

Parent Handbook

Lucky Charms Childcare & Preschool

877 Geneva Road

Maple Lake, Mn 55358

320 401 1019



Our child care center provides a safe, nurturing, "just like home" environment that fosters educational development, sparks imagination, and meets each child's and family's individual needs with excellent learning programs in each classroom.

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About Lucky Charms Childcare & Preschool

Lucky Charms Child Care & Preschool is a privately owned childcare center in Maple Lake. Our child care center provides a safe, nurturing, “just like home” environment that fosters educational development, sparks imagination, and meets each child's and family's individual needs with excellent learning programs in each classroom. Fresh and nutritious meals and snacks are prepared daily. Outdoor learning is incorporated into the curriculum for all ages as it supports emotional, behavioral, and intellectual development.

Lucky Charms Child Care & Preschool offers various services for infants to twelve years old. Our operating hours are 6:00 a.m.–6:00 p.m., Monday through Friday. We offer full-time, part-time, and drop-in childcare. Our school-age program offers wrap-around care during the school year and full-time/part-time care in the summer months.

Lucky Charms Childcare & Preschool has an **open-door policy** and welcomes parents to visit at any time during the hours of operation. Our center is licensed by the Department of Human Services and is licensed for 91 children: 20 infants, 21 toddlers, 20 preschoolers, and 30 school-age students. Minnesota Department of Human Services can be reached at 651-431-6015.

Childcare Program Plan

Our full childcare program plan is available for parents to review upon request. If you would like a copy, notify an administrator.

Education Methods

At Lucky Charms, we believe in providing an environment that allows all children to learn as much as they can at their own level and pace. We supply quality child care for the surrounding community and offer families a partnership that provides support, encouragement and information about child development.

Educational Philosophy

Lucky Charms believes that parents are children's first teachers and that our role is to provide children with a stimulating, nurturing, educational experience that promotes each child's social/emotional, physical, and cognitive development. We believe children learn best when they are having fun. Learning may not always take the shape and form of a classroom. Hands-on learning and learning through play is the basis for our teaching methods.

Education Goals

Lucky Charms Childcare and Preschool uses a child-centered, play-based approach and has chosen to use *Funny Daffer* as its curriculum framework. Our teachers use the following resources when designing and implementing curriculum activities:

1. *Funny Daffer* for Preschool
2. *Funny Daffer* for Infants and Toddlers
3. Early Childhood Indicators of Progress: Minnesota's Early Learning Standards
4. National Association for the Education of Young Children (NAEYC)
5. Early Childhood Workshop

Supervision

All children will be supervised by sight and sound at all times. When children are in attendance, all staff working with the children will know how many children are under their supervision at all times.

Upon arrival at the center, parents/guardians will sign their child/children in on the tablet located by the entrance, before dropping their child/children off with their classroom teachers. Parents will sign out their children on the tablet at the time of departure, and teachers will sign out on the classroom tablets.

Teachers will do a name-to-face count during transitions to or from outside, on field trips, during fire or tornado drills, and when taking children to the bathroom. Name-to-face counts will be done throughout the day.

Age Categories, Ratios, and Group Sizes

Age Categories

Infant: 6 weeks to 15 months

Toddlers: 16 months to 32 months

Preschooler: 33 months to the first day of kindergarten

School-age: Kindergarten to 12 years

Ratios and Maximum Group Sizes:

<i>Age/classroom</i>	<i>Staff-to-child ratio:</i>	<i>Maximum group size</i>
Infants	1:4	8
Toddlers	1:7	14
Preschool	1:10	20
School-age	1:15	30

Our program assigns specific staff to work with each group of children and strives to keep kids with the same staff as long as possible, provided that licensing and space allow.

Current Licensed Capacity

Infants	Toddlers	Preschool	School-age	Total
20	21	20	30	91

Children Served

Lucky Charms Child Care & Preschool provides education and childcare services to children regardless of race, creed, religion, or economic level. Therefore, any child between the ages of 6 weeks and age 12 is eligible to apply for enrollment.

Daily Schedules

Each teacher will create a daily schedule appropriate for the ages and development of the children enrolled. The daily schedule will balance child-initiated and adult-directed activities, including individual and small group activities, routines, and transitions. The daily schedule will allow time for the following activities:

- Infant Feeding and/or Family Style Meals (breakfast, lunch, and snack)
- Hand washing
- Toileting, diaper changing, or potty training
- Large Group Activities
- Small Group Activities

- Free Choice Play
- Gross Motor Activities (indoor and/or outdoor)
- Quiet/Rest Time
- Arrival and Departure rituals
- Storytime

Other Daily Schedule Guidelines:

- Child-initiated activities must be provided for the majority of the child's day
- At least 30 minutes will be allowed for breakfast and lunch and 15 minutes for snack
- Quiet/Rest time may not exceed 2 ½ hours (see naptime policy)
- Activities may be adjusted or changed according to the needs of the children or to cope with severe weather or other situations that may arise
- There must be clear, unregimented transitions between activities, and children must be given a warning about all transitions in the schedule.
- Children should not be required to move as a group from one activity to another unless they are transitioning to outdoors, another location in the building, for a fire or tornado drill, or on a field trip.
- At least 30 minutes of outdoor large muscle activity must be provided daily (weather permitting)
- Self-help and social skills must be incorporated into the daily routine such as cleaning up own spills, toileting, and putting materials away.
- Infants are on their own feeding and nap schedule with guidance and input from the parents.

Each teacher will create a schedule for their classroom using the policy guidelines, allowing for the required activities. The schedule will be posted on the parent board. A picture schedule will be posted at eye level in the toddler and preschool classrooms to assist children in understanding what activity is to come next.

Activities & Interest Areas

Lucky Charms Childcare and Preschool provides opportunities for children to engage in developmentally appropriate activities by organizing the classrooms into learning opportunities based on the children's development, culture, interests, and abilities. The

teachers develop individual and group lesson plans that include teacher-directed, child-directed, quiet, and active activities.

Individuals with Disabilities Education Act (IDEA)

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

Outdoor Play

Regular physical activity has important health benefits. Weather permitting, daily outdoor play will be provided. Going outside offers an environment that encourages exercise and a different setting. For infants and toddlers, getting dressed to go outside is valuable one-on-one time for teachers and children. Being outside reduces the spread of infectious diseases. Our outdoor guidelines for healthy development, children including infants, should go outside when:

- a. Weather seems comfortable, and when it is somewhat uncomfortable. In summer, children should wear light-colored, lightweight sun protective clothing and hats, sunscreen, play in shaded areas, and have drinking water available. Dress in warm, dry layers and play in wind-protected areas in winter. (We use weather humidity/wind chill/air quality guidelines.) Please ensure your child comes dressed in appropriate indoor and outdoor clothing.
- b. It is snowing, raining, or when snow is on the ground, and the children are wearing water-resistant clothing. Snow and rain are important learning materials.
- c. Children have a runny nose, cold or ear infection unless they have a documented condition identified by their health care provider that can be worsened by cold, wind or being outdoors.

Childcare Program Plan Review

Each September, the lead teachers and directors review and document the Child Care Program Plan in writing to ensure it reflects our annual program evaluation.

Childcare Program Plan Available to Parents

Parents/Guardians may review our Child Care Program Plan at any time. A copy of our plan is available on-site.

Building Security and Access

Our building has a secured entrance. All doors will remain locked from the exterior during the hours of operation. Each family will be given a door code for the main entrance, we ask that you only share your door code with those authorized to pick up your child/ren. Lucky Charms has a video surveillance system in operation during program operating hours. The cameras are placed to allow constant surveillance of the classrooms. The surveillance is accessible onsite to the Center Directors. The surveillance is not available to parents of children enrolled at Lucky Charms. In the event of a complaint from the Department of Child and Family Services or any other regulatory or governmental agency, copies of relevant portions of surveillance tapes may be made available to them to gain the required information on the issue for which a complaint was filed.

Child Progress and Parent-Teacher Conferences

Teachers will document each child's intellectual, physical, social, and emotional progress in their records using work samples, observational notes, photos, and parent interviews. This information will be used to share children's progress with parents twice a year during conferences. Parents will be included in the assessment process and are encouraged to share their observations with teachers.

Teachers will complete an assessment form for each child at the end of each reporting period. The teachers will share each child's portfolio, assessment, and conference form with the parents at each conference. Parents and teachers will discuss the child's progress and determine goals for the next period. Parents and teachers will sign the conference form; parents will receive a copy of the conference form, and a copy will be kept in the child's file.

Graduation to a new classroom

We consider multiple factors when deciding when your child will transition to the next classroom. Graduation greatly depends on developmental readiness, age of the child, center availability and staffing. When we feel your child is ready to begin transitioning, we will partner with families. Information will be given to families about their child's new room. Families will be able to visit their child's new classroom, meet the staff and go over any questions or concerns.

Lucky Charms has a 2-week transition period. Your child will spend half days and full days in their new classroom before fully graduating to their new room. Transition days and times are dependent on classroom staff-to-child ratios. Transition periods may slow down or speed up based on the child's adjustment and development.

Referrals for Developmental Concerns

If parents or teachers suspect that a child is in need of an evaluation or referral for developmental delays, health concerns, behavior or mental health they will meet and talk about the referral options, such as the family's doctor, the child's school district or a social service agency. The teachers and parents will develop a plan for follow-up together and the Director will assist in obtaining resources.

Holidays & Center Closures

Lucky Charms Child Care & Preschool is closed on the following holidays. ***If a holiday falls on a Saturday, Lucky Charms will be closed on the Friday before the holiday. If a holiday falls on a Sunday, Lucky Charms will be closed on the Monday after the holiday.***

- New Year's Day (January 1)- Paid
- Memorial Day (May)-Paid
- Independence Day (July 4)-Paid
- Labor Day (September)-Paid
- Thanksgiving Day (November)-Paid
- Day After Thanksgiving Day (November)-Paid
- Christmas Eve (December 24)- Paid
- Christmas Day (December 25)-Paid
- New Year's Eve (December 31st)-Paid
- 1 Floating Holiday – Paid
- 2 Professional Development Days - Paid

Tuition Agreement Policy

Regular Payment Policy: Tuition is due 52 weeks a year, even if your child is absent for any reason, including illness, vacations, or personal reasons. (See Tuition Rates Form for pricing)

Tuition Rates are based on 10 hours MAX of care per day. Additional Charges will apply if more than 10 hours/day are used.

Payment for Holidays: Lucky Charms will be closed in observance of the holidays listed above, as well as staff professional development days. Payment is due for these dates.

Notification: We kindly request that parents inform us in advance regarding any planned absences, such as vacations or holidays.

Registration Fee: A \$55 registration fee will be due annually on June 1st. This fee will aid in covering field trips (on and off-site), special events, and activities. Bus fees for field trips may occur.

Part-time: Part-time childcare will be based on set days pre-approved by the Director. Part-time days cannot be traded, additional daily fees will occur if more days are used. If your child's care date falls on a Holiday, inclement weather day, staff training day or any other day the center is closed, payment is still due for that day. A 2-week notice is required to change your child's part-time schedule and must be pre-approved by the center Director. Part-time spots are on a month-to-month contract based on center availability. You will receive a 30-day notice if Lucky Charms can no longer accommodate your child's part-time schedule, you will be given the opportunity to take a full-time childcare spot.

Infant Spot Holding Fee: A holding fee of \$600 (two weeks tuition) will be due to hold an upcoming infant spot. The holding fee will be applied to the first two weeks of care.

We understand that circumstances can change. A 30-day notice must be received in writing before the start of care to receive a full refund. Any notice received within 29 days before the start of care will not be reimbursed.

If an infant spot is currently available, half-rate (\$150) tuition will be due each week before the start of care to hold an infant spot.

Teacher's Schedule: Teachers have 2 options for a summer schedule. Please inform us of a chosen option by April 1st of each year.

Option A: Reduce tuition to 2 days per week and children DO NOT attend for a period of 10 weeks

Option B: Reduce tuition and attendance to 3 days per week. Days chosen for attendance MUST be consecutive.

Medical Absences: In case of extended medical absences due to illness or other medical conditions, please notify us as soon as possible. Medical absences may be subject to special considerations, which can be discussed on a case-by-case basis. Common illnesses do not fall under this category.

Make-Up Days: We do not provide discounts or make-up days for regular absences. The facility's fixed expenses and staff-to-child ratio must be maintained to ensure consistent care and safety.

Inclement Weather and Emergencies: Tuition will not be prorated for weather or emergencies. We follow the School District closings for Snow Emergencies. Severe Weather (including extreme cold) are decided on a case-to-case basis to ensure adequate staff ratios.

Child Care Assistance: Our center accepts childcare assistance subsidies. Children may not attend until the center receives a current authorization (Notice of Decision Letter). Families who receive child care subsidy must pay all required co-pays on time and children cannot attend the center if the child care authorization is not current, unless the parent pre-pays the weekly tuition. Co-pay balances are reported to the county bi-weekly. If you wish to have your child attend while there is a break in your authorization you must adhere to our tuition policies. Families are responsible for any tuition amounts that the assistance does not cover. Families receiving childcare subsidies only receive a certain number of absent days per year. If you receive CCA and your child exceeds the allowed number of absent days, you will be responsible for the tuition for the absent days.

Forms of payments accepted: Checks and ACH payments accepted. ACH payments will be made through Procure.

Notice of Unenrollment: Two weeks' written notice is required prior to the last day of attendance. If proper notice is not given, you are responsible for any fees or tuition that is due for the final two weeks regardless of your child's attendance.

Tuition Rates: *See Rates Sheet in your enrollment packet.* Tuition Rates are subject to change at any time. Tuition Rates generally take place each September with an increase rate of roughly 5%.

Rates with transitions/graduations: Your child's tuition rate will not change until your child is fully transitioned/enrolled to the next classroom.

Receipts and Year-End Statements: All receipts and year-end statements are available through the Procure app in your child's account.

Overtime and Late Fees: Parents/guardians are responsible for dropping off and picking up their children within our designated hours. If a child is picked up after the scheduled closing time, **an overtime charge of \$2 per minute will be applied.** Overtime charges are necessary to compensate our staff for the additional time and resources required to care for your child beyond regular operating hours.

Late Pick-Up Notification: We understand that unforeseen circumstances may arise, leading to a late pick-up. In such cases, parents/guardians must notify the childcare facility as soon as possible about the delay. If late pick-ups become a recurring issue, the childcare facility may

need to discuss the matter with the parents/guardians to find a solution that minimizes disruptions to the child's routine and ensures proper staffing. In the event of unexpected situations that prevent parents/guardians from picking up their child on time, the childcare facility will make every effort to accommodate the situation. However, overtime charges will still apply.

Payment is due each Friday by 6 p.m. for the following week.

Late Fees: Late fees will be applied to overdue payments for childcare services. The late fee is \$25 a day for payments received after 6 p.m. on Friday. NSF Checks will result in a \$50 fee.

Payment of Overtime and Late Fees: Overtime charges and late fees will be billed separately and are due upon receipt of the invoice. Timely payment of these charges is essential to maintaining the smooth operation of our childcare facility.

Lucky Charms Childcare & Preschool has a “no pay, no play” policy. Your child’s account must be kept current for your child to attend.

Adjustment Period

Two-Week Trial Period

The first two weeks of a child’s enrollment is a trial period for both the parents and the center. During the two-week trial, the parent or the provider can terminate the childcare contract without reason or notice as listed below in the termination of childcare agreement. No childcare payments are reimbursed in the event of termination.

Termination of childcare agreement

Lucky Charms Childcare & Preschool requires a two-week written notice from parents if they intend on removing their child from the center. Payment is due for those two weeks regardless if the child attends or not. In the event that payment is not made, late fees will be charged in accordance with the above policy for a total of thirty days. Anyone who terminates childcare and has a balance that is outstanding will need to have the account settled within 30 days. All accounts not settled within 30 days, legal actions will be pursued such as but not limited to turning account over to a collections agency regardless of amount owed and reporting account to all credit reporting agencies.

Lucky Charms Childcare & Preschool reserves the right to terminate a childcare agreement at any time. We will give two weeks' notice of termination for which full tuition is due, whether or not the child is in attendance. Lucky Charms reserves the right to give written notice of

immediate termination where there are extreme circumstances that affect the well-being of the staff or other children in attendance. In the event that your care is terminated immediately, there are NO REFUNDS.

Reasons for the termination can include but are not limited to

- Violation of contract or policy and procedures by the parent
- Failure to complete the required forms
- Failure to pay fees in accordance with the contract
- Child Behavior
- Inability to meet the child's needs
- Lack of Parental Cooperation
- Physical or verbal abuse of any person or property
- Habitual pick-up tardiness

Enrollment Forms

Parent Registration Form (Filled out on Procare)

All About My Child Form

Emergency Contact Form

Photo Release Form

Health Care Summary (to be completed by a Health Care Source within 30 days of the child's start date)

Immunization Record (required before child can start)

Medication Forms (2) (required before child can start)

Health Care Plan/ICCPP (if applicable)

Medication Administration (if applicable, and before the child can start)

Infant Feeding Information (if applicable)

Naps and Rest Policy

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

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

Toddler: One afternoon nap after lunch.

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

- A child who has completed a nap or rested quietly for 30 minutes will not be required to remain on a cot or in a crib or bed.
- Naps and rest will be provided in a quiet area that is physically separated from children who are engaged in an activity that will disrupt a napping or resting child.
- Cribs, cots, and beds will be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment. Cribs, cots, and beds will be placed directly on the floor and must not be stacked when in use.
- Separate bedding will be provided by the child's parents. Bedding will be sent home with the child each Friday or when soiled/ wet. Parents are expected to wash their child's bedding and return for use on the next day their child will be in care.
- Cribs will be provided for each infant for whom the center is licensed to provide care. The equipment will be of safe and sturdy construction that conforms to federal crib standards under Code of Federal Regulations, title 16, part 1220 for non- full-size baby cribs. Each crib is inspected monthly by staff and results recorded on the OHS form dated 8-13. In addition, CPSC checks are done annually & recorded on the form.
- The program will place each infant to sleep on the infant's back, unless the license holder has documentation from the infant's physician or Advanced Practice Registered Nurse (APRN), or Physicians Assistant (PA) directing an alternative sleeping position for the infant. This form is only for alternate sleep position. The form will remain on file.
- Before caring for infants, all staff and volunteers will have training on Sudden Unexpected Infant Death and Sudden Infant Death (SUID/SIDS) per MN Statutes, section 245A.40, subd. 5. This training is required yearly.
- When an infant falls asleep before being placed in a crib, the infant will be moved to a crib as soon as practicable. The infant must remain within sight and sound until the infant is placed in a crib and must not be in a position where the airway may be blocked or with anything covering the infant's face.
- When an infant falls asleep while being held, the staff will consider the supervision needs of other children in care when determining how long to hold the infant before placing the infant in a crib to sleep.

- Placing a swaddled infant down to sleep is not recommended for an infant of any age and is prohibited for any infant who has begun to roll over independently. However, with the written consent of a parent or guardian, the staff may place the infant who has not yet begun to roll over on its own, down to sleep in a one-piece sleeper equipped with an attached system that fastens securely only across the upper torso, with no constriction of the hips or legs, to create a swaddle. The DHS Swaddling consent form must be used.
- Children's heads will be uncovered during sleep; staff will maintain sight/sound at all times.
- All toddlers and preschool children will sleep with footwear on to ensure emergency evacuations are safe.

Parent Communication

We are committed to responding promptly to your inquiries and maintaining accessible communication for all parents. We ensure regular parent-teacher meetings and daily updates to inform you about your child's activities and progress. We use the parent communication app Procure in our classrooms throughout every day. Newsletters, daily reports, notices, and child development reports provide additional insights into your child's growth. Any changes in the child's health or behavior that may affect their care must be communicated by the Parent/Guardian to the Childcare Provider. We welcome and encourage you to talk to your child's teacher each day and communicate any concerns, issues, observations from home, or suggestions with them.

Drop-Off & Pick-Up Procedure

To ensure the safety and security of all children in our childcare facility, we have established the following drop-off and pick-up procedures:

Parents, guardians, and authorized pickups MUST check their child in and out daily via Procure. Children MUST be with their parents, guardians, or authorized pickup person at arrival and departure times.

Authorized Pick-Up List: Parents/guardians must provide a list of authorized individuals who are permitted to pick up the child. Only those individuals listed on the authorization form will be allowed to collect the child from the facility.

Identification Requirement: Any individual picking up the child must present a valid government photo identification matching the name on the authorized pick-up list. This measure helps us ensure that the child is released only to the correct person. Lucky Charms will take a photocopy of the identification card for future pick-ups.

Informing Staff: Parents/guardians must inform the childcare facility in advance if someone other than those on the authorized pick-up list will be picking up the child. Staff will require verbal confirmation before releasing the child to the designated person.

Late Pick-Up Procedure: If parents/guardians anticipate being late for pick-up, they must notify the childcare facility as soon as possible. Late fees will apply as per the **Late Fees Policy** outlined in the contract.

By adhering to these pick-up procedures, we can maintain a safe and controlled environment for all children in our care.

Classrooms will be combined at the beginning and the end of the day for staffing purposes. Ratios will remain in effect for the youngest child in the room.

Behavior Guidance

This is a brief overview of our behavior guidance plan. We have included a complete copy of our behavior guidance policy manual with your registration materials.

Our behavior guidance policy is designed to:

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

We believe that the ultimate goal of behavior guidance should be to teach children and help them grow. With that in mind, we use a combination of preventive techniques, redirection, logical consequences, problem-solving, and coaching to help guide children's behavior.

If your child is having more serious behavioral challenges at any time, we will request a meeting to discuss the situation and work as a team to make a plan to help. Part of this process may include requesting outside services to assist us in evaluating the situation.

Although every effort is made to help each child learn to manage their behavior, sometimes their needs may require more help than we can provide. We may need you to find another program for them in these situations. If this happens, we will give you a 2-week notice whenever possible. If you have any concerns about your child's behavior or the behavior of other children,

we encourage you to talk to your child's Teacher, the Owner, the Director, or the Assistant Director. Tuition and/or fees that have already been paid will not be reimbursed.

Suspension and Expulsion

Our goal is to limit or eliminate the use of suspension, expulsion, and other exclusionary measures. The circumstances under which types of exclusion may occur include:

- When a parent or family member threatens a staff member, child, other parent, or administrator.
- When parents/guardians fail to participate in the referral process or behavior guidance plan.
- When the behavior of the child is unsafe and puts the program, child or other children at risk.

Before a decision to exclude is considered, the following steps must occur:

- Documentation of the child's behavior is recorded.
- A referral form is completed by the teacher or administrator.
- A behavior plan is created with the parents that includes the child's strengths, goals and positive behavior support strategies.
- The teachers, administrators and parents have met with the early childhood coach/consultant.

Exclusionary measures are considered only when all other possible interventions have been exhausted, and there is agreement that exclusion is in the best interest of the child.

Meals and Nutrition

Our center provides Breakfast, Lunch and Snacks

Our license requires us to comply with and follow USDA requirements for meals and snacks. These are planned on a monthly basis and provided to parents. Children will wash their hands before eating and go directly to the table to eat. Staff will sit with children during meal and snack times. Children will have access to water throughout the day using single service cups, a water fountain, or a water bottle. Sanitation procedures and practices will be adhered to in accordance with licensing and health guidelines for safe food preparation, handling, and serving. Bag lunch requirements, catered food, and/or infant feeding guidelines will be in accordance with USDA guidelines. A physician's written permission must accompany any feeding/ food request that does not align with the USDA requirements or is not indicated on a child's health care summary and/or individual child care program plan.

Monthly menus are posted in each classroom and posted on Procure. You are welcome to provide treats for your child's birthday and for other special events. Any food brought in must

be commercially prepared and in unopened packages. To protect children with nut allergies, we request that you do not bring in any foods that contain nuts or nut products. **With the exception of birthdays and special events, we do not allow children to bring in and eat food from home at our center.** This rule exists for the safety of your child and the other children in our care.

Lucky Charms will provide alternative food items for children with diagnosed allergies. Lucky Charms will provide 1% cow milk for children ages 2 and older and Whole cow milk for children under 2. Parents are asked to provide special milk if needed. (i.e. Soy, Lactose-Free, Almond, oat, etc.)

Feeding Infants

Each infant will decide when he/she has had enough to drink and will never be force-fed. We recognize each infant as an individual with likes and dislikes.

Solid food is always fed from a spoon and finger foods are offered at the appropriate age. We will begin offering a cup at 7-8 months and eating utensils will be offered at the appropriate age or developmental stage.

Infants will never be fed from the jar or pouch of baby food, but rather the food will be placed on a serving utensil, and infants will be fed from that dish or plate. Food should not be placed directly on a tray or table.

Infants will be held for feedings or fed sitting up. Bottles will never be propped, nor will infants be put to bed with a bottle. Young children will not be allowed to carry bottles throughout the day to help prevent baby bottle tooth decay.

The temperature of the formula will always be tested prior to each feeding. Drinking water will be available and offered to infants throughout the day (babies >6 mo. of age). Fruit juices will not be served to infants under one year of age.

Parents are requested to provide written dietary instructions and feeding schedules for their infant and this will be posted in the feeding area. Parents will be informed as to how much their infant has consumed each day. Any modifications of basic food patterns are made in writing by the parent in consultation with their health care provider.

Formula/Breastmilk and Baby Food Preparation and Storage

Unopened formula and baby food will be stored in an area approved by the environmental health specialist. Baby food and formula will be brought from home and labeled with the infant's name and date and refrigerated immediately if needed. Bottles prepared at home must be capped and appropriately transported in an insulated bag or cooler and placed in the refrigerator immediately upon arrival. Glass bottles are prohibited, and BPA-free bottles are

encouraged. Parents who prepare formula at home should provide the center with a backup supply of powdered concentrate to cover unforeseen circumstances. Once the formula is mixed at the center or baby food is opened, it will be used or refrigerated immediately.

Breast milk or formula can remain out of the refrigerator at feeding time for no longer than 1 hour. After which, any remaining contents can not be re-fed. All refrigerators must maintain a temperature of 40 degrees Fahrenheit or less. Baby food must be used within the same day it was opened, discarded, or sent home with the parent. Water for formula bottles is made from a clean water source.

The staff will wash their hands prior to food/formula preparation, and countertops will be cleaned, rinsed, and sanitized prior to where food/formula will be prepared. Any bottle required to be warmed up will be placed in a cup of warm water from the faucet. If any bottle-warming device is used, it will be secured to the counter. Microwaves will not be used to warm bottles, milk, or other infant food. Unused, prepared bottles will be sent home at the end of the day or discarded after 24 hours of refrigeration. An opened container of powdered formula, ready-to-use, or concentrated formula is covered, dated, refrigerated, and/or discarded according to the manufacturer's instructions.

We fully support breastfeeding mothers at Lucky Charms. We provide nursing mothers with a comfortable space to feed their babies anytime in our infant classrooms; parents are always welcome in our center. Breastmilk bottles need to come premade and labeled with the child's first and last name and the date and time the milk was expressed. Bottles need to be transported in a cooler bag with ice packs, staff will place bottles in the refrigerator in labeled bins upon arrival. Any unused milk will be refrigerated and sent home at the end of the day.

Severe Weather and Safety Drills

We have regular drills to prepare for a fire or severe weather so your child can react safely and orderly in an emergency. If an emergency requires our center's evacuation, we will notify parents as soon as the children are safe. During fire drills and in the event of an actual fire, children and staff will gather on the North end of the parking lot. In the case of a Tornado, severe storm, storm warning, or storm during the drill, children and staff will gather in the classroom bathrooms. We follow **School District 881** snow day closings, we will send a message through Procure, along with a text to parents as soon as we receive the information. If School District 881 closes schools for any other emergency, including extreme cold weather, we will make a decision on a case-by-case basis. A 2-hour late start could be implemented in place of closure on extreme cold days. We ask that parents plan ahead on days when the weather may impact traffic. Our closing time and late fees remain in effect even if weather impacts travel.

Please see our Emergency Preparedness Plan for more detailed information.

Health and Safety

Health Consultant

Lucky Charms uses Health Consultants for Child Care Ltd. for our center nurse. Our nurse will visit monthly to provide evaluations and training for our staff.

Health Care Summary

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

Immunizations

Upon enrollment, documentation of current immunizations must be submitted. A signed, notarized statement of parental objection to the immunization or medical exemption is required for inadequate immunizations or unimmunized children. Occasionally, there may be children in the program who are not fully vaccinated. We emphasize the importance of vaccination to protect the health and safety of our program's children and staff.

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

Exclusion of Ill Children

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

- Any child with a reportable illness or condition as specified by the health department that is contagious and a physician determines has not had sufficient treatment to reduce the health risk to others.
- Chicken pox until the child is no longer infectious or until the lesions are crusted over.
- Vomiting - 2 or more times since admission that day.
- Diarrhea - 3 or more abnormally loose stools since admission that day or loose stools that cannot be contained within a diaper.
- Contagious conjunctivitis or pus draining from the eye.

- * Bacterial infection such as strep throat or impetigo and has not completed 24 hours of antimicrobial therapy
- Unexplained lethargy.
- Lice, ringworm, or scabies that is untreated and contagious to others.
- * Fever 100-degree Fahrenheit axillary or higher temperature of undiagnosed origin before fever-reducing medication is given.
- Undiagnosed rash or a rash attributable to a contagious illness or condition.
- Significant respiratory distress: fast, difficult, or different breathing, uncontrolled coughing, and/or wheezing.
- Not able to participate in childcare program activities with reasonable comfort.
- Requires more care than the program staff can provide without compromising the health and safety of other children in care.

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

Children can not return to care until they are fever and symptom-free for 24 hours without the aid of fever-reducing medications.

Parents are asked to notify the program within 24 hours, excluding weekends and holidays, when a child is diagnosed by his or her source of medical or dental care as having a contagious disease.

Contagious illnesses will be reported to all parents the same day the information is received. The staff will post a notice in a prominent place stating the illness, incubation period, early signs to watch for, and exclusion recommendations.

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

First Aid

In the event of any accident or illness, our trained staff will administer First Aid and/or CPR according to their training and OSHA guidelines. If we decide this is an emergency, 911 will be called. As determined by the paramedics, your child will be transported to Buffalo Hospital. Parents will be responsible for the cost of any medical transportation needed. A

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

All staff will be trained in Pediatric First Aid and Infant and Child CPR before unsupervised direct contact with children and within 90 days of hire.

Medications

1. Prescription Medications

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

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

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

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

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

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

2. Non-Prescription Medications

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

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

3. Over the Counter Medications

Written parent permission will be obtained to apply any OTC products (external products) such as insect repellent, sunscreen lotion, diapering products, lip balm, lotions, etc. We are not required to document the applications of these products. Powders, cornstarch, and aerosol sprays are prohibited due to inhalation hazards.

Sunscreen Policy

We ask that parents apply sunscreen to their child each morning before arrival during May-August. Staff will re-apply sunscreen in the afternoon. Staff will wear gloves when applying sunscreen to children and a new pair will be used for each child. Parents must supply sunscreen for their child, aerosol sprays are not allowed.

Special Needs/Allergies/Medical Conditions

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

Clothing and Personal Items

Clothing:

Children should wear clothing for comfort and convenience. For the child's safety, please no clogs, high heels, etc. Comfortable sneakers or sandals should be worn. Please dress your child in clothing that is suitable for the weather. In the spring, fall and winter, children will need hats, WATER-PROOF mittens, and jackets/coats/snowpants when necessary. Children should not be worried about getting dirty or having spills on their clothing. Please dress your child in play clothes. Please label all items with your child's first and last name. Lucky Charms is not responsible for lost or soiled clothing.

Supplies:

Children will be given a designated area for their personal belongings. Please bring the following things for your child to have available:

1. A complete change of extra clothing (for all ages). This includes shirts, pants, underwear, and socks. **Please replenish if the items are returned to you.** Please be sure these are season-appropriate. Infants and children who are potty-training will need 3 changes of clothing.
2. Diapers or pull-ups and wipes for those not yet potty trained; please replenish as needed.
3. Blanket for rest time
4. Non-spill water bottle
5. Sun-block, insect repellent, diaper ointment, etc. (can only be used if proper form is signed)
7. Snow gear (boots, hat, WATER-PROOF mittens, coat, and snow pants) during winter months. **Parents are encouraged to bring extra seasonal outdoor clothing, such as tennis shoes, hats, mittens, coats, etc., to keep in their child's area as these items are often forgotten in the morning rush to get out the door.**

Children must have shoes EVERY DAY. We can all agree Minnesota weather is very unpredictable. Remember this when dressing your child. Many very cold mornings warm up to beautiful afternoons. We go outside every day (weather permitting).

Infants need the following items in addition to the items listed above.

1. Three bottles and pacifiers (labeled)
2. Infant formula in prepared bottles or new un-opened cans of Iron iron-fortified infant formula (Labeled with the child's first and last name)
3. Breastmilk in prepared bottles in a cooler bag (labeled with the date and time the milk was expressed and the child's first and last name)
4. Baby food for infants labeled with the child's first and last name

Field Trips

Written parental permission will be obtained from each child's parent before taking a child on a field trip. Parents will be informed of the hours, mode of transportation, and the purpose and destination of the field trip. Staff will take emergency cards (with emergency numbers for the child's parent, persons to be called if a parent can't be reached, and the child's doctors), a first aid kit and manual, and attendance records on all field trips.

At least one person trained in pediatric CPR and obstructed airways and is up to date on first aid, will accompany children on field trips. If children will be divided into groups, then additional CPR/FA trained staff will accompany each group. Children will be transported according to MN DHS Statutes Chapter 9503.0150 "Transportation" and MN Human Services Licensing Chapter 245A.18 "Child Passenger Restraint Systems". Permission forms will be kept on file for five years. Staff will have means to identify the children, and attendance will be taken frequently.

Transportation fees may occur for field trips. Ample notice will be given to families with information about the field trip and the cost of transportation. M&M Bus company will be our primary source for fieldtrip travel.

Insurance

Lucky Charms carries general liability insurance and provides accident insurance for all enrolled children while participating in center activities. The parent's insurance is primary, with Lucky Charms insurance being secondary, on a coinsurance basis.

Photo and Social Media Policy

Please see photo release form. All children enrolled at Lucky Charms will not be posted on any social media or communication boards without the permission of parents. We ask you to refrain from taking photos of other children and posting them on the internet as some parents do not want their children posted online.

Public Relations and Research

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

Alcohol, Drug and Tobacco Policy

The use of alcohol, drugs (including marijuana) or tobacco is not permitted in the center or on the property or parking lot at any time.

Pets

Parents will be informed at the time of admission that a pet is present and before pets are brought into the center for "show and tell" or for special occasions. The pet will be properly housed, cared for, inoculated, and licensed in accordance with the local health ordinance

Bathroom and Diapering

Bathroom Policy

The program will provide and make toilet paper, liquid hand soap, facial tissues, and single-use paper towels or air hand dryers accessible to children.

Toilet training will begin when appropriate according to the child's age and stage of development and in accordance with the parent's plan. Children must be accident free in pull-ups for 2 weeks before transitioning to underwear.

Children who are in the process of being toilet trained will be offered frequent opportunities to use the bathroom facilities. Sight and sound will always be maintained during diapering and toileting procedures. When a single preschooler uses an individual, private restroom within the classroom with the door closed, supervision occurs when a program staff person has knowledge of the child's activity and location, can hear the child, and checks on the child at least every five minutes.

Children wearing diapers that are in the process of being toilet trained need to be changed in the diapering area. Toilet learning guidelines will be posted and followed.

After each use, toilet training chairs will be emptied, cleaned, rinsed, and disinfected. Toilets/bathrooms will be cleaned and disinfected when soiled & at the end of the day.

Diapering Policy

Our health consultant has approved the diapering procedure and it is posted in each diaper changing area.

The diaper changing area and supplies are kept completely separate from food storage, preparation, and eating areas. Diapers are changed only in the diaper changing area. Disposable diapers will be used. Cloth diapers are not recommended & if used, procedures are posted and followed.

Children's diapers and diapering ointments will be stored in their individual baskets or diapering cubbies. All diapering ointments and commercial wipes will be labeled with the child's complete name and stored out of the children's reach. Parental permission is required to administer diapering products.

A clean glove will be used when applying diaper ointments. Individual disposable diaper covers are used for the diaper table or surface. Diaper powders will not be used because of the threat of inhalation, choking, and carcinogens. A change of clothing is required for each child. Soiled clothing will be placed in a sealed plastic bag and the bag sent home with the parent daily. Toys, pacifiers, blankets, bibs & food items aren't allowed in the diapering area. Diaper pails/deodorants are placed out of the reach of children.

Handwashing, Cleaning and Sanitizing

Please see Lucky Charms Policies and Procedures for detailed information regarding handwashing, cleaning and sanitizing.

Mandated Reporting Policy for Programs Providing Services to Children

All staff must follow the Minnesota Department of Human Services (DHS) Maltreatment of Minors Mandated Reporting Policy. This document is included in your enrollment packet.

Program Grievance Procedure For Parents

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

A situation may arise where a parent/guardian has a personal grievance against a staff member. Due to the personal nature of such a grievance, the director will approach the staff member and give them a chance to explain their actions. If an unsatisfactory resolution of the problem occurs, the head teacher or director will provide how the problem will be resolved in writing. If the complaint is about the director and cannot be resolved internally, the owner or their superior will be notified.

The director should be consulted regarding complaints about the facilities or equipment. She will ensure that they are repaired immediately.

