



Brainerd Family YMCA

New Discoveries Child Care

Infant, Toddler & Preschool Enrichment

Parent Policy Handbook

Revised 10/2022

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FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WELCOME TO NEW DISCOVERIES CHILD CARE CENTER!

This policy handbook has been prepared for the parents and guardians of our child care program.

New Discoveries Child Care Center is licensed by the State of Minnesota. The Minnesota Division of Licensing phone number is (612) 296-3971.

New Discoveries Child Care Center is a year-round program. The center is open from 6:30 am to 5:30 pm, Monday through Friday.

Children attending New Discoveries Child Care Center start at 6 weeks and attend up until they are six years old, or up until their first day of Kindergarten. This is when they will age into our YMCA school-age programming!

Our center is licensed for 4 infants, 21 toddlers and 20 preschoolers.

Our daily program concentrates on strengthening the process of learning while offering a strong socialization environment for young children. **Our Infant, Toddler, Preschool, and Pre-K programs are supervised by state certified teachers.**

We look forward to the opportunity to care for and educate your children. We encourage parent involvement in all aspects of our program. Parent involvement, input and suggestions are always welcome. You can stop in our office, call or email anytime. If you have any questions or concerns about your child's development. Please reach out to our qualified staff or director. We believe strongly in parent teacher communication.

The following is a current list of our child care policies and guidelines. Policies may change as deemed necessary. Parents and guardians will always be notified of any policy changes.

We look forward to helping your child reach all their social /emotional and developmental goals.

ADMISSION AND REGISTRATION

A pre-registration and admission conference will be scheduled with the director to discuss:

1. Details of Registration – Admission and medical forms will be provided by New Discoveries and must be returned upon admission. Proof of full immunization must be provided before the child's start date along with the Health Care Summary that needs to be signed by your family health care source within 30 days of enrollment. We also ask that you fill out a digital Household Income Form that gives our center federal funding in order to supply healthy, well-balanced meals and snacks on a daily basis.
2. Rates and Payments – The payment schedule, rates and automatic debit system. *Any extra charges not covered by county assistance will be the parent's responsibility to pay.* Our center has the right to suspend care for nonpayment.
3. Billing and Payment Agreement – Each family will have an agreement concerning rates and late fees.

A \$30.00 non-refundable registration fee per family is required to be on our waiting list and accepted into the program of New Discoveries. Enrollment in our program requires a full-time, year-round spot in your child's classroom.

RATES AND PAYMENTS

Infant Room	YMCA Member Rate per week	\$240
	Non-member Rate per week	\$255
Toddler Room	YMCA Member Rate per week	\$210
	Non-member Rate per week	\$225
Preschool	YMCA Member Rate per week	\$190
	Non-member Rate per week	\$205

IF YOU ARE ON CHILD CARE ASSISTANCE, YOU ARE RESPONSIBLE FOR ANY BALANCE THAT IS NOT COVERED BY YOUR ASSISTANCE.

Minimum membership requirement is One Adult Family Membership to qualify for the YMCA Member rate.

A Deposit is required. Bank Draft Payment is preferred.

1. Deposit Amount - \$100.00 per family is paid upon entry. A paid two week written notice is required upon termination to receive full credit of this deposit that is deducted from your final bill. Vacation and sick days may **not** be used during this two-week period.
2. Bank Draft or Automatic Debit – Automatic debit from a checking or savings account will be drafted every Friday prior to care given. This amount includes sick/vacation days and holidays that occur while the child is attending the center. This may vary some each year, depending on when the holidays fall during the week.

Bills go out every other Monday and should be paid upon receipt, or within 4 business days (Friday) prior to care being given.

Our center has a 2 week trial policy. This is the first 2 week period that your child attends our center. This 2 week time frame gives your child time to adjust to our center and make sure that it is a good fit for them and us. Our center will follow up with the family after these 2 weeks to let everyone know how things are going. If for any reason after your child's first 2 weeks of care, things are not running smoothly, our center will refund you your deposit and discontinue care.

LATE FEE

Please make arrangements with the director to accommodate billing needs. **A late fee of \$10.00 will be added to the current balance each week the bill is late.** All non-electronic payments such as cash or check should be paid at the YMCA Member Services Desk. Bills past due will put a hold on your child's enrollment until paid in full or a payment plan is worked out with the director. At the end of each year, you will receive a childcare tax statement.

A family will be charged \$10.00 if you arrive after 5:30 p.m. then an additional \$5.00 for every 5 minutes. This fee will not be covered by county assistance. It will be the parent's responsibility to pay this charge.

VACATION/ SICK DAYS – Each full time child will receive five vacation/sick days per year. These days renew each new calendar year and do not roll over. Notification of vacation days used is required. Non-notification will result in billed days for absence.

CLOSURE POLICIES

The safety and priority of our children and staff is of utmost importance to our program. Our center will be following the Brainerd ISD 181 weather related closures to coincide with our program. If there is a late start, our center will be a late start as well from our regular opening time. For instance, if a late start were to occur our center will open at 8:30AM instead of 6:30AM. If there is a closure, our center will also close for the day unless otherwise stated by our center via email or phone call.

SCHEDULING AND PAYMENTS

This program operates on a set schedule basis. We have a maximum capacity for our center to operate that we must adhere to. Accommodations will be made if available for switching days but we are not always able to make these accommodations. Please ask the director prior to bringing your child on a non-scheduled day. It is necessary for parents to secure your spot in the schedule even if your child comes alternating weeks. Payment of the day the child is not scheduled will ensure keeping the space in child care.

HOLIDAYS AND STAFF IN-SERVICES DAYS

We will be closed on the following paid holidays: Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day, New Years Day. Christmas Eve and New Year's Eve will be assessed for enrollment needs. Our center will have 5 paid Staff In-Service days for sanitation, room organization and training. You may utilize your child's vacation time during these days. Parents will be notified one month in advance if there is a change in rates or fee related policies. Some special events may require a small fee for your child to participate in such as field trips.

ENRICHMENT PROGRAMMING

Our center occasionally offers enrichment programs during our operating hours. These activities include swimming lessons, gymnastics, sports dabblers-trying all different types of sports such as soccer, basketball, t-ball etc. as well as kids yoga and field trips. These enrichment activities

are offered but may have additional fees to attend the programming during your child's scheduled day.

SAFETY DOORS

For safety purposes, our center has security doors placed at both hallway entrances. There will be a code provided to the parents for entry to the childcare center. This code will be changed periodically to maintain the safety of our center. Authorized pickups will be required to provide a photo ID and prior written or verbal consent from parent/guardian to gain access to code via the Member Services Desk. As a secondary precaution, our teachers will also verify the photo ID before releasing the child.

RELEASE OF CHILDREN

For safety measures, children will only be released to the parents unless otherwise indicated by parents. Please let us know in advance if you arrange to have someone other than the people listed on the registration forms pick up your child. The Front Desk will need to enter your data and take a photo of all parents and pick up persons. This is to ensure the safety of all parties concerned. Please inform us if any person other than a parent is picking up your child. Please provide a description of the person and inform them we will be asking for identification. A teacher will never release a child to a person incapacitated or suspected of abuse. Emergency numbers (provided by the parents on the registration forms) will be called until a capable adult can pick the child up. Please let us know at the time of registration if there is a person unauthorized to pick up or know the whereabouts of your child. If your child is not picked up within 10 minutes of our closing time, with no notice for being late, a staff member will be contacting your secondary and emergency contacts until your child is picked up.

SIGNING IN AND OUT

It is a state law that all children are signed in and out each day. Sign in and out tablets are conveniently located for the parent(s) at the kiosk sign in table or with a teacher. Please read any notices put near the check in/out system for program updates and reminders. Please seek teachers as you are dropping off and picking up to confirm the safety of the child. There may be altered sign in/out procedures, carried out by staff due to COVID-19.

CENTER AND TEACHER COMMUNICATION

Parent/Teacher Conferences will be scheduled two times per year. ***Please feel free to discuss situations as they arise during the year.*** Our conferences are used to let parents know how their child is adjusting, and to help parents understand where their child is developmentally. Assessments will be done concerning physical, social-emotional, cognitive and verbal development. Our staff uses the same assessment as ISD #181 and are trained to conduct them regularly. We believe in open communication with parents and staff daily to ensure quality care for your child(ren). Remember to check your child's cubby daily for notices. A daily activity sheet is completed each day for all children. Infants will be sent home with a more detailed daily sheet indicating each feeding, diaper changing, sleeping and general behavior. A monthly calendar and

newsletter is made for parents to use to make you aware of important information and activities such as field trips.

Our center partners with the ISD 181 school district for your child's early childhood screening. This is a pre-kindergarten screening that is for children ages 3-5 years of age required by the school district in order to enroll your child into kindergarten.

DAILY SCHEDULES AND CALENDAR

A daily schedule for each age group is posted in their respective rooms. Students have individual daily sheets that will be given to the parent at the end of each day. All schedules are subject to change to meet the needs of individuals and the group. All plans describe general educational methods used, activities and schedules. **Please post where you can check it daily!**

YOUR CHILD WILL NEED

PLEASE LABEL ALL ITEMS!

If items are unlabeled, our center will be labeling those items for you as it is required per licensing.

Infants – 2 extra sets of clothing including socks are needed for each child. Please provide labeled wipes, diapers, pacifiers and at least three bottles of your child's preference. Bottles must be labeled with your child's first and last name. Our center will provide their main milk source of formula if formula feeding. If nursing your child, please provide their breast milk. It must be labeled with your child's first and last name and date the pumping occurred. You must bring in 3-5 days of milk for your child each week and/or a supplemental formula. Once your child is of developmental age to enjoy table foods, our center will be providing all meals and snacks. Only pacifiers without a clip will be allowed in cribs. We follow all regulated guidelines for Safe Sleep for Babies. Infants may have a sleep sack or one piece swaddler, no loose blankets. We do have a permission form that will need a signature for this. If your child runs out of diapering materials a \$1.00 charge per change needed will be added to the final bill to replace any materials needed to maintain your child's comfort and hygiene.

Toddlers – An extra set of clothing, shoes and socks is needed for each child. During potty training, we recommend 2 or more sets (including shoes). Please bring a container of wipes, diapers or pull-ups all labeled with your child's name. If you are providing your child with lunch, please pre-cut hot dogs, grapes and other choking hazards into small pieces to avoid choking. Milk, disposable cups, bowls, and utensils are provided by the center. If you choose to supply these items from home, they will be rinsed and returned daily for adequate washing. If your child runs out of diapering materials a \$1.00 charge per change needed will be added to the final bill to replace any materials needed to maintain your child's comfort and hygiene.

Preschoolers – Please provide an extra set of clothing and a swimsuit to keep here for swim days. For a nap please provide one blanket and a travel size pillow. We have limited cubby space. If providing your child with lunch, please pre-cut hot dogs, grapes and other choking hazards into small pieces to avoid choking. Milk, disposable cups, bowls, and utensils are provided by the center. If you choose to supply these items from home, they will have rinsed and returned daily for adequate washing.

All children – Your child’s comfort and safety is important to us. Gym shoes are required for safety; as open toed shoes may become a safety hazard. To care properly for our gym floor, no outside gym shoes are allowed in the gymnasium. Please have weather appropriate clothing at all times.

PERSONAL ITEMS

Our staff requests leaving personal items at home unless it is a show ‘n’ tell day. No coins, breakable items or any other choking hazards, please. All items should be labeled with the child's first or last name.

NAPPING

Bedding must be brought home each week for laundering or every 5 days of attendance, this is a state requirement. The State of Minnesota requires 30 minutes of quiet rest time. Children may get up after 30 minutes and play quietly. Remember to have sleeping items small enough to fit in their square cubby in the hall. **NO BED PILLOWS, PLEASE.**

Infant nap policy will follow all state mandated guidelines. Children will be supervised at all times during nap time. All center staff complete an annual training in Sudden Unexpected Infant Death Syndrome and safe sleep practices. Children will be placed on their backs in their designated crib while sleeping. Infants may have a sleep sack or one piece swaddler, no loose blankets. We do have a permission form that will need a signature for this. Our staff will perform 5 minute checks on each child while they are sleeping.

SWIMMING

As part of our program, the potty trained children swim for one hour on our designated pool days. Authorization to partake in this activity is required in writing, our waiver is included in our registration. All swimmers must remain accident free for 6 consecutive days to partake in swimming days. If an accident occurs the child must restart the 6-day dry consecutive count. Children under the age of 4 are required to wear an I-Play to participate. Our center can take children to and from a swimming lesson, if you sign them up for this opportunity through our aquatics department.

MEALS – Lunch, AM Snack, and PM Snack

New Discoveries participates in the USDA’s Child and Adult Care Food Program (CACFP) which ensures healthy meals are served to all the children in our care. Our center offers two snacks per day and lunch. All participants are required to complete the CACFP Child Enrollment Form & the Household Income Statement annually. These forms are kept confidential, but are required.

Snacks consist of two different food group components, and will vary from day to day. AM Snack is served between 8:30AM - 9:30AM, and PM Snack is served between 2:30PM-3:30PM.

Lunch consists of an item from each of the 5 food group (milk, meat/meat alternative, grain, fruit, and vegetable). Lunch is served between 11:30AM-12:30PM each day. If you prefer to provide a cold-from-home lunch, please pack with an ice pack. As we have limited space in our

refrigerator. All microwave items need to be placed in a microwavable container and limit microwave time to 1 minute. We ask that you please, limit the amount of glass containers used for safety reasons. We do not allow Easy-Mac, Ramen noodles, or frozen dinners due to the daily lunch time program schedule. Regulation states that all containers and lunch boxes must be labeled. This mandate helps aid in preventing possible allergy situations.

Our center offers Iron-Fortified Infant Formula (IFIF). The iron-fortified infant formula we offer is listed on the CACFP Child Enrollment Form. You have the option of providing your own IFIF, providing expressed breastmilk, or breast feeding on-site. The CACFP Child Enrollment Form has a space to indicate your preference on feeding your infant. New Discoveries will introduce semi-solid foods to your infant according to the decisions made by you and your infant's doctor.

In accordance with CACFP our center has forms for a dietary preference request and a special diet statement. These forms can be requested for the Child Care Director at any time.

Civil Rights Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) **mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
 - (2) **fax:** (833) 256-1665 or (202) 690-7442; or
 - (3) **email:** program.intake@usda.gov
- This institution is an equal opportunity provider.

HEALTH CARE POLICIES

New Discoveries is not licensed for the care of sick children. Our center keeps strict health policies in order to maintain the health and safety of all children present. If your child is unwell in that they are unable to participate in any aspect of the routine day then the child is too unwell to be present at the center. Children will be temperature checked and wash hands upon arrival to the center each day. A daily health screening will also take place at drop off. The staff will decide if a child can remain at the center using the following guidelines:

- *A temperature of 100 degrees-* A child who is ill or had a persistent illness may not be at the center with a fever controlled by medicine. A present fever means that the child is still contagious. We require children to be fever-free without medication for 24 hours before returning to the center.
- *Vomiting-* A child who vomits will be sent home immediately.
- *Persistent nasal discharge-* We realize this can be inevitable, but we ask that parents be aware that uncontrollable nasal discharge may be sent home to prevent spreading of any potential illnesses.
- *Strep Throat-* If Strep Throat is diagnosed by a physician; a child needs to be on antibiotics for 24 hours before re-admittance to the center will be allowed.
- *Diarrhea-* A child who experiences diarrhea 3 times or more in a day will be sent home.
- *Chicken Pox-* A child must remain home until all blisters have dried and formed scabs. This is usually 7-10 days after the pox starts.
- *Ring Worm-* A child may be readmitted after 24 hours of treatment.
- *Pink Eye-* A child with pink eye or conjunctivitis will be sent home. If the physician prescribes drops, they need to be administered a full day's dosage (24 hours) before the child is readmitted.
- *Head Lice-* Daily inspection by a staff will take place before a child may return. The notification to parents will provide information that will help get rid of head lice. A parent needs to be present during the child's re-inspection.
- *COVID-19-* We will be doing temperature checks upon arrival as well as a rigid hand washing regime. We will continue to follow all CDC and state guidelines pertaining to Covid. If your child is diagnosed and is required to quarantine, your enrolled spot in our center will not be compromised during this time.

Any child who experiences the above symptoms of illness should be diagnosed by a physician. A persistent fever of over 101 degrees is not a sign of teething but other bodily infection. *These guidelines are set up through the State of Minnesota to protect your children from spreading infectious diseases.*

We request that you pick up your child promptly after receiving notification. **If your child is not picked up within 30 minutes, your secondary emergency contact will be notified for pickup.** If you have questions concerning any of the information, call the center in advance. Our center is required to post all communicable diseases.

HEALTH CARE POLICIES CONTINUED

Our center performs a monthly health care consultation as well as a yearly health inspection by a contracted medical professional. This consultant goes through a regulated checklist regarding supplies, crib inspection, medication procedures, first aid, cleanliness, diapering and staff training.

If your child needs medication, please notify the teacher or director.

You need to complete and sign a medication sheet with the name of the medication, specific dosage and specific time for medication to be administered.

Each prescribed and over the counter medication needs a separate form filled out. All over the counter and prescribed medications must be kept in the original box or container with a prescription label clearly marked with the child's first and last name, dosage and expiration date.

Staff will not administer medication if these guidelines are not followed.

The state requires parents to provide written permission for us to apply sunscreen lotion or insect repellent to all children in our care. This authorization is in the registration paperwork.

Immunization records need to be kept current! We are mandated to send annual reports to the state to verify the immunization of our enrollees. All records must be kept current. New Discoveries requires a physical examination of children annually. Licensing regulates that this is to be signed by a medical professional.

Hand washing, food prep, diapering and cleaning guidelines are mandated by the state.

Our center must follow all guidelines for cleaning and disinfecting tables, toys, play areas; bedding, cots, etc.

TOILET TRAINING POLICIES

Our staff are well trained on diapering procedures. Once of developmental age, our center will reach out in regards to toilet training. Our center believes in constant communication during this process to help your child be successful. Our guidance on toilet training is to wear disposable undergarments until there are 6 consecutive successful toilet training days in a row.

ALLERGY PREVENTION AND RESPONSE

Our center has annual staff training on allergy and epinephrine response. We require a written parental notice of any and all allergies through an Individualized Child Care Program Plan. Our center utilizes Minnesota Child Care Health Consultant forms in shared guidance of Minnesota State licensing best practice procedures. These forms may require a physician signature stating reaction symptoms and response protocols specific to the child for our staff to utilize for guidance in your child's care. Please be aware that our center is not an allergen free center. We will be providing and consuming products which may contain allergens. Our center will follow best practice guidance in the event there are children present with a food allergy. Children will have a designated eating area, not isolated but away from any potential contaminants. Our center follows strict sanitation and disinfecting guidelines in order to maintain the health and safety of all children present. Any allergy response medication to be administered to children will be required to be documented and signed off on by a medical professional. Our center will

maintain records of each time the medication is administered. In the event of an epinephrine administered or severe allergic reaction, parent/guardian and EMT will be contacted.

EMERGENCY AND ACCIDENT PROCEDURES

Fire Evacuation Plan: In case of fire, we will follow the fire emergency procedures posted in the child care rooms and hallway. The children would be led out of the building and go to the blue YMCA garage at the end of the parking lot. If space is available, we will take them to Washington School. Washington School is located at South 8th Street and Oak Street.

Tornados: In case of a tornado, the children will be taken downstairs to the Kid's Club area along with a portable radio, flashlight, and the sign in sheet/tablet. A first aid kit is located downstairs.

Blizzards: In the event of a blizzard occurring before the center opens, the closing will be announced by the local radio stations. WJJY and KLIZ will be the first two stations called.

If a storm occurs during the hours of operation, all parents will be notified to come and pick up their children. If a parent cannot be reached, a staff member will remain with the child until contact can be made and the parent arrives.

Missing Child: New Discoveries has missing child procedures posted in the child care rooms. All YMCA building staff have training in how to communicate and locate a missing child.

Lock Down/ Active Shooter: New Discoveries has lockdown and active shooter safety procedures posted in the childcare rooms. As well as staff training annually or as updated.

First Aid: There is a staff person with all groups at all times. In case of emergency, if the need arises, staff will use basic First Aid to the best of their training and abilities. Emergency numbers will be called as needed or necessary.

Child Accident or Injury: In the event of an accident or injury to a child at the center, our program will document and file a detailed report of the incident. This report will be reviewed by our YMCA safety coordinator.

All poisons and toxic substances are kept out of reach of children. If for any reason, a child was to be exposed to, or swallow a toxic substance, the Poison Control Center would be contacted immediately at (1-800-222-1222). Procedures will be followed as indicated by the Poison Control.

New Discoveries teachers are certified in CPR and First Aid as well as blood-borne pathogens and allergy response. All staff are regulated to maintain annual health and safety policy training as well as Abusive Head Trauma and Sudden Unexpected Infant Death Syndrome. Our center completes routine site inspections of the facility and its outdoor play spaces. Our center participates in monthly safety drills regulated by our licensing. In the event of an emergency, our center will follow procedures for reunification of children and families once safe to do so. No child will be allowed to leave before the area is deemed safe.

BEHAVIOR GUIDANCE AND TEACHING METHODS

Our staff believes that all children are special. We will do our best to meet their needs in a warm, affirming and caring environment.

We stress development in three main areas:

1. We concentrate on *social-emotional development*, helping the child develop a healthy self-concept and a rewarding relationship with others.
2. We promote the *physical development* of the child by providing nutritious snacks, milk and numerous opportunities for exercise through play (indoor, outdoor and in the pool) and regular rest periods.
3. We help the child realize his/her *intellectual potential* reflected in language development, use and understanding of ideas and creative imagination.

Our staff members are experienced and well-trained individuals who are committed to the goals of providing support to families and enriching social, physical and intellectual experiences for all children.

Positive reinforcement is an important part of our center. We assure that each child is provided with a positive role model of acceptable behavior. We will positively redirect the children away from any conflicts that may arise. We teach children how to use acceptable alternatives to problem solve and work through negative behaviors.

Our Behavior Guidance and Behavior Action Plan may be used to combat consistent unacceptable behavior. This plan will follow up and validate all methods used to alter behavior which includes parent acknowledgement. When necessary, a parent teacher conference will be held regarding a child's behavior.

When all methods of discipline have been tried and the behavior does continue, we have the right to deny further care. If injury to other children or staff reoccurs, alternative care may be needed to be sought.

Separation from the group: *No child may be separated from the group unless the center has tried less intrusive methods of guiding the child's behavior. If this is ineffective and the child's behavior threatens the well-being of others in the center, the parent will be addressed with a behavior plan.* A child who requires separation from the group must remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a staff person. A designated calming area is provided to every child in each classroom as an optional method of coping. A child between the ages of six weeks and sixteen months will not be separated from the group as a means of behavior guidance. When separation from the group is used as a behavior guidance technique, the child's return to the group must be contingent on the child's stopping or bringing under control, the behavior that precipitated the separation abates or stops. All separations from the group are noted on a log located in the child's file. When there are 3 or more separations in a day or 5 or more in 1 week, the parent will be notified to carry out the Behavior Action Plan.

We prohibit subjecting a child to corporal (bodily) punishment, emotional abuse, punishments for lapses in toilet training, or withholding food, light, warmth, clothing or medical care. We do

not use physical or mechanical restraints. Any time we need to discuss behavior with a parent, it will be documented and then put in each child's file.

PARENT GRIEVANCE POLICY

When there is a grievance or complaint the parent wishes to address, there are three steps to take action.

1. First, let the teacher of the child in New Discoveries be aware of that grievance.
2. Then tell the Child Care Director of that grievance, if it is not resolved.
3. Lastly, inform the CEO of the Brainerd Family YMCA of that grievance.

PHOTOGRAPHS

Any photographs taken will not be released for public use without the parental written or verbal consent. A photo/social media waiver is included in the enrollment paperwork, please ask for a copy if needed.

TRANSPORTATION AND FIELD TRIPS

All field trips will be taken on foot. The parent/guardian will transport to and from the center. Parent volunteers are welcome on fieldtrips!

FUNDRAISING AND VOLUNTEERS

The YMCA is a nonprofit organization; therefore, a portion of our revenue is generated through fundraising. We conduct fundraising activities through book clubs, photo shoots and miscellaneous other events. Enrolling your child in our center will place parents on an active status to help our fundraising efforts with a time or financial donation. We welcome parents, interns, foster grandparents, school volunteers, and those interested in volunteering.

INSURANCE

The YMCA has a General Aggregate Insurance liability limit of \$100,000 on each occurrence, with a total limit of \$500,000.

REPORTING POLICY FOR PROGRAMS PROVIDING SERVICES TO CHILDREN

Who Should Report Child Abuse and Neglect

- Any person may voluntarily report neglect or abuse.
- If you work with children in a licensed facility, you are legally required and mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to Report

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6500.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local community social services agency at 824-1140 or the local law enforcement at 828-2805.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rule that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 431-6500

What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Staff Training

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment Minors Act (Minnesota statutes, section 626.556). The license holder must document the provisions of this training and individual personnel records, monitor implementation by staff and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

The above reporting policies and procedures are provided to parents of all children at the time of enrollment in the child care program. Definitions of maltreatment are contained in the Reporting of Maltreatment Minors Act (Minnesota statutes, section 626.556).

References:

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THANK YOU FOR ALLOWING US TO ASSIST IN THE DEVELOPMENT OF YOUR CHILD. IT IS OUR PRIVILEGE TO SERVE THE NEEDS OF YOU AND YOUR CHILD.

NEW DISCOVERIES STAFF