

Parent Policy

Barnesville Child Day Care Center

WELCOME TO THE BARNESVILLE CHILD DAY CARE CENTER. We are a non-profit cooperative, and by enrolling your child you have become a partner with us in the overall operations of the center. Your ideas are IMPORTANT, so please feel free to visit us, volunteer time, and be a part of your child's care here. Notes will be up from time to time to inform you of special events, fund raisers, special needs and parenting information. We ask each family to make a commitment to help with our special projects, to serve on the Board of Directors, and to assist in any way need to help the Center to continue to provide quality care to all our families.

I. GENERAL INFORMATION

The BCDCC is a parent cooperative organization licensed by the Department of Public Welfare, State of Minnesota, Human Services, 444 Lafayette Road, St. Paul, MN 55155-3842, telephone # 651-296-3971; our current licensor Catherin Kinney. The Center is managed by the Director which is governed by a Board of Directors made up of parents and interested persons.

"This facility is operated in accordance with the U.S. Department of Agriculture policy which does not permit discrimination because of race, color, sex, age, handicap, or national origin. Any person who believes that he or she has been discriminated against in any USDA related activity should write immediately to the Secretary of Agriculture, Washington, D.C. 20250."

The rules and regulations are set by the Department of Human Services; Rule 3 and Clay County Health for food services.

Child care services will be provided year round, Monday through Friday between the hours of 6:30 AM and 6:00 PM. No service will be provided on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

ALL OTHER CHANGES IN SCHEDULING WILL BE POSTED and training days required for staff to attend.

Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up the child(ren), we will need to be notified in writing in advance. The person picking the child(ren) up will need to show a driver's license or other picture ID. No one under 16 may pick up children.

If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, we will use your emergency pick up choices. If they cannot be reached the police will be called and your child may be picked up by Social Services

It is important that we communicate daily concerning the needs and interests of your child. If there are issues or concerns that need to be discussed, please work with me to arrange a convenient time to talk on the phone at naptime or in the evening so we can give the issue the attention it deserves. To foster communication on a regular basis BCDCC provides scheduled conferences / parent bulletin board / daily sheets.

To protect each family's confidentiality, BCDCC will not share information about a child or a child's family with anyone who is not authorized to receive this information.

The BCDCC is mandated by the State of Minnesota to report all suspected child abuse or neglect.

The BCDCC has business insurance.

Our tax ID # is 41-1276490

MISSION STATEMENT

The primary objective of the BCDCC is to provide a warm, nurturing environment that encourages children to develop their capabilities and interests at their own pace and according to their individual needs. To offer a program which recognizes the uniqueness of each and every child and provides positive encouragement for the child's continued growth by encouraging social, physical, artistic, emotional, and intellectual development. As well as opportunities to learn responsibilities and foster interpersonal relationships through interactions with peers, BCDCC staff, and visitors to the center.

LEARNING/DEVELOPMENTAL PHILOSOPHY

BCDCC utilized the Funnydaffer curriculum to guide learning and development.

The Funnydaffer curriculum has been assessed by many childcare professionals, and it is approved in states across the nation. Our curriculum addresses all of the developmental and learning objectives each child needs. Funnydaffer provides a detailed accounting of which state standards are met on a daily, weekly, or monthly basis. Teachers can ensure that every child is learning and progressing appropriately. Additionally, the Focus Group feature of the curriculum allows teachers to identify weaknesses and search for creative ways to present concepts so that all learning types are addressed and each child succeeds

II. ENROLLMENT

PRE-ADMISSION

A pre-admission conference visit with the parent and child is strongly recommended. Visiting the center allows both the child and parent to become comfortable with our environment, staff, and schedules.

Deposit

A non-refundable deposit of \$200.00 per family will be required to reserve a spot. And if need another baby spot that will require a 200 dollar deposit.

Admission Forms

The following forms must be completed and returned to the facility **prior** to admission. Any child with missing and/or incomplete forms will not be able to be left in the care of BCDCC staff despite the anticipated start date.

1. Child enrollment form, including 10-hour rule schedule.
2. Health History Form
3. Pre-Admittance Questionnaire
4. Immunization Form
5. Medication Permission Slips for prescription AND OTC medications
6. Childcare Food Program Application
7. Tuition Express Form

Physician's Statement

Must be completed and returned within one month of admission. If after one month, the facility has not received this form BCDCC reserves the right to suspend services until this form is completed and returned.

Once the center has received deposit and admission forms, child(ren) will be considered enrolled at BCDCC.

10-Hour Rule

You will give daycare your scheduled 10 hours you want your child(ren) to attend center. What you mark is the hours you are given. If you choose to drop off later that does not change your pickup time. In the event that you pick up your child(ren) later than your chosen pickup time, you will be charged a late pickup fee. An explanation of the late pickup fee can be found in the 'Payments and Fee' section of this policy.

PAYMENTS and FEES

Payment Method

Tuition payments will be paid via automatic ACH payments through ProCare. This ensures payments are consistently received on time and streamlines our processes. Billing statements will be processed bi-weekly schedule will be provided..

Insufficient Funds

In the event of insufficient funds, you will be charged an additional \$40.

Tuition

The BCDCC is a non-profit organization which operates primarily on the tuition fees from each family. Therefore, it is essential that tuition be paid promptly and regularly.

On occasion, a special trip, summer recreation program or other program activities may require an additional fee.

Tuition must be paid prior to services being rendered.

****Current tuition rates will be found in your contract for the most recent year.**

We recommend that you keep a record of all your tuition payment for tax purposes.

Late Arrival Fee

The BCDCC closes at 6:00 p.m. It is expected that you will have your child in your possession, signed up and ready to leave the building by closing time. If you pick up your child after 6:00pm, you will incur a late arrival fee of \$50.00 plus an additional \$4 per child for every 10 minutes you are late. This fee will be added to your next bill. See table below for an example of late arrival fee(s)

		Number of Child(ren)			
		<u>1 child</u>	<u>2 children</u>	<u>3 children</u>	<u>4 children</u>
Arrival Time	6:00pm - 6:10pm	\$50 + \$4 = \$54	\$50 + \$8 = \$58	\$50 + \$12 = \$62	\$50 + \$16 = \$66
	6:11pm - 6:20pm	\$50 + \$8 = \$58	\$50 + \$16 = \$66	\$50 + \$24 = \$74	\$50 + \$32 = \$82
	6:20pm - 6:30pm	\$50 + \$12 = \$62	\$50 + \$24 = \$74	\$50 + \$36 = \$86	\$50 + \$48 = \$96

Note: In the case of adverse weather conditions, the center reserves the right to waive late arrival fees, as appropriate

Late Pick-Up Fee

The BCDCC follows a 10-hour rule. In the event that your child is picked up after scheduled pickup time a late pickup fee will be incurred. A 5-minute grace period will be given before a charge is incurred.

Minutes past scheduled pickup time	0-5	6-15	16-25	26-35	36-45	46-55	56-65
Additional charge <i>per child</i>	\$0	\$50	\$60	\$70	\$80	\$90	\$100

In the event that you know you will be late in picking up, notifying center staff as soon as possible *may* result in waiver of a late pick-up fee. This will be a case-by-case determination heavily dependent on staffing needs and schedules, prior notification is NOT a guarantee that a late pickup fee will be waived.

Past Due/Non-Payment

If an account becomes past due, the center reserves the right to suspend services until the account is paid in full. While services are suspended for being past due, the family will continue to incur tuition charges.

The center reserves the right to collect past due accounts through the proper legal channels. And families will accrue the collection fees.

Variance to Non-Payment Policy

The Center reserves the right to grant a variance to the non-payment policy and allow a family not to follow this policy if special circumstances exist. The family is solely responsible for requesting the variance and specifying the special circumstance to the administration in writing in a timely manner. The Administration and, if requested, the family will present the special circumstance to the Board as soon as possible. It is the responsibility of the Board to review the special circumstance and approve/deny a variance.

In instances where a variance is granted, the family and administration will develop a payment plan, which will then be approved by the board as soon as possible.

If a variance is not granted, the family's services will be suspended until account is paid in full.

Hold/Lapse in Service Fee

You may choose to hold a spot for your child(ren) at the center during a lapse of service. This fee will be one-half the cost of the tuition for the child(ren).

Three-Strike Rule

The Board has approved a "strike-three" rule for insufficient funds/late pick-ups.

Services will be temporarily suspended until the account is brought up to date. After the third strike, services will be terminated, indefinitely.

CHILD ABSENCES

Planned Absence

If your child(ren) will not be at the center on a regularly scheduled day for any reason, please notify the center as soon as possible.

Child Illness

Children who are ill should not be brought to the center. Please notify the center of absence as soon as possible.

If a child becomes ill while at the center, the family and/or emergency contacts will be notified of the illness and expected to pick the child up within one hour of notification.

For more information, please see the health section of this contract.

Lapse in Service

If your child will not attend the center for a period of time longer than 4 weeks you have the option to hold their spot at the center for a fee. The hold fee will be one-half the cost of tuition plus the monthly fee.

Yearly Vacation Tuition

If your child(ren) will have a planned absence from the center for one full week (Monday-Friday), you can pay a reduced tuition rate of one-half the child's tuition rate one time per year

III. HEALTH

It is the responsibility of BCDCC to protect the health of all children and staff within the center. Children who are ill should not be brought to the center for care.

CHILD ILLNESSES

Below is a list of situations where a child should not be brought to the center and/or parents will be asked to pick up their child early.

Note: This is not an exhaustive list

- When a child cannot participate comfortably or is too sick to play or be outside
- When a child needs more care than staff can provide without compromising the health and safety of the other children in care
- When the temperature is 100.4 degrees Fahrenheit or higher
- When a child has had two or more loose stools since admission that day
- When a child has vomited two or more times since admission that day
- When a child has contagious conjunctivitis or pus draining from the eye
- When chicken pox is still contagious (not crusted over)
- When a child has a bacterial infection and has not completed 24 hours of antibiotic treatment as prescribed by medical provider
- When a child has an active lice, ringworm, or scabies infection
- When a child has unexplained lethargy
- When a child has an undiagnosed rash, or a rash attributed to a contagious illness or condition
- When a child has respiratory distress
- When a child has any contagious disease

If a child becomes ill while in the care of BCDCC, parents will be contacted immediately. The child may be isolated within sight and/or hearing of staff and all attempts will be made to keep child comfortable until parent arrives. Medications may be administered via phone consent or Procure messaging to child if permission forms have been completed and medication is available for child.

Families should pick up child(ren) within one hour of being notified of illness. If the child is not picked up within one hour, the emergency contact person on the child's enrollment form may be called to pick up the child(ren).

Children may return to the center when they are symptom-free, have been appropriately treated or have been given medical approval to return to childcare. If you have a doctor's note, it will be at the discretion of the Director to determine if the center is able to safely care for the ill child in addition to the other children in attendance. BCDCC will follow the most up-to-date recommendations regarding infectious diseases as described by the CDC and Minnesota Department of Health to assist in determining if an ill child can safely return to the center.

Reportable Diseases

Parents are required to inform BCDCC if their child is diagnosed with a contagious/infectious reportable disease such as, lice, scabies, impetigo, ringworm, chicken pox, Covid-19, etc. by an appropriate medical provider.

BCDCC asks that parents update facility on non-reportable illness so staff/parents can monitor the other children at the center for symptoms.

When a child has been diagnosed with a reportable disease, BCDCC will inform all parents in the center of the presence of the disease with 24 hours of notification (exclusive of weekends and holidays). Only the illness will be reported, child(ren) will remain unidentified to comply with HIPA regulations.

Families will be notified of non-reportable illnesses by the start of the next business day via Procure and/or signs at the facility.

All communicable/infectious diseases, when required, will be reported to the Department of Health.

INJURIES

All staff are trained in first aid and CPR. Staff have also been trained to use an AED machine, which we have available on-site.

Superficial/minor injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be notified of minor injury when at pick up.

If a major injury occurs the staff will begin first aid procedures immediately and stay with the child until the parent or emergency personnel can assume responsibility.

If there is a need for emergency medical treatment, 911 will be called and the child will be taken to the emergency medical facility that you designated on the child enrollment form. Parents will be contacted as soon as possible after contacting 911. Should an ambulance be needed, parents will be responsible for any costs.

ALLERGIES

Prior to admission, BCDCC will need a doctor's statement of any known serious allergies (peanuts, bee venom, etc.). All staff will be trained immediately on your child's specific needs related to his/her allergies.

It is the responsibility of the family to provide emergency medication(s) (i.e. EpiPen) that may be needed for the child as well as update BCDCC on any changes that have been made to their child's care needs related to allergies.

If there is a known serious allergy, BCDCC director will review care plan with family at least annually to be updated and signed. Additional staff training will be conducted as needed.

Food Allergies

A doctor's note is required for any food allergy. Without a doctor's note, your child will receive the full meal. This is a requirement of Minnesota State Child Care Food Program

MEDICATIONS

Written permission must be given by the parent/guardian in order for the staff to administer medications. EACH PERMISSION SLIP MUST BE SIGNED AND DATED

- Staff will give only written prescription medications to the child it is prescribed for. The medication must be in its original container bearing the label with child's name, dosage and administration directions
- Medication may be given to a child via phone requests ONLY when doctor's prescription is on file and parent's permission slip is signed and dated.
- Staff will not administer meds that are taken twice a day unless the prescription instructions specifically states medication needs to be given at a time while child is at the center (i.e give with breakfast, administer at 1200, etc.)
- No over the counter drugs will be administered to any child without written permission from a doctor.

SUDDEN INFANT DEATH SYNDROME (SIDS)

The Center follows the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for safe sleep environments to reduce the risk of SIDS.

- All infants (under one year of age) will be placed on their backs in a safety-approved crib or playpen unless a written note from the infant's health care provider is provided stating the medical reason and the specific time frame that an alternate sleep position or alternate sleep surface (e.g. car seat) is required.
- Infants will not sleep on water beds, sofas, soft mattresses, car seats, swing, bouncy seats, or other soft surfaces.
- All infants must be removed from their car seats (and have any outer clothing removed) by their parent and given to the childcare provider when they arrive.
- All infants' heads will remain uncovered.

- Soft materials such as pillows, stuffed toys, loose bedding, bumper pads, quilts, and comforters will not be placed in infants' sleep environment.
- Infants will not share cribs/playpens.
- Supervised 'tummy time' will be observed while infant is awake.
- Infants will remain lightly clothed and room temperature will be kept between 68 and 72 degrees Fahrenheit.
- Bibs, necklaces, and hats will be removed before laying an infant down for sleep.
- If a crib is used, infants will only sleep on a firm tight-fitting mattress with a tight-fitting fitted crib sheet.
- If a playpen is used, infants will only sleep on the pad provided by the manufacturer. No extra padding or mattresses will be added.
- Position devices will not be used unless a written note from the infant's health care provider is provided stating the medical reason and the specific time frame that the positioning devices must be conducted to provide better supervision.
- If parents request that a blanket be used after the child is one year of age or older, there can only be one and it must be thin.
- If parents request use of a cradleboard, the proper paperwork must be completed, and family must provide a cradle board to be used at the center.

All staff members have taken SIDS training.

CHILD ABUSE

If it is suspected that a child has been abused or neglected, the staff of BCDCC are mandated by law to report to the Clay County Social Services.

NUTRITION/HYDRATION

Food Program

We prepare our menus and snacks in accordance with the Minnesota State Child Care Food Program. The benefit to the Center is the financial help we receive each month for compliance in food service. We follow their recommendations for meals served to infancy through 12 years of age.

If your child has a food allergies(which requires med or epi pen), parents must provide BCDCC with a doctor's written statement. Otherwise, the food program will be followed. We do not support sensitivity or food preference.

Drinking water will be provided inside at the water coolers/pitchers of water. Outside we will provide disposable cups and water from an insulated water jug. No water bottles from home allowed at the center at this time.

Each year the State of Minnesota requires each family enrolled in the Center to fill out a 'Child Care Food Program Application' to determine our monthly reimbursement.

We are licensed by Clay County Health; which requires us to meet health codes for food service.

Our meal schedule is: We stop serving 10 minutes before each time ends

BREAKFAST	7:30am – 8:30am
LUNCH	11:00am – 12pm
SNACK	3:20pm – 4:00pm

No homemade treats are allowed to be brought into BCBCC. Store bought treats are allowed.

Infant Schedules

Children younger than 12 months must be served formula or breast milk unless written directions are on file from the child's health care provider.

The Center provides formula. However, you are welcome to bring your own formula.

The infant department uses Avent and Dr. Brown bottles. However, you are welcome to bring your own bottles.

All breast milk brought into the Center needs to be labeled with the child's first and last name, as well as the date it was collected. Frozen breast milk cannot be older than 6 months.

Bottle Preparation

Room temperature water will be used to mix all formula. The water used will be from the center's reverse osmosis machine.

If the bottle needs to be warmed, we will use an approved bottle warmer.

Infants are not allowed near microwave/bottle warmer when it is being used.

IV. DAILY ROUTINE

DAILY SCHEDULE

Check daily routines posted in your child's classroom for detailed activity plans

7:30am – 8:30am	Breakfast
8:30am – 11:00am	Play and activity time/outside time as weather permits
11:00am – 12:00pm	Lunch
12:00pm – 3:20pm	Play, activities or rest/nap time
3:20pm – 4:00pm	Snack
4:00pm – 6:00pm	Play and activity time/outside time as weather permits

Infant Room Schedule

Infant's schedule will vary according to each child's individual needs.

Updated 8.14.25 KA/HK

Diapers will be checked at least every two (2) hours. Also making sure they fit appropriately to help reduce overflow. Or we may require a bigger size here at center.

Nap room will have physical checks every 10 minutes when any child is sleeping.

Staff will be on the floor playing with and talking to the children.

SIGN-IN/DROP-OFF

All children must be signed in on ProCare at drop-off each day. No child is to arrive at BCDCC unchaperoned. Make sure extra clothes & appropriate outside clothing are here. Children over the age of 12 months may bring a blanket for rest time; which can be left at the center.

Infant Room

Parents need to make notes on child's daily sheet when dropping off. Be sure to let the teacher know anything that would help them to care for your child

Parents must take child out of the car seat and hand off to staff. BCDCC are not allowed to remove children from car seats. Car seats may be stored at the center while your child is here.

Toddler, Preschool & Kid Stop Rooms

Parents, please make the teacher aware of your presence; share pertinent information to help us better care for your child (i.e. late night, bad dream, family concerns, etc.). Be sure to say goodbye to your child

SIGN-OUT/PICK-UP

All children must be signed out on Procare at pick-up each day.

This is your time to talk to teachers pick up your child's papers/artwork. Soiled clothing will be in a plastic bag in your child's cubby.

If your child's teacher is gone, and you would like more information, you are welcome to call teacher during the day. If it cannot wait, please talk to an available staff member and we will call the teacher and try to resolve the issue.

You may call the Director at 218-354-7542. It is our desire to answer your questions as soon as possible.

No child will be released to any person without authorization from parent. Phone call authorizations are not permitted. You may write in procare who will be picking up your child or notify staff via ProCare if someone else will be picking up your child. Please let the person(s) picking up your child that the Center may ask to see a photo ID. They must be 16 years of age or older.

No child will be released to any person incapacitated. We will use your emergency pick-up choices if this happens, if they cannot be reached the police will be called and your child may be picked up by Social Services. Do not pick up your child if you have been drinking, make other arrangements.

REST/NAPTIME

State requires 30 minutes of rest. Nap/rest times are set aside each day in every department. Each child has crib/cot that will need to be on. They do not need to sleep however it is quiet time so no activities will be done at this time (on cot or in the classroom). Any child that is not awake by 3 will be woken up by BCDCC staff.

DIAPERING PROCEDURE

Diapers are changed in a designated diapering area, separate from medication, food storage, food preparation and eating areas.

Objects such as toys, blankets, pacifiers, and food are not allowed in the diapering area.

Preparation

- Wash hands
- Assemble supplies
- Cover the diapering area surface with paper
- Put on non-latex gloves.

Dirty Phase

- Child is placed on diapering surface
- Remove soiled diaper
- Clean diaper area of child
- Remove Gloves

Clean Phase

- Put clean paper under child if soiled
- Apply ointment if needed and approved by parent
- Ointment will be applied using a clean glove
- Diaper and dress child
- Wash child and providers hands
- Return child to activity

Clean Up

- Dispose of soiled items
- Soiled clothes, without being rinsed, will be placed in a plastic bag for the parent to take home
- Clean & disinfect diapering surface
- Wash hand

Communication

- Time of diaper changed is recorded, along with any concerns for the parents

TOILET TRAINING

Toilet training will not be done at BCDCC until the child is at least 2 years of age and demonstrates bladder control, physical readiness and instructional readiness.

When training begins, your child should wear cloth training pants. The pants should be large so the child to easily pull them up and down. Do not send your child in pants with zippers, snaps, suspenders or in one-piece outfits, these are too difficult for your child to master at this time. Send at least six (6) changes of clothes during this period. Pull-Ups are not recommended for toilet training. After a child has 3 accidents in one day, they will be put in a diaper and/or pull-up for sanitary reasons. Toilet training will continue to be attempted.

V. BEHAVIOR GUIDANCE/DISCIPLINE

It is important for staff and parents to work cooperatively to teach children appropriate ways to handle their emotions. This is best taught by example.

SOCIAL INTERACTIONS CAN CAUSE BEHAVIORAL PROBLEMS FOR CHILDREN

Sharing, taking turns, and patience are hard lessons to learn. Some children are more aggressive in their attempt to get what they want, and these children need the assistance of parents and staff to learn proper ways to deal with these frustrations. It is important for us to work together to help each child learn social skills.

CENTER PLAY ALSO REQUIRES CENTER CLEAN-UP INSIDE & OUTSIDE

Staff work cooperatively with each group to tidy the play areas, and this can cause conflict. The staff and parents need to work together to help each child assume responsibility for their actions. Please help by being patient and understanding. It takes time and perseverance to get a room clean or the yard picked up and it is important for each child to help. When you come to get your child(ren), you can assist in this task. You will gain much from spending time at this young age helping them! When you come, please do not put extra pressure on your child(ren) by rushing, if you are going to be on a tight schedule, let us know ahead of time so we can make the transition easier.

DISCIPLINE POLICY

The Center will follow the procedures as stated in the Department of Welfare and adhere to the following guidelines:

- No child will be handled roughly, shoved, slapped, kicked, bit, spanked, or physically punished in any way for unacceptable behavior.
- No child will be emotionally abused such as name calling, shaming, or any use of language that threatens, humiliates, or frightens, the child.
- No child will be punished for lapses in toilet training, nor have food, light, warmth, clothing, or care of any sort withheld as punishment for unacceptable behavior.
- Staff will teach children how to use acceptable alternatives to problem behaviors and will ensure that each child is provided with a positive model of acceptable behavior and protect the safety of the children and staff.
- The staff will provide immediate and appropriate consequences for a child's unacceptable behavior; the discipline will be tailored to the developmental level of the child, will provide redirection away from the area of conflict OR with the combined effort of parents and staff a disciplinary plan will be written up and implemented to deal with a persistent unacceptable behavior.
 - Staff will observe and document the reactions of the child and the staff, then develop a plan with the parents and other professionals, as needed.

SEPARATIONS/BEHAVIORAL DISCIPLINE PLANS

No child between the ages of 6 weeks and 16 months will be separated from the group as a form of punishment. Young children may be separated for safety reasons. (e.g.: biting) Separations will be documented.

No child will be separated from the group unless the staff has tried less intrusive methods of guiding behavior of the child OR the child's behavior threatens the well-being of others. The child will be kept within sight of a teacher. The child will return to the group once they are able to come back into the group peacefully. Child may need a plan in place to give support to child while maintaining safety for all.

Documenting and reporting behavior incidences are mandated. It is the policy to make parents aware of incidents that happen to or by your child. We deal with this as confidentially as possible. All difficult behavior is addressed, on an individual basis. Please visit with the teacher in charge if you have any concerns about discipline or behavior that needs to be addressed.

BITING POLICY & PROCEDURE

We understand that biting can be an issue for young children. This can be a difficult time for a child who was bitten as well as the child who bit and the families involved. BCDCC feels that each biting incident is different and should be handled on an individual basis. We will work with the families involved to find a solution that works best for everyone and follow our persistent unacceptable behavior policy as needed.

When a child is bit the following procedure will be followed:

- After a bite occurs, we first make sure that the child who was bitten is okay.
- The bite will be washed, and the affected area will be assessed for injury.
- An ice pack will be placed on the bite area, whether or not there is broken skin to help reduce swelling/inflammation.

- If a bite leaves a mark, the area will be monitored intermittently for worsening condition.
- Parents will be notified by phone if the bite breaks the skin or if the teacher believes the extent of the injury warrants a call.
- On pick-up, parents of the child who was bitten will receive at a minimum, an accident report form, but also will be spoken with in person.
- On pick-up, parents of the child who bit will be notified of the bite. Disciplinary plans will be developed as needed.

VI. EMERGENCY PROCEDURES

EMERGENCY SHELTER

In the event that BCDCC becomes unsafe for the children, the staff will move the children to Valley Care and Rehab located at 600 5th St SE Barnesville MN 218-354-2254. If this location is not available notes will be posted as to the location of the children and parents will be notified immediately if possible.

Each family needs to provide an emergency home (local address would be best) in case the parents cannot be reached.

FIRE & TORNADO DRILLS

We have monthly fire drills which are logged and filed. Tornado drills are done May-September.

INTRUDER SAFETY PLAN

The Center is a locked down facility. Keys and Fobs are only given to staff, parents and Barnesville Police Department. If the safety of the children is threatened by an intruder a “password” (Susie) will be used to make the staff aware throughout the building that the children must be removed from the building and 911 called. We will use Valley Care and Rehab as our relocation site.

BAD WEATHER PLAN

We will close when the Director and Assistant Director find that it is unsafe for staff, children, and parents to be out on the highways. We will notify of closings on the ProCare app. It is your responsibility to make sure you have the app downloaded.

POWER FAILURE

In case of a power failure each room at BCDCC has some emergency resources; however, the children may need to be relocated if this problem is over 2 hours in duration. In case of heating problems that are not readily repaired parents will be contacted so they can find alternative care.

FIRST AID

The Center has several first aid kits on hand for small cuts and scratches. A staff member trained and certified in first aid and infant/child CPR is on duty at all times. The parents will be notified of all

injuries and the treatment given. Injuries that are child-initiated will be documented for you. We also have AED located in main entrance.

ACCIDENT REDUCTION PLAN

An accident log is kept and reviewed by staff to ensure that everything possible is done to maintain a safe environment for the children. Toys and equipment will be repaired or discarded as soon as it is noticed.

MISSING PERSONS

In the event of a missing child, the teacher who is in charge will make certain that the children are not left unattended and then a thorough search will be made of the area and the neighborhood, the police will be notified as well as the parents.

NATIONAL DISASTERS

The BCDCC will follow adopted policies of the local government agencies to ensure compliance for the safety of the children and the general public.

WINTER WEATHER POLICY

If a winter storm warning or advisory has been declared, we will monitor the conditions and plan accordingly. If a late-start/closure determination is made the night before, you will receive a ProCare message as soon as decision is made. At 5:00am the weather conditions will be reevaluated by the Director and/or Board. If at that time it is determined that it is unsafe for staff to attempt to make it to the center a ProCare message will be sent announcing the closure of the center. If weather conditions seem to be improving, a ProCare message announcing a 10:00am opening time will be sent. If a late-opening message is sent, the Director and/or Assistant Director will reevaluate the weather conditions. If at that time, it is determined that staff cannot safely attempt to make it to the center a ProCare message will be sent announcing closure of the center.

In cases where the center is open during bad weather, we ask that you not bring your child(ren) to the center unless absolutely necessary. Several staff live out of town and we would prefer to let them stay at home if possible. Additionally, if you plan on keeping your child(ren) home even if we are open, please let us know as soon as possible. Rooms may be combined to help keep staff child ratios low.

PANDEMIC/EPIDEMIC/NATURAL DISASTER POLICY

This policy is to protect our families and our staff in any given situation. We have the best intentions on keeping everyone healthy and safe. We, like any other business, have stable costs that do not change in the event of closures/shutdowns or stay-at-home orders.

When any one of these occur, this will be our procedure:

We will follow all government and/or CDC regulations as we deem appropriate.

The director and the board will meet virtually or in-person meeting to determine best course of action. Once a decision is made, all staff and parents will be informed via ProCare. Notification will include:

- Duration of shut down, if shut down for all families

- Reopening date and/or date of shutdown reevaluation
- Alteration of Payment(s)
- List of staff willing to watch kids, if necessary
- Reminder for parents that teachers will put together learning packets for preschool/school-aged children if requested.

Upon reopening

- We may have to follow regulations from governing bodies (i.e. CDC, MDH, etc.) limiting the number of children we can have at the center.
- We may decide to open to 'essential' workers only, or those who are still having to leave home to work (upon receiving letter from employer).
- We may also want to limit exposure and change hours to cut back on staff exposure
- We may also put in place a different way to drop off child(ren) such as meet at the door, check temp or review their child's evening with parent.
- If child becomes sick at center parents will be called immediately and have 1 hour to pick up child. We ask parents to have a plan in place if you are unable to make it within that hour. We will do our best to separate the child from others until they can be picked up. They may be asked to stay out of center for extended period of time.

VII. ADDITIONAL POLICIES

SPECIAL NEEDS

Special attention will be given to any child with a physical or mental disability. BCDCC does not discriminate against any child with any disabilities; however, in providing care BCDCC must be able to keep child to teacher ratio as stated in the licensing guidelines. Please indicate any additional help that is required on the registration forms. We cannot staff for one-on-one care.

FIELD TRIPS

Field trips will be posted and permission slips may be required before children may participate. BCDCC children will be using the Barnesville Public Library

PETS

Due to our insurance policies, the BCDCC does not own any pets. Children/staff are not permitted to bring their pets to the center.

TRANSPORTATION

The BCDCC does not transport children by vehicle.

During the school year the bus will pick up and drop off all school-age children. If a child has a schedule that does not meet the busing routine it is the parents' responsibility to find transportation or chaperoned care to the center.

If the bus company will not provide transportation for your child, it is your responsibility to find transportation to and from school.

If a child is in a summer activity during the hours they are enrolled at BCDCC, it is the responsibility of the parents to make adequate arrangements for that child to be transported back and forth.

ENVIRONMENT

Children need a safe, nurturing environment that assists them in growing, learning, and feeling loved by their caretakers. In order to grow and learn, children's minimum needs of good nutrition, shelter, medical care, bathing, clean clothes, intellectual stimulation, appropriate discipline, love and a feeling of importance must be met. When these needs are not met a child cannot grow and learn as easily. The BCDCC expresses a commitment to provide an environment that encourages the child's growth and learning. If you feel that our staff is not meeting your child's needs, we encourage you to talk with the staff, director, or board members.

Should you have difficulty in providing for your child's emotional or physical needs, you are encouraged to ask for assistance. The director can help find a community resource or others which can offer help. A 24 hour resource which can help you when you find that you are experiencing more stress than you can handle is:

TOLL FREE CONNECTION TO HOTLINE 218-354-2448

It is essential that you keep us informed about your child's health history, illness, injuries, family changes and losses, any crisis, etc. so that the staff can be aware of your child's needs. PLEASE keep us informed so that we can provide the best care and support for your child.

PARENT GRIEVANCE POLICY

Grievances that relate to parent/guardian/teacher conflict are to be handled in the following manner:

- Step one: The parent/guardian shall attempt to resolve the conflict directly with the teacher of the child
- Step two: The parent/guardian shall if no satisfaction is gained from talking to the teacher involve the director and try to resolve the conflict with the director's help
- Step three: If the conflict cannot be resolved in either of these steps, the parent shall contact the Board of Directors to help reach a satisfactory conclusion
 - Parent/guardian shall contact the board via email. The director will give the parent/guardian the contact information
 - Once the Board receives the email; they will respond within 48 hours.
 - Parent/Guardians may attend our board meetings to resolve issues. Board meetings are held every second Tuesday of the month at 6 p.m. unless otherwise posted.

Grievances that concern Center policy shall be handled in this manner:

- Step one: Concerns should be taken to the director for resolution
- Step two: If the director and parent/guardian cannot come to a suitable resolution, the parent/guardian shall contact the Board of Directors to attend a board meeting to help reach a satisfactory conclusion

All conflicts should be resolved in a timely manner. Each step should take no longer than a week. Board meetings are held every second Tuesday of the month at 6 pm, however special meetings can be called.

PARENT-CENTER COMMUNICATION/CONFERENCES

We are a family-orientated program and will be available each day to visit with you concerning your child's day at BCDCC. We must work together to keep the lines of communication open. We will make it a point to keep you informed about your child's physical, emotional, and social growth with both positive and negative feedback related to these areas.

We need your cooperation in letting us know about anything that could affect your child's behavior or needs for the day.

Staff will provide daily sheets to the parents of infants and toddlers with written notices describing the happenings of the day. Our format for the day is consistent throughout the year. Each classroom has a posted daily schedule.

Our main focus must be the safety of the children we care for so if you need extra time to visit about any concerns, please feel free to schedule a conference at any time. We welcome the opportunity to visit with you about your child's progress.

Notes will be up from time to time to inform you of special events, fund raisers, special needs and parenting information. We ask each family to make a commitment to help with our special projects, to serve on the Board of Directors, and to assist in any way need to help the Center to continue to provide quality care to all our families.

STRIKE THREE POLICY

The Daycare has implemented a three strike policy for not adhering to daycare policies.

Families will receive a strike for infractions including the following:

- Insufficient funds
- Late payments
- Behavioral concerns
- Exceeding the 10- hour limit
- Late pick-ups after 6 pm closing
- Other violations that are deemed applicable by the board

You will receive a letter once you have received a strike for documentation for your records. Parent/Guardians can appeal a strike with the Board of Directors.

The Appeal Process is as follows:

- Contact the Board of Directors via email. The Director will give you the Board's contact information

- The Board will respond to your request within 48 hours.
- You must attend the following board meeting which are held every second Tuesday of the month at 6 pm unless posted otherwise. Special meetings may be called given communication.

BOARD MEETINGS

Board meetings are held each month at the center. The Board meets the second Tuesday of the month; NO childcare is provided, unless requested 1 week in advance. New board members and officers are installed at our December meetings. Our fiscal year running from July – June.

All Board meetings are open to the public.