



CALVARY EARLY LEARNING • GOLDEN VALLEY CAMPUS

Hourly Childcare

Family Guidebook 2023-2024

7520 Golden Valley Road
Golden Valley, Minnesota 55427
763.545.9042

hourlychildcare@calvary.org
calvary.org/hourly

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Welcome

Calvary Hourly Child Care Center is a Christian outreach program of Calvary Lutheran Church of Golden Valley. We are committed to provide families of Calvary and the surrounding communities, a high quality child care program in a safe and nurturing environment. Calvary welcomes you to worship services, forums, seminars, celebrations and other family events throughout the year.

This guidebook is designed as an overview of our program. If you have any questions, please feel free to ask. Parents are welcome to visit the program at any time during our open hours. We are excited to enter this partnership with you and your child.

Kari Boese, Director

Mission Statement

The mission of Calvary's Early Childhood Programs is to lead people into a growing relationship with Christ by providing programs that enable children and their families to grow spiritually, intellectually, emotionally, physically, and socially.

Philosophy of Calvary's Early Childhood Ministries

We believe that a high quality Christian early childhood program provides a safe and nurturing environment that promotes spiritual, intellectual, emotional, physical, and social development of young children and their families.

This is accomplished by developing safe enriching Christian learning environments that promote:

- a growing relationship with Jesus Christ by modeling, teaching, and practicing age-appropriate components of spiritual development
- a loving, nurturing partnership between Christian educators, children, and their families
- a commitment to support, equip, empower families to raise competent, confident, and caring children
- a commitment to staff excellence, growth, and development in faith, understanding of how children learn and grow and develop
- an inclusive, anti-bias curriculum and policies that reflects the diversity of children and families in the world around us
- a commitment to exceeding the standards, goals and practices of the guidelines for developmentally appropriate practice as presented in the NAEYC Developmentally Appropriate Practice in Early Childhood Programs and the Licensing Regulations of the State of Minnesota Rule #3

Program Goals

The Hourly Child Care Center provides a loving, Christian program involving art, music, creative play, and many opportunities for large muscle play. Our well-planned and attractive environment provides personal space for each child and freedom to explore. Our qualified Christian Teachers guide and stimulate children's natural curiosity.

The center provides activities to meet children's needs and stimulates learning in all developmental areas--physical, social, emotional, intellectual, and spiritual. The goals of our program are:

- To help the child build warm and trusting relationships with adults caring for them.
- To help the child to discover their unique and individual characteristics.

- To help the child become aware of others around him/her and to learn to socialize in a positive way with them.
- To support skills in listening, conversation, self-expression, self-discipline, and independence.
- To instill in the child a sense of respect, concern, and appreciation for others.
- To help children understand that they are created in God’s own image, making each one of them an amazing and unique individual.

License

The Hourly Child Care Program is licensed by the Minnesota Department of Human Services Licensing Division, St. Paul, Minnesota (651) 431-6500. This assures families that high standards have been met regarding space, equipment, program, and staff. Our present capacity is 34 children, a maximum of 5 kindergartners. Care can be provided for children 16 months through Kindergarten age. We are a non-profit service organization of Calvary Lutheran Church. We are committed to provide activities appropriate for young children, to have well qualified and trained staff, to meet the health and safety standards, to have a healthy relationship with Calvary’s congregation, and to help develop a strong Christian environment for families.

Pastoral Care

Calvary Hourly Child Care families are invited to call on one of Calvary’s pastors if they need pastoral care. Calvary’s main office number is (763) 545-5659.

Staff

Director Kari Boese
 Teachers Katina Duke, Tammy Elkins

Minnesota Statutes, Chapter 245A and Minnesota Rule 11 require the Department of Human Services (DHS) to perform background studies of individuals working in positions allowing direct contact with children receiving services from programs licensed by DHS. All staff are required to conform to “SAFE HAVEN”, a safety policy designed by Calvary Lutheran Church for the protection of all children on the premises.

General Information

Term: September - May
 Hours/Days: 8:30 a.m.-3:00 p.m. Tuesday, Wednesday, Thursday, Friday
 Age accepted: 16 mos. - kindergarten age

Calendar with closure dates is distributed at the beginning of each year and posted on the Family Bulletin board and website.

Tuition Rates and Fees:

Tuition Rates can be found on the annual Tuition Agreement available on request.
 Annual Non-refundable enrollment fee - \$80
 Annual Non-refundable snack fee - \$50

Payment Schedule

Payment can be made through:

- Tuition Express - direct withdrawal from your checking or savings account- Preferred
- For on call reservations - By check. Non-sufficient checks will be charged a \$20.00 fee per returned check.

- By cash.

For families with permanent reservations, enrollment in Tuition Express is required. Accounts must be current for your child to continue to attend. Receipts are available using the Tuition Express website (www.tuitionexpress.com) If your tuition payment is returned by Tuition Express, you will be charged a \$20 processing fee. Calvary Hourly Child Care will also sign corporate receipts/flexible spending vouchers. Unpaid balances will be turned over to Asset Resources, Inc., Licensed Collection Agency.

Reservations

The Hourly Child Care Center has two types of reservations.

1. **Permanent** - You reserve for the same time/same day, every week for the school year. (Reservations open in the spring for the next fall)
2. **On-Call** - Reservations may be made up to two weeks in advance including that same day. You may call into our voice mail (763) 545-9042 and leave the child's name, age, and time/day you want. A call is returned only if we cannot take your reservation.
3. **Waiting List** - We often get cancellations due to illness or a change of plans. The center will keep waiting lists for people who are willing to be called shortly before the time wanted. Often, we can fit children in before the day you want, but many times it's a call made the morning of the reservation.

Cancellation Charge

A cancellation charge will be charged to you if you fail to call and cancel your reservation. We must hear from you by 3:00 p.m. the day before you have reserved and there will be no charge. The cancellation charge will be the full amount of time of your reservation. For permanent reservations, we expect you to keep the reservation unless your child is sick or on vacation.

Arrival and Departure

Arrival

Parents must bring their children into our center and check them in with a staff person as we are not responsible for them until they are signed into the classroom. For those parents whose children are enrolled in the Calvary Pre-Kindergarten, we will be happy to escort your child to or from their class if prior arrangements have been made with our staff.

Departure

Children are released only to parents and guardians.

Security Code

To better ensure the security of children in our care, each child will be randomly assigned a **security code number**. You and all those on your "Authorized Pick-Up" list and "Emergency Contact" persons will need to know the child's security code number and show photo identification to be able to pick up your child. Persons unknown to the responsible Teachers or Director **will not be allowed to pick-up your child**. Only the Teachers and Director will have access to this number.

Parking

The Hourly Child Care Center is located within Calvary Lutheran Church at 7520 Golden Valley Road, Golden Valley. You may park in the north parking lot and enter the north entrance, Door #1. When you enter, go through Fireside Lounge, center is to the right.

Parking is available at Calvary on the north side of the church. **Please do not park in the**

Handicapped Zone or along the curb. This area must be kept open for emergency vehicles, school buses and handicapped persons. It is also important never to leave siblings unattended in a vehicle during arrival and pick up.

Admission Policy

Each child is considered for admission on an individual basis. A child is admitted if the center's program is capable of meeting the child's needs. The Director will handle all provisions for special needs children on an individual basis. Special Learning Needs: Our environment is designed to accommodate a wide range of learning styles and developmental levels. However, this school functions as a general educational facility and our Teachers are not trained or certified in the areas of special needs with regard to learning, development, or behavior. Our state licensing regulations limit the number of children who can be supervised by a Teacher. If your child has needs that require constant individual attention, that may limit our ability to legally and safely provide supervision for the other children in a class or group. In addition, we may not be able to provide the specialized learning environment that your child may need. We may ask in such cases that you seek outside help for your child's specialized needs and/or that your child exit our program.

The Hourly Child Care Center admits children of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to children at the center. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and other school-administered programs.

Registration: Registration forms are available by contacting the office or on-line at www.calvary.org/hourly. Note: It is imperative that all information be kept updated.

The **first time** that your child visits our childcare, we **must** have a completed:

1. Registration Form - these pages provide information that will allow teaching staff to work with each child more effectively. Parents have the responsibility to inform the center if their child has any special medical condition, dietary modifications, or special needs so that we can provide appropriate care and support.
2. Emergency Procedures & Permission Form allowing:
 - transportation of your child in an emergency
 - walking field trips
 - to use commercial diaper wipes
 - to participate in publicity and/or research activities
 - Parents will be notified of the date and time of such activities.
3. Immunization record - current immunization records must be maintained on all children. This record must give dates (month, day, and year) of immunizations your child has received. Immunization records must be updated whenever your child receives additional immunizations or moves to a different age category.
4. Emergency Card - this card includes contact information, source of emergency medical/dental care, and persons to contact in case of emergency. Persons authorized to pick up your child must be local. Parents are expected to notify the program if there is a change in current information.
5. Tuition Agreement Form
6. Tuition Express form for automatic withdrawal from checking or savings. Automatic withdrawal for tuition fees is required. Please use the form provided.
7. Registration Fees
 - \$80.00 annual non-refundable registration fee

- \$50.00 annual snack fee per child
8. Health Condition Forms (when applicable)
- Allergies - An Allergy Individual Care Plan including an Allergy Action Plan when needed: the Allergy Action Plan must contain the specific allergy and appropriate action plan. **This form must be completed by your health care provider** and updated annually. Form can be obtained in the office or on our website.
 - Other Health Concerns: If your child has a medical condition that could require action at the center, such as RAD/asthma, seizures, or a prescription medication, we will need an action plan. **This form must be completed by your health care provider** and updated annually. Contact the office for the appropriate forms.

The **second time or within 30 days** that your child visits the center, we must have:

9. Health Care Summary - This form must be signed by the child's Health Care Provider. This information must include the date of the child's most recent physical examination and is expected to be updated as the child moves through the program.

Termination of Enrollment

Calvary Hourly Child Care reserves the right to terminate the enrollment of a child for reasons of family non-compliance with the policies of the center. Additionally, the center may terminate enrollment if it is determined that the center is not reasonably able to meet the needs of a child. Calvary Hourly Child Care will be in communication with families in an effort to solve difficulties and termination of enrollment is always the last resort.

Curriculum

Calvary Early Childhood honors the power of play, the love of family, and the importance of faith in a child's learning and development.

The power of play

We believe when children play, they learn—and research proves it. We invest in child-centered learning opportunities, specially designed spaces, and attentive, highly qualified staff.

The love of family

We believe the family has the greatest influence on a child's learning and development. We are committed to supporting and partnering with your young family during this special season of life.

The importance of faith

We believe God desires to have a growing relationship with every person in His creation, young and old alike. Everything we do is driven by the life-changing truth of the Bible.

Calvary Hourly Child Care uses the High Scope educational approach. High Scope is an “active participatory learning” approach to educating children from birth to young adulthood. Children's interests and choices are at the heart of High Scope programs.

High Scope goals for young children are:

- To learn through active involvement with people, materials, events, and ideas
- To become independent, responsible, and confident-ready for school and ready for life
- To learn to plan many of their own activities, carry them out, and talk with other children and their Teachers about what they have done and what they have learned.

- To learn to express their feelings and get along with others in rewarding relationships
- To gain knowledge and skills in important content areas including approaches to learning; language, literacy, and communication; social and emotional development; physical development, health, and well-being; mathematics; science and technology; social studies; and the arts.

Our curriculum is divided into weekly theme units. Weekly themes are listed in our newsletter and posted each week on our door. Activities and curriculum are flexible to allow for addressing individual children's needs and interests. Our program plans along with specific activities are evaluated each year. Our written program plans are available for parents to review on request.

Our Teachers share responsibility for curriculum design, development and implementation within the individual classrooms. The Teachers design theme weeks which focus on our neighborhood, climate, community, families, and selves. Teachers individualize the learning goals for their specific small group. Activity emphases include a balance of quiet and active experiences, child-initiated and Teacher-directed experiences all within the framework of hands-on-work and play.

Curriculum components include these areas, Art, Faith, Language, Math, Music, Physical Education, Science and Social Studies. We are a faith-based program where we pray before snack and lunch. We pray at other times also-when a child or family member is sick, when a new baby arrives, and more. Worship time is included during our morning meeting, where we include pictures, books, flannel boards that show God's love.

Conferences

Staff will complete one written progress review for each child per year.

Toddler Daily Programming

8:30 - 9:45	Greeting/Child Free Choice Time <ul style="list-style-type: none">● Playdough● Sensory table● Blocks● Library● Dramatic play
9:45 - 9:50	Handwashing/Snack
9:50 - 10:00	Story Time
10:00 - 11:10	Child Free Choice Time <ul style="list-style-type: none">● Art activity● Library● Home Living, dramatic play centers
11:10 - 11:25	Music and Movement <ul style="list-style-type: none">● Concepts introduced with flannelgraph● Moving our bodies using musical instruments, etc.
11:25 - 11:30	Handwashing
11:30 - 12:15	Lunch
12:15 - 12:45	Child Free Choice Time <ul style="list-style-type: none">● Puzzles● Library
12:45 - 1:45	Active Play Time <ul style="list-style-type: none">● Indoor muscle rooms● Outdoor playground
1:45 - 1:50	Handwashing
1:50 - 2:05	Snack & Prayer
2:05 - 3:00	Quiet Play

Naps & Rest Time Policy

The Hourly Child Care does not have a scheduled nap or rest time, because of the nature of our program. Please make your reservations to work around your child's nap time. If a child falls asleep while at the center, we provide a mat which we place in the room away from other children who are playing.

Preschool Daily Programming

8:30 - 9:45	Greeting/Child Free Choice Time <ul style="list-style-type: none">● Playdough● Sensory table● Blocks● Library● Dramatic play
9:45 - 10:00	Handwashing/Snack
10:00 - 11:00	Art/Free Choice Time <ul style="list-style-type: none">● Art activity● Library● Home living, dramatic play centers
11:00 - 11:30	Morning Meeting/Story Time/Music and Movement <ul style="list-style-type: none">● Hello Song● Worship Center● Theme introduction
11:30 - 11:35	Handwashing
11:35 - 12:15	Lunch
12:15 - 1:00	Child Free Choice Time <ul style="list-style-type: none">● Puzzles● Library
1:00 - 1:15	Friendship Time <ul style="list-style-type: none">● Social skills development
1:15 - 2:05	Active Play Time <ul style="list-style-type: none">● Indoor muscle rooms● Outdoor playground
2:05 - 2:10	Handwashing
2:10 - 2:20	Snack & Prayer
2:20 - 3:00	Quiet Play

Continuous Supervision

It is our policy that a child will never be unattended or unobserved by our staff. **Children are within sight and sound of Teachers at all times.** Parents/Legal Guardians may visit the center any time during the hours of operation and will be allowed access to their child at any time while their child is at the center.

Separation Tips

- Practice separating! Leave your child at the center for a short time. Try to return after you're sure the child has calmed and has forgotten about the separation. (You may want to phone ahead just to make sure, but they usually calm down in a few minutes!) Gradually extend the time period you are away. The child needs to become confident in the fact that you will return.
- Arrive early and don't rush! Allow enough time to get the child registered, talk with the teachers, maybe help your child begin an activity, and get to your activity on time. A relaxed arrival will help reduce the likelihood of separation problems.

- Don't expect a separation problem in a new situation just because the child has had a problem in a previous new situation. Don't encourage or remind a calm child to become upset.
- You probably know if your child will calm down in a few minutes or if he/she will be inconsolable for more than ten minutes. In the first case, it is best that you reassure your child that you will return soon and be on your way. In the second case, please don't leave us. You may need to be in the room for a few times with your child, as they explore their surroundings.
- During the next week, talk about the things the child enjoyed, look forward to seeing friends, singing a song, or playing with playdough or toys.
- Learn the names of your child's teachers. Talk about these people during the week.
- Continuity is important! Come as often in the first weeks as you can. By then there will be many familiar faces in the room and a longer time between visits won't matter quite so much later.
- The separation process may take 2 days or two months. It may recur periodically throughout the year, especially after an absence or school holiday. The important thing is for us to work together as a team and keep the lines of communication open so that we may practice what is best for your unique child.

Communication

We believe that good communication with parents is a benefit to the children in our care.

Communication will come to you in a variety of ways including postings at the desk, notices sent home via email, notices posted on Facebook, classroom door and bulletin board.

Please check the **Parent Bulletin Board** for items of special interest to parents. Any reminders and new information will be posted here. Please check there every time you bring your child to the center.

Our **Information Table** located in the center will also have literature of interest available to parents.

A **Newsletter** is sent out monthly by email to inform parents of the activities that are going on in our center. Our Facebook page will have photos/videos of our activities, please join.

A **Progress Review** is completed for each child in the spring. Teachers will review key developmental areas for your child.

We also have a **Facebook** page, where you can see pictures/videos of play in action.

Emergency Response Plan

Calvary Hourly Child Care has created an Emergency Response Plan. This plan is reviewed and updated annually. A copy of this plan is hanging on the wall by the front desk.

Pandemic Planning

Calvary will cooperate with state and local government disaster planning agencies working to prepare for or react to emergencies presented by a pandemic outbreak.

Staff Prevention Training

The staff of the Hourly Child Care Program is trained to protect children from potential harm as well as to respond quickly and appropriately to the emergencies that do arise. Periodic training is acquired by taking required classes that meet the requirements for **Pediatric First Aid, Pediatric CPR, Shaken Baby Syndrome/Abusive Head Trauma** training designated by the Department of

Human Services, Licensing Division and **Bloodborne Pathogens** required by O.S.H.A. This training prepares them to:

- Recognize children as a particularly vulnerable age group for accidental trauma
- Understand the concept of emergency preparedness as the means to prevent as well as manage accidental trauma
- Recognize and eliminate the potential dangers to children in the setting
- Determine when and how to call Emergency Medical Services
- Respond with appropriate first aid measures for emergency situations common to the children
- Acknowledge and respond appropriately to the emotional needs of children experiencing an emergency
- Understand the importance of accurately documenting and reporting accidental trauma

Accident Prevention Procedures

The Center is inspected daily for safety hazards, then repairs are made or defective equipment is removed. The staff is trained to follow safety rules to avoid injuries, burns, poisoning, choking, suffocation, and traffic and pedestrian accidents.

The safety rules for children are:

- Children are watched closely when they are using play equipment, which may present dangers.
- Children will be shown the correct way to use each piece of equipment.
- Scissors, chemicals, and dangerous objects are stored on a high shelf in a secured cupboard out of the reach of children when not being used. When in use, they are kept on a high shelf out of the reach of children.

Staff guidelines are:

- The Teacher's role is supervision and interaction with children.
- Teachers will position themselves apart and where they can view children.
- Teachers will redirect play to prevent overly rough play.
- Crowded areas are not safe - Teachers will initiate new play elsewhere.
- Teachers will monitor bathroom use.

Emergencies and Accident Procedures

- The staff has been trained in procedures to follow in the event of a blizzard, tornado, or other natural disaster that includes the location of the emergency shelter.
- Staff and children are required to participate in monthly fire drills. Staff and children are required to participate in monthly tornado drills April to September. A log of tornado and fire drills is kept in the center.
- The Teachers have been trained in fire prevention, the use of fire extinguishers, and other procedures to follow in the event of a fire.
- Emergency Room Evacuation:
 - In an emergency, Teachers will evacuate children out the primary exit, which is the front door of the center, exiting through the west doors immediately right of the center. The secondary exit -- is through the rear (west) emergency door to the outside.
 - The safe shelter for tornadoes, blizzards and other natural disasters is the lower level of the building. Exit through the front door, turn right, and follow stairs to the lower level. Go to the rooms directly ahead.
 - Evacuation of the building - if the children need to be evacuated from the church building for any length of time, they will be walked to:

Primary Relocation Center

Address: Calvary Co-op
7600 Golden Valley Road Golden Valley, MN 55427
Phone: (763) 544-1090

Secondary Relocation Center

Address: Meadow Ridge Senior Living
7475 Country Club Drive Golden Valley, MN 55427
Phone: (763) 762-7300

- The Center is equipped with fire extinguishers and yearly demonstrations are held.
- All electrical outlets that are not in use are covered.
- A telephone is available in the office. Staff are instructed as to when and how to call 911 in any emergency. A list of emergency numbers is posted by the telephone.

Other Safety Procedures

Security Code

To better ensure the security of children in our care, each child will be randomly assigned a **security code number**. You and all those on your “Authorized Pick-Up” list and “Emergency Contact” persons will need to know the child’s security code number and show personal identification to be able to pick up your child. Persons unknown to the responsible Teachers or Director **will not be allowed to pick-up your child**. Only the Teachers and Director will have access to this number.

Authorized Pick-Up

Children will be released only to those individuals authorized by the parent. Any changes in who will be picking up a child should be promptly reported to the center. A permission authorization form needs to be filled out by the parent each time a child will be picked up by an unauthorized person.

Unauthorized Pick-Up

If an unauthorized or incapacitated person attempts to pick up a child the following steps will be taken as needed. The Teacher will refuse to release the child and will send the other Teacher for the Director. If the unauthorized person attempts to use force to remove the child, the staff will not be expected to endanger themselves, but will immediately seek assistance by dialing 911, observing the direction taken by the departing unauthorized person.

Accident

A release statement will be obtained from each parent allowing for quick medical care in case of an accident. An accident log is available for recording accidents, injuries and incidents involving a child enrolled at the center, a staff person, or a visitor. If it is suspected that an injury will require professional medical treatment an accident form will be completed and placed with the child’s records and a duplicate given to the parents. The center analyzes the accident record semi-annually.

Forgotten Child

If no one comes to pick up a child, the staff will try contacting the parent, the emergency back-up persons, and finally legal authorities.

Poison Control

Every precaution has been taken to ensure that potential poisons are out of reach of children we care for. In the event that an accidental ingestion should occur our staff will consult with the Poison Control Center.

Maltreatment of Minors Mandated Reporting

This policy is for all providers licensed by the Minnesota Department of Human Services.

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.

What to report

- Maltreatment includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, and mental injury. For definitions refer to Minnesota Statutes, section 260E.03. 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.

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 Central Intake line at 651-431-6600.
- Incidents of suspected maltreatment of children occurring within a family, in the community, at a family child care program, or in a child foster care home, should be reported to the local county social services agency at 612 348 3552 or local law enforcement at 763 593 8079.

When to report

- Mandated 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 report 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 retaliating 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.

Staff training

- The license holder must train all mandated reporters on their reporting responsibilities, according to the training requirements in the statutes and rules governing the licensed program. The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

Provide policy to parents

- For licensed child care centers, the mandated reporting policy must be provided to parents of all children at the time of enrollment and must be available upon request. The definitions section (p. 3-6) is optional to provide to parents.
- The following sections only apply to license holders that serve children. This does not include family child foster care per Minnesota Statutes 245A.66, subd. 1.

Internal review

- When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care.
- The internal review must include an evaluation of whether:
 - related policies and procedures were followed;
 - the policies and procedures were adequate;
 - there is a need for additional staff training;
 - the reported event is similar to past events with the children or the services involved; and
 - there is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary and secondary person or position to ensure reviews completed

- The internal review will be completed by Hourly Childcare Director. If this individual is involved in the alleged or suspected maltreatment Executive Director will be responsible for completing the internal review.

Documentation of internal review

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

Corrective action plan

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

Health

The Director and Teachers are responsible for observation of health and development of children, handling illness at the center, accident prevention and emergency procedures, keeping health records complete and informing parents about community resources.

Our program receives health consultation services from MN Child Care Health Consultants. 2475 Keller Road, Long Lake, MN 55356. The agency phone number is (612) 500-1880. All Health Consultants are Registered Nurses with certification in Public Health.

General Health Policy

Children attending the center must arrive well. All children will be given a visual health check upon arrival at the center. If the child shows symptoms of illness, he/she will be sent home. Do not send your child if he/she exhibits symptoms of illness such as a cold, runny nose, fever, coughing, sore eyes, sore throat, earache, flushed appearance, rash, or other ailment.

Illness/Exclusion of Ill Children

Calvary Hourly Child Care Center practices preventive health care by requiring immunizations and routine check-ups. We require proper sanitation practices by frequent hand washing and disinfecting of food tables and bathroom. We implement special diets related to with food allergies. It is inevitable that children will catch infectious diseases, but we can control and sometimes prevent them through the following procedures.

Parents will be informed that it is the center policy that their child should be kept home under the following circumstances:

- The child is in the first three days of a cold.
- There has been an elevation in temperature within the last 24 hours. Axillary temperature under arm: 100 degrees or higher, when accompanied by behavior changes, or other signs of symptoms of illness.
- An unidentified rash is present.
- The child has had an upset stomach within the last 24 hours.
- The child has a sore throat or discharges from the eyes or ears.
- The child is in an incubation period of a contagious disease.
- The child shows deviation from his usual behavior or appetite.

If a child becomes ill during the time that they are at the center, the parent or responsible person will be contacted and asked to pick up the child within 30 minutes of initial contact with parent. Child will be kept comfortable on a cot in the office.

Children will be sent home at the discretion of the center staff and based on the exclusion guidelines listed below. These guidelines are taken from *Infectious Diseases in Childcare Settings and Schools: Information for Directors, Caregivers, and Parents or Guardians*, prepared by Hennepin County Community Health Department, Epidemiology and Environmental Health. In addition to the guidelines listed, we will also exclude a child who:

- Is not able to participate in childcare program activities with reasonable comfort, including outdoor play.
- Requires more care than staff can provide without compromising the health and safety of the other children in care.

Families are expected to protect the health of their own and other children by keeping a child home if there are any symptoms of a communicable illness. **Families are required to notify the center within 24 hours if a child has contracted a communicable illness.**

Calvary Hourly Child Care Center will inform families via email of the presence of a contagious illness so that attention can be paid to any symptoms. *Additionally, if a vaccine-preventable disease occurs in the program, the families of any/all children who are under-immunized will be notified promptly and will be excluded until which time a Health Care Provider determines it is safe for the child to return.*

Please note: Specific policies dealing with Influenza Like Illnesses have been developed by the Minnesota Department of Health and will be made available as needed.

Exclusion Guideline

Chicken Pox:	Until all the blisters have dried into scabs and no new blisters or sores have started within the last 24 hours; usually by day 6 after the rash began
Pink Eye:	If a child has a fever or is not healthy enough to participate in routine activities.
Diarrhea:	Until diarrhea stops, or a medical exam indicates that it is not due to a communicable disease. Diarrhea is defined as an increased number of stools compared with a person's normal pattern, along with decreased stool form and/or watery, bloody, or mucus-containing stools. Two or more episodes in the previous 24 hours.
Mouth Sores with Drooling:	Until a medical exam indicates the child may return or until sores have healed.
Fever:	Axillary temperature: 100 degrees or higher, when accompanied by behavior changes, or other signs of symptoms of illness. Measure temperature before giving medications to reduce fever.
Impetigo:	Until treated with antibiotics for 24 hours and sores are drying or improving.
Lice (head):	No exclusion but treatment is recommended before returning to school.
Rash:	Until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion (i.e., chickenpox, measles, roseola, rubella, shingles, and strep throat).
Respiratory Infections (viral):	Until a child is without fever and is well enough to participate in normal activities. No exclusion for other mild respiratory infections without fever as

	long as child can participate comfortably.
Ringworm:	Skin and Scalp-until 24 hours after treatment has been started.
Scabies:	Until 24 hours after treatment has been started.
Signs/Symptoms of Possible Severe Illness:	Unusually tired, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing or other unusual signs for the child; should be evaluated by the child's Health Care Provider to rule out severe illness.
Streptococcal Sore Throat:	Until 12 hours after antibiotic treatment begins and child is without fever.
Vomiting:	Until vomiting stops. Vomiting is defined as one or more episodes in the previous 24 hours.

Special Needs

Parent/guardians have the responsibility to inform the center when their child has any special medical conditions, needs, or allergies so that we can provide appropriate care and support.

If your child has a special need and is (one or more of the following):

- Eligible for case management through the state and has an Individual Service Plan (ISP)
- Receiving services through the local school district and has an Individual Educational Plan (IEP)
- Determined by licensed physician, psychiatrist, psychologist, or consulting psychologist to have a condition related to physical, social, or emotional development

You will be asked to share the ISP and/or IEP with us. In addition, state licensing regulations require us to develop an Individualized Child Care Program Plan (ICCPP) with you that will assist us in meeting your child's needs. This plan must be signed by you and your child's Health Care Provider as listed above and be reviewed annually to assure that necessary modifications are made to the plan of care. If the special need requires that our staff be trained to perform a new skill, we will ask that you arrange for this training, providing that the center's program is capable of meeting the child's needs.

Medical and Emergency Care

- Children's emergency information is readily available in the office. Occasionally a child becomes ill or meets with an accident. When parents cannot be reached it is necessary to have the name(s) of a relative or friend to be called. Be sure any work numbers you leave us allow us to reach a person and not an answering service. **It is important to keep this information updated.**
- First Aid of a minor nature only will be administered by the staff. Minor accidents will be reported to the pick-up person. In case of injury, staff completes an Accident Report form in duplicate. One copy is filed at the center and the second copy is presented to the family.
- **Medication** is administered to children only when a parent submits a written order signed by the family doctor and the medication is administered by a consistently designated staff member. Written records are kept of medication given to children. All medications must be prescribed by a doctor and in their original containers and will be inaccessible to children.
- Children will be transported to **North Memorial Hospital** or another emergency facility by local emergency units for treatment if a local emergency resource deems it necessary. The child will be transported at the parent's expense. In non-life-threatening emergencies, parents may select a preferred hospital. In some medical situations, the staff will need to contact the emergency resources before the parent, child's physician, and/or other adult acting on the parent's behalf.

- First Aid and emergency procedures are posted in each room.
- First Aid kits and directions are located in the center and are maintained in compliance with DHS and OSHA.
- All infections and communicable diseases that the children are exposed to at the center will be reported to parents either through a letter or a phone call.
- Parents are required to report communicable diseases to the center within 24 hours.
- All Teachers are trained in Pediatric CPR, Pediatric First Aid, Shaken Baby Syndrome, and containment of bodily fluids.

Handling and Disposal of Bodily Fluids

A copy of Calvary Hourly Childcare Policy and Procedures for handling and disposal of bodily fluids is available upon request and is posted on our website.

Lice Policy & Procedures

This policy follows the guidelines of our school consultant agency, Minnesota Child Care Health Consultants, and the Hennepin County Human Services Department Infectious Diseases manual. Upon observing or learning of a report of head lice involving the Hourly classroom or a student, these steps will be taken:

- Consult with MN Child Care Health Consultants
- Enforce classroom cleaning procedures.
- Post and distribute information to caregivers
- Require caregivers to conduct head searches for lice and/or nits by the classroom door under the teaching teams' supervision before entrance into the classroom.
- Implement exclusion policy.

Nutrition

Lunch

Lunch time is a fun and exciting time for the children. Please help us by keeping lunches simple--finger food, simple sandwiches and fruits that are peeled, cored, and cut to your child's preference and ready to eat. It is most convenient if your child brings his/her lunch in a lunch box clearly marked with their name, which will be kept in the refrigerator. **Please keep the lunch boxes small so that they fit into our refrigerator.** We encourage children to eat all the food in their lunch box. Leftovers will be placed back in the box so that you will know what your child has eaten. Lunch is served at 11:25 - 12:15. Drinking water and milk is available to all children. All lunches are cold; we do not heat any meals.

Lunch suggestions: Sandwiches - (cut-up in smaller pieces) cold meat/cheese, hot dogs (quartered), fruit (fresh is best), cold pasta, cubed cheese. A snack of crackers and milk will be provided at approximately 10:00 and 2:00.



Due to licensing requirements lunches need to have all **5 food groups- Fruit, Vegetables, Wholegrains, Lean meat & alternatives & Dairy**. We will supplement food items to your child's lunch if the lunch does not contain all 5 food groups. Please see our handout for more information.

We are a peanut & tree nut free center. Because of the increase in allergies, we ask that you do not include any peanut or nut products in your child's lunch. Check closely all food items for peanuts & tree nuts; ex: snack bars. Label sandwiches if you use sunflower butter.

Calvary prohibits the serving of peanut products, we **CANNOT**, however, guarantee that peanut is not in our facility.

Snacks will normally be selected from the following list. Notify the Teacher if your child should not eat any of the following:

Whole grain cereal	1% milk, whole milk
Whole grain crackers	Mild Salsa
Apples	Cheez-its
Raisins	Pretzels
Lemonade (special treat)	Bananas
Ice Cream (special treat)	Corn chips
Soda Crackers	Applesauce
Cheese	Oyster crackers

If you would like to bring Birthday treats for your child, please check with the Teachers on suggested treats. Treats must be purchased because of health regulations.

Drinking Water - always available to children and will be offered at frequent intervals. A drinking fountain is available, water bottles are not allowed.

Milk

The center participates in the State of MN Milk Program. Hourly Child Care will provide whole milk for Toddlers and 1% milk for Preschoolers. Lactose-reduced milk will be served to children that require it. Serving milk at lunch time is a licensing requirement.

Allergy Prevention and Response

Parents will need to inform the center about any allergies or other special diets before child enrolls in the program. If a child has a known allergy, an Allergy Action plan must contain current information about the allergy in the child's record. This form must be completed by the child's Health Care Provider and updated annually or when changes are made. The Allergy Action Plan must include: 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.

Consideration will be given to any modified or therapeutic diet needs of a child as prescribed by his/her physician. Each staff person will review and follow the plan. This plan will be posted in the child's classroom and in the center kitchen. The center will contact the child's parent/guardian as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. The center will call 911 when epinephrine is administered to a child in our care. Allergy Action Plan forms are available in the office or on our website. Allergy Prevention and Response Plan is available on our website and can be requested at any time.

Behavior Guidance

The goal of discipline and guidance techniques at the Hourly Child Care Program is to help children develop safe and appropriate ways of interacting with others and with the environment. Young children are working towards independence and self-control. They learn by experimenting, testing limits, and experiencing the consequences of their behavior. In the process of setting and enforcing

limits, Teachers assist young children in developing self-control and respect for their rights and property of others.

To help with this, our classroom uses the “I Care Rules”. They are:

- We listen to each other.*
- Hands are for helping, not hurting*
- We use “I Care” language*
- We care about each other’s feelings*
- We are responsible for what we say and do.*

Guidance begins with respect for each child and adult and the establishment of a warm relationship between individuals. It is based on the consideration of each child’s developmental level, interests, needs, abilities, and physical status. Guidance provides limits, which are few in number but clearly explained and consistently followed. It relies on an environment conducive to learning, which includes:

- Comfortable, attractive, and interesting furnishings
- A variety of age-appropriate materials
- A well-paced curriculum
- Adequate adult availability to children

In every area, teaching staff need to focus on safety and supervision issues for both children and staff. Children need to learn the rules for individual rights and self-expression within a group setting. Rules and limits at the center are likely to differ from those in a child’s home because of this need to protect the rights and safety of other children.

Preferred discipline and guidance techniques include:

- ensure that each child is provided with a positive model of acceptable behavior
- be tailored to the developmental level of the children that the center 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

Separation

Children may be separated from the group temporarily if other less intrusive methods of guiding the child’s behavior have been ineffective and the child’s behavior threatens the well-being of other children or staff. Occasionally children may also be temporarily separated from the group if they need time to regain their self-control and composure. If separated, the child will remain in an unenclosed area where he or she can be seen and heard by a staff person, the length and time of separation will be related to the child’s age and maturity level.

When separation from the group is used as a behavior guidance technique, the child’s return to the group must be contingent on the child’s stopping or bringing under control the behavior that precipitated the separation, and the child must be returned to the group as soon as the behavior abates or stops.

Separations from the group will be noted on a daily log which will describe what less intrusive methods were used to guide the child's behavior and how the behavior continued to threaten the well-being of the child, or other children or staff.

If a child is separated three or more times in one day, the child's parent shall be notified, and the parent notification will be indicated on the daily log. In the event that a child is separated five times or more in one week or eight times or more in two weeks, the "unacceptable behavior" guidelines will be followed.

Persistent Unacceptable Behavior

Behavior that requires an increased amount of staff guidance and time will be documented along with the following procedures:

- Staff will observe and record the behavior of the child and staff response to the behavior.
- Develop a plan to address the behavior documented in consultation with the child's parent and with other staff persons and professionals when appropriate.

Continued enrollment may depend upon the family's cooperation and partnership in resolution of behavior or developmental concerns. Calvary Hourly Child Care reserves the right to disenroll a child should it be determined that in spite of all efforts, the program is unable to meet their needs.

Legal Issues/Custody Arrangements

In the event of a separation or divorce, we ask that families share any new or existing legal documentation that may affect custody arrangements, educational decision making and/or medical treatment for the enrolled child.

Clothing Suggestions

Children should be comfortably dressed for play. The children will be exposed to many kinds of media, including paint, finger-paint, chalk, clay, etc. Protective aprons are provided, but on occasion these things will come in contact with the clothes. The children will enjoy themselves more if they can experiment without fear of soiling their clothes. Appropriate tennis shoes will help improve running and climbing skills as well as add to safety during time in the gym, playrooms or outside. **Please mark carefully and clearly any clothes which can be removed**, especially mittens, boots, and coats. Check the "Lost and Found" in the office for missing items. Because we encourage independent use of the bathroom, children should **wear clothes they can manage by themselves**.

Diapering

We ask that all children that are in diapers provide their own. Diapers are checked approximately every two hours by staff. Other diaper changes are made as needed throughout the day. Please mark diapers with child's name. Procedures for diapering are approved by our program's health consultant and are posted in the diaper changing area. Diapering may only be done in designated areas. In an effort to meet parent preferences, Calvary Hourly Child Care will allow cloth diapers to be used. In the event that a family has chosen cloth diapers, the family needs to provide a wet bag daily for dirty diapers.

Toilet Learning

No matter how soon we begin the process, true toilet learning will not happen until the child is capable. Keep in mind that it is much more convenient for children to use a diaper and continue playing than to leave a favorite activity to complete this task. **Signs of readiness:** Dry diapers for a

couple of hours at a time, ability to understand simple commands, dislike of being wet or soiled, takes pride in learning any skill, interested in putting away their toys and clothes, able to sit quietly for a period of time, demonstrates an interest in the toilet and its use, child will not adamantly refuse, can get to the bathroom on time, able to manage their own clothing. Children need to be able and willing (most of the time) to follow simple one step directions for this process to be successful. Children should be dressed appropriately, no onesies, snaps, long overalls, etc. Children should have pull-ups on to protect our rooms from accidents. If possible. use the pull-ups with Velcro fastening ease the changing process.

Parental Permissions

Written parental permission will be procured before each occasion of research, experimental procedure, public relations activity involving a child, or release of a child's confidential information.

Identification of Belongings

The center staff will do its very best to keep your child's belongings with him or her, however, unidentified bottles and pacifiers will be put up until parents arrive to identify them. This will help us ensure that we are not spreading unnecessary germs. Please make sure that all of your belongings are marked.

Center Closings due to Weather

In the event of exceptionally severe winter weather, announcements are made on Kare11 under the name Calvary Hourly Child Care, not any other Calvary name. It will also be on our Facebook page and our auto reply on email. A complete winter weather policy and procedure guide is distributed in the late fall.

Data Practices Procedures

Upon enrollment, all parents must fill out a registration form that helps us to understand their family, their child and any special needs or desires they might have. This information is kept in locked files in the center. The only people with access to these files are the staff, Human Services Department Licensing Consultation, Hennepin County Purchase of Service Contract Manager, and Minnesota Visiting Nurse Agency.

Grievance Procedure

Calvary Hourly Child Care is eager to meet the needs of the families. If there is a concern, parents are first asked to talk to their child's Teacher. Teachers will respond to a parent's concerns within two working days. If, after talking with the Teacher, the parent needs additional information or their concerns are not resolved satisfactorily, they are to speak with the childcare Director. You can expect a response from the Director within an additional week. We are confident that through the efforts of the teaching staff, the Director and the family, all concerns will be resolved in a timely manner that satisfies all involved. However, if necessary, please consult with Calvary Lutheran Church's Executive Director. You may expect to confer with him/her no later than two weeks after initial contact.

All of Calvary's complete policies and procedures, licensing regulations, and insurance and legal documents are available in the office.

Non-Discrimination Policy

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.

Financial Audit

Our financial records are audited by an independent certified public accounting firm, Olsen Thielen. The examination by our auditors is made in accordance with generally accepted auditing standards, and includes tests of the accounting records, a review of our system of internal controls and other audit procedures they consider necessary to enable them to render an opinion on the fairness of our financial statements. The audit is used by the Finance Committee of Calvary Lutheran Church to assure that tuition is used as designated and that spending is consistent with the budget approved by the congregation and actions of the Church Council.

Pets

The Hourly Child Care center will not have any pets in the center.

Childrens DVD Library

The Hourly Child Care Program has a children's video lending library. We have a varied selection to choose from. The DVDs can be checked out when the center is open and also on Sunday mornings. They can be checked out for 1 week. A donation would be appreciated.

Early Childhood Parent Library

Books are available for checkout. Books may be checked out for a period of four weeks. It is a self-serve system where the parent is responsible for checking the book out and also placing the card back in the pocket upon return of the book.

*“And he took the children in his arms, placed his hands on them and blessed them.”
Mark 10:16*