parents through monthly newsletters, daily reports and weekly newsletters of curriculum, and parent teacher conferences twice a year
- Field trips, special events, and community projects and involvement

On behalf of everyone in The Little Rebels Family, we want to thank you for putting your trust in us!

Sincerely,

Connie Stanke
Owner / Director
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LITTLE REBELS LEARNING CENTER
PARENT HANDBOOK
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ABOUT LITTLE REBELS

THE ENVIRONMENT

We strive to provide a clean, safe and educational environment for young children and their families. Within our care, children develop skills that promote physical, emotional, social and intellectual growth. We believe in being supportive of our parents and we welcome their positive involvement and presence at all times. We further believe that within our environment, children can thrive and have the opportunity to blossom into responsible and contributing members of our society.

MISSION STATEMENT

Our mission is to meet the needs of the community by providing high quality childcare and education.

The main emphasis of our program is:

- to provide a safe and loving environment for your child
- to teach positive reinforcement in our daily curriculum
- to feed our children food that is healthy and nutritious
- to provide fun & interactive learning for children
- we believe that every child deserves a quality early-childhood education

OUR PHILOSOPHY

We are dedicated and committed to our children by providing exceptional education and quality childcare. It is our philosophy to focus on the needs of the individual child by providing a stimulating atmosphere for learning along with a secure loving environment. It is our belief that a childcare facility should be an extension of each child's family. Our teachers and parents are encouraged to work together to provide the love and support needed as your child reaches developmental milestones and his/her own personal achievements! We are passionate about education and providing our children with the tools to be successful in life.

TUITION AND POLICY PROCEDURES

DEPOSIT AND REGISTRATION FEE

- A non-refundable registration fee of \$40 as well as a holding fee of two week's tuition in the amount contracted per child is due at the time of enrollment to hold a slot for all new enrollments. The slot can be held for up to 30 days. For expectant mothers, the slots can be held for up to 90 days from the child's date of birth. No slot is guaranteed without a deposit.
- This deposit will be held in your family account for your first and last weeks of service with our program.

CONTRACTS AND CHILDCARE RATE

- By committing to a contract, you are guaranteed a slot for your child and in, turn, guaranteeing a payment for that slot to Little Rebels Learning Center, regardless of actual attendance.
- Overages will be charged at the hourly contracted rate if you go over the contracted hours.
- Contract terminations will be allowed through a written request received two weeks prior to termination.
- All childcare rates will be clearly posted and communicated to parents. ***There will be no surprises.***

BILLING AND PAYMENT

Because services are PREPAID, your **full weeks tuition is due at drop off on your child's 1st day** regardless of the day you choose to start your child. This covers that week's services. All future payments will be due starting that Thursday and every Thursday thereafter. Your contracted rates are for a maximum of 9 hours a day for full time and 4 hours a day for before and aftercare. Any time over those hours you will be billed \$10 late fee and an additional \$5.00/hr. in 1-hour increments.

Your weekly or monthly daycare payment will remain the same (AKA grandfathered in) through your child's first day of enrollment to their last except in the following scenarios. 1: When graduating from Infant to Young Toddler class (0–2 yrs.) to Older Toddler Preschool class (2 yrs. +). 2: When changing contracted the day you choose to start your child. This covers that week's services. All future payments will be due starting that Thursday and every Thursday thereafter.

The following paragraph only concerns part-time schedules. **Unfortunately, we cannot switch around your child's scheduled days of enrollment on an occasional or semi-occasional basis.** In other words, your days contracted are your days and cannot be altered on a weekly basis. If you feel you need and/or want a more flexible schedule, then you may want to consider adding days or going to full time. **However, keep in mind you can also pay for extra days on an as needed basis** for the cost of your current average daily amount (e.g. If you pay \$130 per week each additional day would be \$45 or \$40 (depending on type of care your contracts states) per). Also, take into consideration of availability in that classroom. We are only able to accommodate if there is room.

DAYCARE ASSISTANCE PROGRAMS

- Assistance is provided for eligible families through the Department of Human Services.
- Assistance does not always cover the entire tuition cost and will be the family's responsibility to pay the difference.
- Tuition is paid upfront and reimbursed when the payments are made through Human Services.

SERVICES

Full-Time: Full-time care is defined as 4 or 5 days a week with a maximum of ten (9) hours per day and a maximum of forty-five (45) hours a week.

Part-Time: Part-time is defined as three (3) or less days a week, a maximum of thirty (30) hours per week and a maximum of nine (9) hours per day. Time beyond this will be charged the full-time rate for that week.

Anything over your contracted hours is an additional \$5.00 an hour along with a \$10.00 late fee.

Before & Aftercare: Before & aftercare is defined as five (5) or less days a week for kids in kindergarten - 12yrs of age, for a maximum of 20 hours per week and a maximum of four (4) hours per day. If your child will attend full-time during summer break, your rate will be the same as Full-Time rate during those weeks. If your child will attend for a school closing, you will be billed \$60 for that day. If your child will attend for a full week during a school closure, you will be billed for the Full-Time weekly rate.

Tuition Policies and Agreement

Tuition Rates: Tuition rates are based on costs associated with a quality early learning program, including but not limited to the following: Salaries for staff, insurance rates, food and program costs. Payment is due weekly.

*****If tuition is not paid by Monday morning drop off, Little Rebels Learning Center has the right to deny care until tuition is paid in full or a payment plan has been set up.**

Infant rates	Full Time- \$230/ per week	6 weeks to 15 months
Toddler rates	Full Time- \$210/\$156 per week	16 months to 32 months
Preschool rates	Full Time- \$200/\$150 per week	33 months to the start of Kindergarten
School-age rates	Full time/ \$175/\$150	Kindergarten-12 years old

Late Fees:

Late Pickup Charge: A \$1.00 late fee charge will be applied every minute past 6:00 pm. Staff also have the right to contact emergency pick up and authorized pick up to assist in picking up your child as soon as possible.

Late payment Fees:

Tuition is due every Friday for care provided the following week. Payment that is not paid that following Monday is considered late and a \$25 fee is added to your account.

Payment Method:

Little Rebels Learning Center accepts payments online through ConvergePay or through the Brightwheel app. Should payment be returned due to insufficient funds a fee of \$30 will be applied.

Absence due to illness or vacation

Full tuition will be charged for the first week a child is ill and unable to attend care. Consideration will be given for a reduction in tuition for additional weeks for a prolonged illness. Tuition is required when a family is on vacation unless you have been enrolled full time for one year.

Vacation Days

Little Rebels Learning Center offers each family who is enrolled both full-time and for a year or more are eligible for five days of vacation, of which you will not be charged. These five days can be used for any reason. These five days cannot be “banked”, nor can they carry over into the next year. Families are required to notify their child’s teacher in advance if they would want to use a day or if they plan on going on vacation. Use of vacation days will be up to the discretion of the director if accounts are not currently up to date.

REGISTRATION AND ENROLLMENT PROCEDURES

ENROLLMENT PROCEDURES

Before a child is enrolled in our program, we invite the families to tour our center and meet our staff. We ask for a \$40 registration fee and two week’s tuition deposit to hold the spot. Both fees are non-refundable. If families are in the Child Care Assistance Program with the Department of Human Services, Little Rebels will reimburse families once assistance kicks in.

Once a deposit is made you will determine a start date. You will be given enrollment paperwork to be filled out and returned. We would than set up a time to go over all necessary paperwork and sign a contract. Because our services are **PREPAID**, we ask that your **full weeks tuition is due at the time of drop off on your child’s first day**. See *tuition policies and procedures for more information*.

ENROLLMENT PACKET

At the time of enrollment, parents/ guardians are provided with this information and a copy of our Emergency Preparedness Plan via a hard copy of the handbook. Our enrollment packet includes many required forms including emergency contact information, health and immunization forms, child’s personal information such eating, sleeping, toileting, and comfort measures. Please inform us of any individual childcare program needs your child may have so that we can best provide for them while in attendance at our program. The packet also contains enrollment and tuition agreements, late payment and termination policies, and our program plan. Little Rebels Child Care Program plan is posted in each classroom and a copy is also is given to parents upon enrollment. You may offer any suggestions or recommendations that we will take in consideration to further enhance the quality of our program.

ELIGIBILITY

Children between the ages of 6 weeks and 4th grade are eligible to attend the center. Our license capacity is for a total of 42 children. All children enrolled are provided with quality childcare and education in a safe and nurturing environment regardless of race, religious affiliation, or individual needs.

LICENSING AND SITE INFORMATION

Licensing

Little Rebels Childcare Center is licensed by the Minnesota Department of Human Services. We serve families without regard to race, color, national origin, disability, religion, sex or source of assistance.

The rules and regulations that govern us also include regulators such as food ordinances, city, fire, and health inspectors. Little Rebels Childcare Center is mandated to follow the procedures outlined in the Minnesota Department of Human Services Division of Licensing DHS Rule 3. National policies also affect our operation such as OSHA, USDA, ADA, IDEA, and childcare accreditation standards. You may access these rules and regulations via each individual entity.

Department of Human Services, Division of Licensing

1-651-431-6500

State of Minnesota, DHS
Human Services Building
444 Lafayette Road
St. Paul, MN 55155-3842

Childcare ratios and group sizes, by age category

Infants	1:4
Toddlers	1:7
Preschool	1:10
School age	1:15

Little Rebels Learning Center is licensed to serve:

8 Infant	(6 weeks-16 months)
14 Toddlers	(16 months-33 months)
20 Preschoolers	(33 months- kindergarten)
10 School Age	(has started kindergarten)

Days of Operation

Little Rebels Child Care Center operates Monday through Friday, 6:00 am to 6:00 pm. The Center will be closed on these major holidays:

- New Year's Eve and New Year's Day
- Memorial Day
- Thanksgiving Day and the day after
- Christmas Eve and Christmas Day
- Labor Day
- 4th of July
- Good Friday

Little Rebels Child Care Center will also be closed one day out of the year for staff required training. Families will be notified 30 days in advance. Families are notified if any changes are made ahead of time.

Site Information

Little Rebels Child Care Center

- Located at 255 2nd Ave SW Wells, MN 56097
- Telephone Number is 507-525-8274
- Licensed Capacity is 42 which includes infants, toddlers, preschool and school age

GENERAL POLICIES AND PROCEDURES

Arrival and Departure

Parents must accompany their child into the building and to their classroom where our staff will assume responsibility for care. When you arrive at our facility, it is your responsibility to check your child in and out on the centers tablet. Transportation to and from the center is provided by the parents. We do not transport children. Exception of bus transportation for the school aged before and after school program as well for the preschool program.

If a parent or guardian has not picked up their child by closing time and they have not informed the center of their tardiness, the staff will attempt to contact the parents first and then any emergency contacts. If unable to reach any responsible parties, law enforcement will then be notified of the situation and may pick up your child.

The deadline to drop of your child is 9:00 am. This will ensure that the child and staff maintain a good schedule that will benefit everyone. Keeping your child on a set routine gives your child stability and a better start of the day.

Authorized pick up person

In the event that you use a backup person to pick up your child, please call the center in advance and instruct this person to show their photo ID upon arrival.

Security of our building

During hours of operation (6:00 am to 6:00 pm) parents/guardians will have access to the facility. Our Center is locked at all times. One key fob to access the building is provided to the families. If someone needs to access the building and does not have a key fob, they will have to ring the bell to be let in. If a key fob is lost, the family needs to notify the center as soon as possible so it can be deactivated. There will also be a \$25 fee for any replacement Key fobs.

Schedules

Be sure to communicate with your child's teacher in the event that your child will be gone. (If your child hasn't arrived to his or her room by 9:00, your teacher will mark your child absent for the day.) This will help us plan our day and is especially helpful in planning meals. The more accurately parents and teachers communicate the better it is for all parties involved to better care for your child. We want our children to feel safe and secure with a scheduled routine. Children become more independent and confident moving from one activity to another when we stick to a routine. We plan a daily schedule that takes this goal into account.

Program Plan

Little Rebels Child Care Program plan is posted in each classroom and made available for parents to review. A copy is also available upon request. Programs are developed and evaluated in writing annually by a qualified teacher.

Birthday and Traditions

Birthdays are extremely special to our little ones. You are invited to join your child for lunch or snack on "their special day". If your child wishes to bring a special treat to share, it must be pre-packaged and sealed from the store. *Required by Minnesota Department of Health.*

Toys and personal belongings

We encourage children to bring personal items that will help your child transition from home to a center. However, to prevent lost or broken toys, we encourage for children to leave toys at home. Small toys also

create a hazard to our smaller children. *Little Rebels Child Care Center is not responsible for lost, broken or stolen objects that are brought from home.*

Screen time policy

Children are only permitted to watch TV with a written parent/guardian permission, shows will be age appropriate, educational and fun. Video viewing will be limited to 30 minutes and no more than an hour a day.

Field Trips

Educational field trips and events are planned year-round. These are planned around our monthly theme. Parents will be notified ahead of time. Written parental permission will be obtained from each child's parent before taking a child on a field trip. (Including walking ones and on-site outdoor picnics.) Parents will be informed of the hours, mode of transportation, and the purpose and destination of the field trip. Staff will take emergency cards (with ER numbers for child's parents, person to be called if a parent can't be reached, and child's doctors), a first aid kit and manual, and attendance records on all field trips. At least one person trained in pediatric CPR and obstructed airways and is up to date on first aid and OSHA will accompany children on field trips.

Supervision

All children at Little Rebels Learning Center will be supervised by qualified trained staff at all times, while the children are in our care, as per the MN Department of Human services requirements. All staff in direct contact with children are required to pass the Background Study Check by the Department of Human Services.

Naps and Rest Policy

Our Centers program includes scheduled nap times or quiet times each day for all children, infants through preschool. Infants are allowed to nap throughout the day. Quiet activities are provided for children that wake up early from rest time.

The nap and rest policy are consistent with the developmental level of the children enrolled in the program.

Infant: Each individual infant determines naptime. The multiple naps throughout the day will progress down to two naps per day. Infants transitioning to the toddler room will be weaned to one nap per day.

Toddler: One afternoon nap after lunch.

Pre-School: One afternoon nap/rest time after lunch.

- 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.
- Naps and rest will 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 will be placed directly on the floor and must not be stacked when in use. (Mats allowed for programs serving children < 5 hours during the day.)
- Separate bedding will be provided for each child in care or if parents want to bring a child's bedding to the program, they can if they choose. Bedding and blankets will be washed weekly and when soiled or wet. The program will do this, or items will be sent home.

- Cribs will be provided for each infant for whom the center is licensed to provide care. The equipment will be of safe and sturdy construction that conforms to federal crib standards under Code of Federal Regulations, title 16, part 1219 for full-size baby cribs, or part 1220 for non- full-size baby cribs. Each crib is inspected monthly by staff and results recorded on the DHS form dated 8-13. In addition, CPSC checks are done annually & recorded on the form
- The program will place each infant to sleep on the infant's back, unless the license holder has documentation from the infant's physician directing an alternative sleeping position for the infant. (Use the DHS form *Physician Directive for Alternate Infant Sleep Position 7-13*) *This form is only for alternate sleep position, not location.* The form will remain on file.
- Before caring for infants, all staff and volunteers will have training on Sudden Unexpected Infant Death and Sudden Infant Death (SUID/SIDS) per MN Statutes, section 245A.40, subd. 5. This training is required yearly.
- An infant who independently rolls onto its stomach after being placed to sleep on its back may be allowed to remain sleeping on its stomach if the infant is at least six months of age or the license holder has a signed statement from the parent indicating that the infant regularly rolls over at home. (Use DHS form dated 7-13)
- Infants will be placed in their own crib on a firm mattress with a fitted sheet that is appropriate to the mattress size, which fits tightly on the mattress, and overlaps the underside of the mattress so it cannot be dislodged by pulling on the corner of the sheet with reasonable effort
- The staff will not place anything in the crib with the infant except for the infant's pacifier, as defined in Code of Federal Regulations, title 16, part 1511.
- When an infant falls asleep before being placed in a crib, the infant will be moved to a crib as soon as practicable. The infant must remain within sight and sound until the infant is placed in a crib and must not be in a position where the airway may be blocked or with anything covering the infant's face.
- When an infant falls asleep while being held, the staff will consider the supervision needs of other children in care when determining how long to hold the infant before placing the infant in a crib to sleep.
- Placing a swaddled infant down to sleep is not recommended for an infant of any age and is prohibited for any infant who has begun to roll over independently. However, with the written consent of a parent or guardian, the staff may place the infant who has not yet begun to roll over on its own, down to sleep in a one-piece sleeper equipped with an attached system that fastens securely only across the upper torso, with no constriction of the hips or legs, to create a swaddle. The DHS consent form dated 7-2013 must be used. We encourage infants to use their hands to explore and self soothe.
- Children's heads will be uncovered during sleep; staff will maintain sight/sound at all times.
- All toddlers and preschool children will sleep with footwear on to ensure emergency evacuations are safe.
- The area where the cribs are located is not within sight and sound of the staff at all times. Our safe sleep policy requires the staff to ensure supervision within sight and sound at all times. The staff will ensure sound by having a baby monitor located in the crib area. The monitor will be turned on at all times during operation when an infant is under the care of the program. Sight supervision will be maintained by visually checking on sleeping infants every 10 - 15 minutes.

Toileting

Toilet training will begin when appropriate according to the child's age and stage of development and in accordance with the parent's plan. Children who are in the process of being toilet trained will be offered frequent opportunities to use the bathroom facilities. Sight and sound will be maintained at all times during

diapering and toileting procedures. When a single preschooler uses an individual, private restroom within the classroom with the door closed, supervision occurs when a program staff person has knowledge of the child's activity and location, can hear the child, and checks on the child at least every five minutes.

Pets

Little Rebels Learning Center does not have any pets at this time. Any pets visiting the facility will have prior approval. Parents will be informed at the time of admission that a pet is present and before pets are brought into the center for "show and tell" or for special occasions. The pets will be properly housed, cared for, inoculated, and licensed in accordance with the health ordinance.

Transportation

Transportation to and from Little Rebels Learning Center WILL NOT be provided. Unless there have been prior arrangements made. Per your contract. Unless in the event of an emergency or bussing to and from school.

Medications

PRESCRIPTION MEDICATIONS

Prescription medications will only be given with written authorization from your child's licensed healthcare provider/dentist (prescription label) and the parent or guardian.

Parent must state dosage, time, and duration the medication is to be given. Please also inform the staff of the last time the medication was given.

The program will not administer medication doses that can be done at home. Any medication to be given once or twice a day needs to be done at home. Any medication to be given long term will require additional paperwork using ICCPP care plans.

Medication must be in its original container and be properly and legibly labeled with your child's full name and current prescription information. Twins and siblings cannot share any medications including diaper products.

Medications will not be given after the expiration date and unused portions will be returned to the parent. Please send proper medication dispensers to administer the medication.

Medications will be kept out of reach of children. Staff will record name of child, name of medication or prescription number, date, time, dosage and the name and signature of the person who dispensed the medication. The documentation will be maintained in your child's record and is available to you.

NON-PRESCRIPTION MEDICATIONS

Written permission from the parent is required for the administration of any non-prescription medication such as Tylenol, Advil, Benadryl, cold medicines, etc.

These will be administered according to the manufacturer's instructions unless there are written instructions for their use provided by a physician or dentist. All other medication policies will apply to non-prescription medicines.

OVER THE COUNTER PRODUCTS

Written parent permission will be obtained to apply any OTC products (external products) such as insect repellent, sunscreen lotion, diapering products, lip balm, lotions, etc. We are not required to document the

applications of these products. Powders, cornstarch and aerosol sprays are not allowed due to inhalation hazards.

First aid / CPR/ OSHA

In the event of any accident or illness, trained staff will administer First Aid and/or CPR according to the guidelines of their training and OSHA. If we decide this is an emergency, 911 will be called. As determined by the paramedics, your child will be transported TO THE NEAREST EMERGERGENCY LOCATION.

Parents will be responsible for the cost of any medical transportation needed. A parent/guardian or alternate emergency contact as listed on your child's emergency contact information will be contacted as soon as possible. We will also attempt to your child's source of health care. Parents are responsible for keeping the information on the emergency card up to date. The includes your office, home/mobile phone numbers and at least two people authorized to act on your behalf should the center not be able to reach you. These emergency contacts also need to be authorized to pick up your child.

At least one staff person that is fully trained will be present during hours of operation, including field trips, and when transporting children in care. This includes when all teachers and assistant teachers are within their first 90 days and not yet trained.

Supplies

All diapers and wipes need to be provided by the parents. A package of each can be brought and left in the child's cubby. Your child's teacher will notify you when items are getting low. Bottles, nipples and pacifiers will be cleaned and sanitized daily.

Clothing

All children should have an extra pair of clothing that can be kept in their classroom cubbies. Clothes must be labeled and changed with the seasons. It is the parent's responsibility to check their child's cubbies monthly to ensure proper clothing and fitting.

Outdoor play

We plan to go outside each and every day. Weather permitting. Please make sure your child is dressed appropriately. (Jackets, mittens, snow pants, hats and boots if necessary)

Research and public relations

The Center will obtain written permission before a child is involved in **each** experimental research or public relations activity involving a child while at the center. The permission form will be kept In the child's record.

Learning and Fun

Preschool- ages 2-kindergarten

Little Rebels Learning Center staff use "Mother Goose Early Learning Curriculum." As children participate, they naturally grow in all areas of development. (a professionally planned preschool curriculum designed to be used in childcare homes and centers.) This on-going preschool program is offered Monday through Friday and is both entertaining and educational. Your child will enjoy activities ranging from art and craft projects to games, songs, finger plays, storytelling, creative dramatics, exercises, science, shapes, numbers, colors, alphabet, and much more through various monthly themes. Some of these projects will be taken home to share with you, and others will be group activities that you can ask about. We know that children learn best by "doing". Therefore, the activities the children participate in are developmentally appropriate, concrete, hands-on, and most of all fun, because we believe that learning is an exciting experience. Mother Goose Time

fulfills the Head Start Domain Elements, Standards, and Indicator Guidelines and is consistent with the National Association for the Education of Young Children Guidelines for curriculum content.

Infants and Toddlers- ages 24 months and younger

Little Rebels Learning Center staff work on the following: throughout each day we practice on large and small motor skills by reaching, grasping, rolling, sitting, crawling, standing, walking, climbing, throwing, catching, kicking, cooing and talking; whichever developmental stage your child happens to be in at the time. Infants and toddlers learn through play by utilizing flash cards, books, numbers, shapes, colors, the alphabet, stacking blocks, puppets, age-appropriate toys, and much more.

CURRICULUM / PROGRAM INFORMATION

Infants

Little Rebels Infant Care & Learning Program has been developed to incorporate daily sensory and motor excesses in addition to taking care of feeding and napping needs. Infants are nurtured and cared for by our professional caregivers, and are offered individualized schedules and activities in a consistent and reliable environment

Multi-sensory activities are incorporated into our daily routine. Soft music, gentle interaction and talking are integrated for auditory stimulation. The pre-toddlers are introduced to simple arts and crafts projects, puppets, flannel boards stories and songs to help promote verbal stimulation and fine motor skills.

Toddlers

At this age, children are meeting new challenges as fast as they come. Our toddler rooms allow the toddler to move and explore their world. Crawling, walking and eventually running are levels they accomplish in what seems like a blink of an eye. Our caregivers are dedicated in helping each child develop these skills through a trusting and loving relationship.

- Activities will include music, stories, art, outdoor play, blocks, and much more. Children learn best if they are in a stimulating environment.
- Toddlers groups are small to ensure individual needs can be met.

Preschoolers

At this age, children are more coordinated and begins to explore their world even more. Preschoolers learn through play and teacher led small group activities. They will begin to play with others, form friendships, pretend play, as well as become more independent.

- Toilet training is a critical for development and teachers ensure they understand methods at home to ensure consistency for the child.
- Activities will include art, reading centers, discovery centers, blocks, dress up, cooking, outdoor play and much more.
- Preschoolers will participate in small group activities to foster social, emotional, physical, and language development.

At this age, children are at the final stage of being prepared for entering school. Our goal is to prepare them to be successful in school. Pre-K children are now learning more independence, how to recognize and write letters, and simple math skills.

- Play time becomes more independent with guidance from their teachers.
- Pretend play is and creativity is more advanced with more details.
- They are learning to express themselves.

Little Rebels Learning Center staff use “Mother Goose Early Learning Curriculum.” As children participate, they naturally grow in all areas of development.

Social-emotional development refers to a child’s ability to identify feelings, self-regulate and build relationships.

- Self-concept, Expresses preferences, takes responsibly and Identifies and manages feelings.
- Self-direction, follows rules and routines, maintains attention, Transitions and adapts
- Social relationships, builds positive relationships, Cooperates, cares for and responds to others

Physical development refers to a child’s gross and fine motor skills.

- Gross motor - Builds strength and balance, coordinates large movements, Uses drawing/writing tools

- Fine motor - Controls small movements, Uses drawing/writing tools
- Health and safety - Makes healthy food and exercise choices, Practices good hygiene, Demonstrates safe practices

Language and Literacy Development skills refer to a child's ability to communicate and connect with others through listening, speaking, reading and writing.

- Listening comprehension - Comprehends spoken language, Follows verbal directions
- Communication - Communicates ideas, Speaks in sentences
- Vocabulary - Builds vocabulary
- Phonological awareness - Hears small units of sound, Identifies rhyme and alliteration
- Concepts of print - Demonstrates print knowledge
- Letter/Word Recognition - Identifies letters and words, Makes letter-sound connections
- Reading Comprehension - Responds to text, Retells, asks and answers questions
- Emergent Writing - Writes name, words and sentences, Expresses through writing

Mathematics and reasoning skills include a child's ability to count, understand number sense, manipulate objects, create patterns, sort, compare and measure.

- Number Concepts - Identifies numerals, counts to determine quantity, Understands operations
- Shapes - Identifies shapes, Manipulates parts and wholes
- Spatial awareness - Flips and rotates objects, Determines object location
- Patterns and Sorting - Identifies and creates patterns, Matches, sorts and charts
- Measurements - Estimates and measures, Compares and serializes
- Logic - Solves problems

Social Studies skills refer to a child's ability to understand oneself in relation to the world. It includes the exploration of roles, responsibilities and cultural traditions.

- Families and Communities - Identifies community and family roles, Explores cultures and traditions, Respects diversity
- Civics and Economics - Understands citizenship, Understands concepts of trade
- Geography - Identifies types of places, Uses maps
- History - Describes past events

Science skills include a child's ability to inquire, predict and evaluate observations. It supports a child's ability to explore everyday life, physical properties of matter, and to make sense of concepts such as weather, natural habitats, and technology.

- Scientific Reasoning – Inquires and predicts, observes and experiments, evaluates and infers
- Life Science – Identifies basic needs, classifies organisms
- Physical Science – Identifies properties of matter, explores forces and motions
- Earth Science – Identifies weather and climate, explores ecosystems
- Technology – Explores technology

Creative development is the ability to respond to experiences by expressing ideas and imagination through music, dance, dramatic play, and art.

- Music – develops rhythm and tone, expresses through music
- Dance and Movement – develops dance and movement techniques, express through dance and movement
- Visual Arts – Develops artistic techniques, expresses through visual art
- Drama – Participates in dramatic play, uses and creates props

Little Rebels Learning Center teachers plan an environment and curriculum that will stimulate your child's cognitive, physical, social, and emotional development. We follow the "Mother Goose Early Learning Curriculum planning system. Each classroom is designed with the following play experiences;

- Creative arts and crafts
- Construction
- Dramatic or practical life activities
- Science
- Music
- Fine motor activities;
- Large muscle activities; or
- Sensory stimulation activity

Goals for Infants

Goal 1: Social / Emotional Development

- To learn about themselves and others
- Demonstrate their capabilities
- To learn about their feelings

Goal 2: Physical Development

- To learn about moving
- Demonstrates basic gross motor skills
- Demonstrates basic fine motor skills

Goal 3: Cognitive Development

- To learn about the world
- Understands how objects can be used

Goal 4: Language and development

- To learn about communication
- To respond to verbal and nonverbal commands

Goals for Toddlers

Goal 1: Social / Emotional Development

- To learn about themselves
- To express their independence

Goal 2: Physical Development

- To develop gross motor skills
- To develop fine motor skills
- To develop self-help skills

Goal 3: Cognitive Development

- To acquire thinking skills
- To gain and understand basic concepts and relationships
- To develop strategies for problem solving

Goal 4: Language Development

- To learn about communication
- To demonstrate needs and wants
- To respond to verbal and non-verbal commands

Goals for Preschool

Goal 1: Social / Emotional Development

- Demonstrates ability to adjust to new situations
- Demonstrates self-direction and independence
- Demonstrates or show responsibility for self and others

Goal 2: Physical Development

- Gross motor skills
- Fine motor skills

Goal 3: Cognitive Development

- To learn about problem solving
- Recognizes patterns and can repeat them
- Logical thinking
- Representation and symbolic thinking

Goal 4: Language Development

- Listening and speaking
- Reading and writing

Goals for School Age

Goal 1: Social and Emotional Development

- To demonstrate or show responsibility for self and others
- To demonstrate pro-social behavior

Goal 2: Physical Development

- Participates in physical activities
- Gross motor skills
- Fine motor skills

Goal 3: Cognitive Development

- Applies knowledge to new context
- To learn how to problem solve
- Demonstrate logical thinking

Goal 4: Language development

- Demonstrates ability to follow simple instructions
- Demonstrates ability to follow multi-step instructions

BEHAVIOR GUIDANCE

Our behavior guidance policy is designed to:

- Ensure that each child is provided with a positive model of acceptable behavior
- Be tailored to the developmental level of the children that the program is licensed to serve.
- Redirect children and groups away from problems toward constructive activity in order to reduce conflict.
- Teach children how to use acceptable alternatives to problem behavior in order to reduce conflict.
- Protect the safety of children and staff persons.
- Provide immediate and directly related consequences for a child's unacceptable behavior.

Young children need to be taught appropriate behaviors. Appropriate alternatives to corporal punishment vary as children grow and develop.

As infants become more mobile, the staff will create a safe space and impose limitations by encouraging activities that distract them from harmful situations. Brief verbal expressions of disapproval help prepare infants and toddlers for later use of reasoning. For toddlers, disapproval will be followed with comments about expected behaviors.

Preschoolers have begun to develop an understanding of rules and can understand "break time" to calm down (Out-of-group activity by sending the child to a calming activity such as puzzles, sensory table). However, children will never be isolated from the group. The teacher will follow up by asking the child about his/her feelings and suggest appropriate behavior.

School-age children begin to develop a sense of personal responsibility and self-control and will recognize the removal of privileges.

We promote positive behavior in the following ways:

- The classrooms are designed to be developmentally appropriate.
- There are sufficient toys and activities to stimulate children of all age groups we serve.
- The staff model, encourage and praise positive behaviors by using clear and positive statements of behavior expectations.
- The curriculum is designed to be stimulating and age appropriate for the children.
- The staff appropriately supervises and interacts with the children.

PERSISTENT UNACCEPTABLE BEHAVIOR

Little Rebels Learning Center will use the following procedure for behavior that is persistent and unacceptable that requires an increased amount of staff guidance and time. This behavior policy applies to all children in our care. If a child is not behaving appropriately, we will use the following positive guidance techniques:

Ignoring: Ignoring a child who is trying to gain attention by acting out may be an appropriate response, unless it is a behavior that is unsafe.

Redirection/Distraction: This technique offers an alternative to a child such as suggesting a new activity, or different toy, encouraging independent play, or interacting with the child in a different way.

- A. Discussion: Discussing with the child how their behavior is inappropriate and engaging with the child other words or methods that would suggest a more appropriate response
- B. Reasonable Consequences: The staff may implement reasonable consequences such as taking away a toy if the child used the toy to hit another child.
- C. Take a Break: The child is separated from the group to calm down and will have access to something else to do. While the child will remain supervised, his or her classmates will not immediately influence him or her. This is different from the concept of “time out,” which is often seen as more punitive as the child is isolated and does nothing. In “take a break” the child will never have access to other activities while he or she settles down. Once the negative behavior is under control, the child can be returned to the group. We do not use “take a break” with children under two years of age.

When staff observes a persistent unacceptable behavior, they will observe and record the behavior in writing.

If these positive guidance techniques are not effective, we may involve parents/guardians with the following progressive guidance techniques:

- A. We will inform parents/guardians in writing what behaviors have been observed and what the staff has done to try to modify the behavior.
- B. If the inappropriate behavior continues, the Center Director and teacher will meet with parents/guardians to develop a written action plan to correct the behavior. We will seek their input and agree on steps to attempt to modify the behavior. We may suggest involving outside resources to assist with the situation.
- C. If the inappropriate behavior persists, the child will need to take a day or two of behavioral leave of absence on the next scheduled day/s of care. (Standard attendance rates apply during behavioral leaves).
- D. After returning to group care, if the child continues to act inappropriately, we may disenroll the child. We reserve the right to use these progressive guidance techniques at our discretion. It is our goal to work together for a positive outcome of behavior change. Circumstances may arise when we may immediately disenroll a child if his or her behavior creates a health or safety risk to themselves, other children, or the staff.

PROHIBITED ACTION

Positive reinforcement is the best approach to discipline. The following actions are prohibited by or at the direction of a staff person:

- Subjection of a child to corporal punishment, which includes but is not limited to: Rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.
- Subjection of a child to emotional stress, which 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.
- Separation of a child from the group except within rule requirements.
- Punishments 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 restrains, such as tying.

SEPARATION OF THE GROUP

CRITERIA

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.

A child who requires separation from the group will:

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

Children between the ages of 6 weeks and 16 months will NOT be separated from the group as a means of behavior guidance

SEPARATION REPORT

All separations from the group will be noted on a daily log that includes the following:

The child's name, staff person's name, title, date, information indicating what 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 our care.

If a child is separated from the group three or more times in one day, the child's parent will be notified, and the parent notification will be indicated on the daily log. If a child is separated five times or more in one week or eight times or more in two weeks, the procedure outlines in the section titled "Persistent Unacceptable Behavior" will be followed.

COMMUNICATION

CONFRENCES AND MEETINGS

Parent conferences are planned and offered twice a year and will include a written assessment of the child's intellectual, physical, social, and emotional development. Documentation of conferences is kept in the child's record. Infant and toddler parents are given daily reports regarding their child's food intake, elimination, sleeping patterns and general behavior.

Other meetings between staff and parents may be called from time to time. Individual conferences/meetings are available whenever children need additional support from parents and teachers alike.

NEWSLETTERS

Parents/guardians will receive a newsletter which covers news of the Center, individual classrooms happenings, and any important messages, along with any upcoming events, etc.

ANNOUNCEMENTS

Weekly postings of curriculum will be available in each classroom. Occasional daily postings regarding critical information such as health warning, etc. Will also be posted in each room.

OPEN DOOR POLICY/MN DEPARTMENT OF HUMAN SERVICES

Parents of enrolled children are welcome to visit our program at any time during hours of operation. The telephone number of MDH Licensing: 651-431-6500

Parents are invited to address concerns at any time. Concerns should not be addressed with the children present. So, we can provide the best possible care, please feel free to communicate any needs, wants and/or concerns regarding your child. **It is only through good parent/provider interaction that good quality nurturing care can be achieved.**

PROGRAM GRIEVANCE PROCEDURE FOR PARENTS

- If there is a grievance over the childcare program or procedure, direct contact with the teacher or director should be made. The complaint should be made either verbally or in writing.
- If the individual making the complaint feels that it is being ignored or if the matter is of a serious nature, the complaint should be made to the director. Depending on the nature of the complaint, the director will either handle it personally or refer it to the owner or their superior. The director will be responsible to see to it that the grievance is handled properly and expeditiously.

Grievance Over A Staff Member

There may arise a situation where a parent/guardian has a personal grievance against a staff member. Due to the personal nature of such a grievance, the director will approach the staff member and give them a chance to explain their actions. If an unsatisfactory resolution of the problem occurs, then the next steps should be taken.

1. The head teacher or director will provide in writing how the problem will be resolved.
2. If the complaint is about the director and cannot be resolved internally the owner or their superior will be notified.

Grievance over Facilities or Equipment

For complaints about the facilities or equipment, the director should be consulted. S) He will see to it that it is repaired immediately.

HEALTH INFORMATION

HEALTH CARE SUMMARY

Upon enrollment or within 30 days, a medical record of your child must be submitted to the director. It must include a current examination and it must be signed by the child's source of medical care. A record of a physical examination is again required annually for children under 24 months of age and whenever your child 24 months or older advances to an older age group.

IMMUNIZATION

Upon enrollment documentation of current immunizations must be submitted. For inadequate or unimmunized children, a signed notarized statement of parental objection to the immunization or medical exemption is required. From time to time there may be children at the program who are not fully vaccinated. We emphasize the importance of vaccination to protect the health and safety of all of the children and staff at our program.

INADEQUATELY IMMUNIZED CHILDREN

If a case of measles, mumps, rubella, pertussis, polio, or diphtheria occurs at our program, children who are inadequately or incompletely immunized will be excluded through the incubation period, of the last reported case of the disease, as determined by the local health department. This exclusion is necessary because these children may become infected and contribute to further disease spread. This exclusion also applies to children or staff who have not been immunized for conscientiously held belief or medical contraindications.

SPECIAL NEEDS/ALLERGIES/MEDICAL CONDITIONS

Parents/guardians have the responsibility to inform the program when their child has any special needs, allergies or conditions requiring attention. If a child is admitted having special needs, procedures stipulated by our licensing requirements, will be followed. An individualized childcare program plan (ICCPP) will be developed to meet the child's individual needs. The plan will be coordinated with either the service plan, education plan and/or with the child's parents, physician, psychiatrist, and/or psychologist. The ICCPP will need to be updated annually or when there is a change. The plan will be kept in your child's file, with any medication, on field trips and during transportation. The program will provide any additional staff training (within reason) required by your child's ICCPP however, there may be times when you are requested to assist in the training or ensure the child's nurse specialist is involved in the training.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

As a childcare provider, we continually monitor the development of all children in our care through ongoing observation and recording. We want the best outcomes for all children. Childcare providers are considered a primary referral source for early childhood intervention under federal IDEA special education law. We are required to refer a child in our program who has been identified as having developmental concerns or a risk factor that warrants a referral as soon as possible, but in no case more than seven days after the identification. While this is a mandate, we want to keep open communication with parents and caregivers about their child and any concern's we have before a referral is made. We can assist you with the referral or partner with you in the referral process.

EXCLUSION OF ILL CHILDREN

Children should be kept home if they have any of the following symptoms or illnesses: MN Rule 3 9503.0080 Exclusion of Sick Children guidelines are as follows:

- Any child with a **reportable illness or condition** as specified by the health department that is contagious and a physician determines has not had sufficient treatment to reduce the health risk to others
- **Chicken pox** until the child is no longer infectious or until the lesions are crusted over.

- **Vomiting** - 2 or more times since admission that day.
- **Diarrhea** – 3 or more abnormally loose stools since admission that day or loose stools that cannot be contained within a diaper.
- Contagious **conjunctivitis** or pus draining from the eye.
- **Bacterial infection** such as **strep throat** or **impetigo** and has not completed 24 hours of antimicrobial therapy;
- **Unexplained lethargy.**
- **Lice, ringworm, or scabies** that is untreated and contagious to others.
- **Fever** 100-degree Fahrenheit axillary or higher temperature of undiagnosed origin before fever reducing medication is given.
- **Undiagnosed rash** or a rash attributable to a contagious illness or condition.
- Significant **respiratory distress**; fast, difficult, or different breathing, uncontrolled coughing, and/or wheezing.
- **Not able to participate** in childcare program activities with reasonable comfort.
- **Requires more care** than the program staff can provide without compromising the health and safety of other children in care.

If your child becomes ill or injured during the day, she/he will be kept isolated from the other children and under staff supervision. A parent or your authorized person pick up will be notified and asked to pick up your child. Parents are given 30 minutes to arrive to pick their child up. Your child will be monitored, and comfort measures will be provided. In the event of a medical emergency, 911 will be called and then the parent.

The parents are asked to notify the program within 24 hours, exclusive of weekends and holidays when a child is diagnosed by a child's source of medical or dental care as having a contagious disease. Contagious illness will be reported to all parents the same day the information is received. The staff will post a notice in a prominent place stating the illness, incubation period, early signs to watch for and exclusion recommendations.

Behavior or health If your child becomes ill or injured during the day, she/he will be kept isolated from the other children and under staff supervision. A parent or your authorized person pick up will be notified and asked to pick up your child within 30 minutes. Your child will be monitored, and comfort measures will be provided. In the event of a medical emergency, 911 will be called and then the parent.

Behavior or health issues which may affect the safety, health, and general well-being of other children may result in limited exclusion or termination of enrollment.

Issues which may affect the safety, health, and general well-being of other children may result in limited exclusion or termination of enrollment.

FOOD PROGRAM

BAG LUNCHES

Parents will provide a bag lunch for their child. Breakfast, snacks and milk will be provided by the center. If the Center will have lunch catered the parents will be notified in advance. Each meal must provide one third of the child's daily nutritional needs as specified by the USDA.

The program will have food available to supplement a child's food brought from home if it is deficient in meeting the child's nutrient requirement.

All bag lunches must be labeled with the child's name.

Meals

Breakfast is served at 8:00am-8:30am

AM snack is served at 10:00am-10:30am

Lunch is served between 12:00 and 12:30pm

PM Snack is served at 3:00pm

Our license requires us to comply and follow USDA requirements for meals and snacks. These are planned on a monthly basis and provided to parents. Children will wash their hands before eating and go directly to the table to eat. Staff will sit with children during meal and snack times. Children will have access to water throughout the day using single service cups or water bottles. Water bottles are allowed on field trips. Any treats or foods brought into the center will be unopened and commercially prepared.

Sanitation procedures and practices will be adhered to in accordance with licensing and health guidelines for safe food preparation, handling, and serving. Bag lunch requirements, catered food and/or infant feeding guidelines will be in accordance with USDA guidelines. A physician's written permission will need to accompany any feeding/food request that does not align with the USDA requirements or is not indicated on a child's health care summary and/or individual care program plan.

Parents are requested to cut up food at home in order that it may be ready to serve to the child. (This request enables the staff to have minimal direct contact with the food. If in doubt of choking hazard, cut up food or send home.) Staff must wear gloves with all direct food contact.

Upon arrival, the child's bag lunch is placed in the refrigerator or has an ice source. (except for hot items in a thermos). At lunchtime the bag lunches will be taken out of the refrigerator and immediately served to the children. The refrigerator will be maintained at 40 degrees Fahrenheit or below.

Food Sanitization Procedures

- Tables and highchairs used for eating will be cleaned, rinsed, and sanitized before and after eating.
- Toys and other equipment will be cleaned, rinsed, and sanitized on a weekly basis or more often if necessary. This procedure will be followed daily for mouthed infant and toddler toys.
- Eating and cooking utensils will be either disposable and discarded after each use, or properly cleaned and sanitized utilizing the 4-step process or run through a commercial NSF dishwasher / sanitizer.
- Floor of food service area will be properly swept and cleaned after each use and sanitized daily.
- Pacifiers will not be provided by the center for use by multiple children.
- Bleach water used for sanitizing/disinfecting is made up fresh daily.
- Bleach water used for food service areas will be checked with test strips during the day.

- Any equipment used for food preparation or food service is kept completely separate from toileting and diapering procedures and equipment.

Policy for Reusable Water Bottles or Cups

- The childcare program may allow reusable water bottles or cups to be used during the day while the child is in attendance.
- Each day the water bottle or cup is used, the program will clean, rinse and sanitize it using procedures that are consistent with the Food Code requirements in Minnesota Rules, chapter 4626.
- The water bottles or reusable cups will be kept at the center and filled with fresh water from a safe water source every morning by program staff.
- The water bottle or cup is used only for water.
- Each water bottle or reusable cup needs to be labeled with first and last name of the child and stored in a manner that reduces the risk of children using the wrong water bottle or cup.
- This means the water bottles or reusable cups will be out of child's reach and will be offered to children at regular intervals throughout the day and when a child asks for a drink.
- School-aged children may have access to their own water bottle or reusable cup and use it as needed.
- Single use cups or a drinking fountain will be available for children who do not have a water bottle.
- Parents may supply water bottles and will be informed of the reusable water bottle policy.

ALLERGIES / DIET RESTRICTIONS /MODIFICATIONS

Licensing requirements mandate that before enrollment, we obtain information regarding children with **known allergies, special eating, or nutritional needs**. An individual childcare program plan (ICCPP) will be developed for "any noted allergy" with the parents and/or physician and maintained in your child's file. The plan is required to be updated at least annually or following any changes made to "allergy" related information in the child's record. Children's allergy information will be available at all times including on site, when on field trips, or during transportation.

- Staff will be informed of any of the children having **food allergies**. A copy of the ICCPP will be available where food is prepared and served.
- The program will contact the child's parent or legal guardian as soon as possible of any instance of exposure or allergic reaction that requires medication or medical intervention. Emergency medical services are always called when epinephrine is administered to a child in the center's care.

PLEASE NOTE: All food preferences, choices, likes, dislikes, intolerances, etc. should be noted in the diet modification of your child's health care summary and not in the allergy section. This will prevent unnecessary paperwork required in obtaining allergy care plans.

SANITATION PROCEDURES & PRACTICES (PREPARED OFF SITE)

In Compliance with Food and Beverage Establishments in 9503 & Chapter 4626

SAFETY AND SECURITY INFORMATION

FIRE PREVENTION AND SAFETY

Staff is trained in fire prevention procedures and interventions should a fire occur.

1. FIRE DRILLS

Fire drills are held every month. These are recorded in a log that documents drill times, dates, number of children and staff, evacuation time, and any other comments.

2. FIRE EVACUATION

- Primary and secondary fire exits are noted on the floor plan, which is posted in a prominent area in each work unit. Both routes are practiced throughout the year.
- The person detecting the fire will call 911. Head teacher will also notify fire department at (507-553-6371)
- Head teacher will evacuate children, taking with them the attendance record.
- Assistant head teacher/aid will attempt to close off the fire by closing windows and doors and shutting off the lights before leaving.
- Director/teacher will take the first aid kit and emergency contact information.
- Group will proceed outdoors, away from the building to the designated waiting area (**Location is the employee parking lot in the corner down the street**) and await further instructions. Attendance will be taken, and any missing child will be reported to the Fire Marshall. No one is to re-enter the building until the all clear is given.
- A report will be made to DHS, (MN 651-431-6500) within 48 hours of a fire that requires the fire department

3. FIRE EXTINGUISHER

Staff is trained in the use and is aware of the location of the fire extinguisher.

Fire extinguishers are checked annually.

EMERGENCY SHELTER AND EQUIPMENT / RELOCATION SITES

If emergency shelter is needed outside of this facility, staff and children will proceed to **St. Casimir's School across the street. (Address 320 2nd Ave SW / Phone number 507-553-5391)** A battery-operated radio and flashlight are kept at the center for use when needed. Emergency evacuation routes and relocation sites required by emergency preparedness plan are noted on room evacuation maps.

1. BLIZZARD

In the event of a blizzard occurring during childcare hours, parents will be called and asked to pick up their children early. Children will be kept inside, and staff will remain with them until everyone has been picked up. Adequate food is available for the children. For an evening or night blizzard, the center will not open if the Wells School District and area schools are closed.

2. TORNADO

Tornado drills are practiced every month, April through September. They are documented in a log.

In the event of a tornado warning, all children will be taken to the tornado shelter located in the lower part of our center. Head teachers will bring the attendance sheets and take attendance once their class reaches the shelter. The director will take the battery-operated radio, flashlight, first aid kit, blanket, and activities for the children. No one will leave the shelter until the all clear is given.

EMERGENCY PREPAREDNESS & RESPONSE PROCEDURES

The program will develop a written emergency plan for emergencies that require evacuation, sheltering, or other protection of a child, such as fire, natural disaster, intruder, or other threatening situation that may pose a health or safety hazard to a child.

This information is given to all parents who have children in our program. It is also kept in each classroom with detailed instructions on what to do if an emergency should occur. It is practiced and updated to better prepare our staff and children on what to do.

MISSING CHILD

If a child is missing, the director or staff will conduct a thorough search of the area (building and grounds). If unable to find the child within 5 to 15 minutes, the police will be notified immediately (# 507-553-5824) and then the parents.

DAILY SCHEDULE

This schedule is meant to give you an idea of your child's day. Actual times and activities may vary depending on time of the year, weather, age and temperament of the children. Age appropriate activities are scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages.

Older Toddler/ Preschooler

6:00 - 9:00 drop-offs, welcome children, free-play and/or structured-play, story-time, etc.
8:00 - 8:30 breakfast, clean-up/wash-up
8:30 - 9:30 circle-time (Mother Goose Time Preschool Curriculum)
9:30 - 10:00 arts and crafts, story-time, various learning games
10:00 – 10:30 snack, clean-up/wash-up
10:30 - 11:00 music, song and dance, tumbling exercises
11:30 - 12:00 outside play-time
12:00 - 12:30 lunch time, clean-up/wash-up
12:30 - 1:00 free-play and/or structured-play, puzzles, books, various learning toys, etc.
1:00 - 3:00 rest time and/or quiet time
3:00 - 3:30 afternoon snack, clean-up/wash-up
3:30 – 4:00 free-play and/or structured-play,
4:00 - 6:00 pick-ups, outside play (depending on season), coloring, playdough, toys, story-time, etc.

Infant/ Toddler

6:00 - 9:00 drop-offs, welcome children, free-play and/or structured-play, story-time, etc.
8:00 - 8:30 breakfast, clean-up/wash-up
8:30 - 9:30 circle-time (Mother Goose Time, Baby Einstein)
9:30 - 10:00 arts and crafts, story-time, various learning games, nap time
10:00 – 10:30 snack, clean-up/wash-up
10:30 - 11:00 outside play-time
11:30 - 12:00 music, song and dance, tumbling exercises
12:00 - 12:30 lunch time, clean-up/wash-up
12:30 - 1:00 free-play and/or structured-play, puzzles, books, various learning toys, etc.
1:00 - 3:00 rest time and/or quiet time
3:00 - 3:30 afternoon snack, clean-up/wash-up
3:30 – 4:00 free-play and/or structured-play,
4:00 - 6:00 pick-ups, outside play (depending on season), coloring, playdough, toys, story-time, etc.

Infants eat and sleep when they want. Throughout each day we practice on reaching, grasping, rolling, sitting, crawling, standing, walking, climbing, throwing, catching, kicking, cooing and talking; whichever developmental stage your child happens to be in at the time.

A Final Note

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child to our program. We are always open to suggestions and feel communication is a very important part of a quality childcare. **Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe.**

Note: By signing the Parent-Provider Contract/Enrollment Application, it is understood that all of the policies and procedures of **Little Rebels Learning Center** handbook are understood and agreed upon.

REPORTING CHILD ABUSE AND NEGLECT

What to report:

- Maltreatment includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, and mental injury. Maltreatment must be reported if you have witnessed or have reason to believe that a child is being or has been maltreated within the last three years.

Who must report:

- If you work in a licensed facility, you are a “mandated reporter” and are legally required (mandated) to report maltreatment. You cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility.
- In addition, people who are not mandated reporters may voluntarily report maltreatment.

Where to report:

- If you know or suspect that a child is in immediate danger, call 9-1-1.
- Reports concerning suspected maltreatment of children, or other violations of Minnesota Statutes or Rules, in facilities licensed by the Minnesota Department of Human Services, should be made to the licensing Division’s Central intake line at 651-431-6600.
- Incidents of suspected maltreatment of children occurring within a family, in the community, at a family childcare program, or in a child foster care home, should be reported to the local county social services agency at 507-526-3265 or local law enforcement at 507-553-5824.

When to report:

- Mandate reporters must make a report to one of the agencies listed above immediately (as soon as possible but no longer than 24 hours.)
- Information to report:
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the maltreatment (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected maltreatment occurring within a licensed facility, the reports should include any actions taken by the facility in response to the incident.

Failure to report:

- A mandated reporter who knows or has reason to believe a child is or has been maltreated and fails to report is guilty of a misdemeanor.
- In addition, a mandated reporter who fails to report serious or recurring maltreatment may be disqualified from a position allowing direct contact with, or access to, persons receiving services from programs, organizations, and/or agencies that are required to have individuals complete a background study by the Department of Human Services as listed in Minnesota Statutes, section 245C.03.

Retaliation prohibited:

- An employer of any mandated reporter is prohibited from retaliation against (getting back at):
- An employee for making a report in good faith; or
- A child who is the subject of the report.
- If an employer retaliates against an employee, the employer may be liable for damages and/or penalties.

