



Mahnomen Child Care Learning Center

Parent/Legal Guardian Handbook

Revised August 2011

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LICENSING

The Mahnomen Child Care Learning Center (MCCLC) is licensed by the White Reservation Tribal Council and is operated in compliance within the provisions of the White Earth Reservation Family Child Care Licensing Standards. These standards require that records are maintained, we pass a yearly health and safety inspection and operating codes that staff further their education and training in the child care field on an ongoing basis. You may be asked on occasion to provide information to the licensing agency. Mahnomen Child Care Learning Center (MCCLC) is licensed for 30 children.

NONDISCRIMINATION POLICY AND PRACTICES:

In the operation of Mahnomen Child Care Learning Center and in accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating based on race, color, creed, national origin, sex, age or disability in relation to admission and/or day treatment.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD).

White Earth Reservation Tribal Council is an equal opportunity provider and employer.

Complainants wishing to file a complaint may do so by:

Mail or Facsimile: Complainants may mail or send by facsimile a letter or use the OCR's Discrimination Complaint Form available from one of OCR's enforcement offices

E-mail: Complainants may file a complaint, using the following e-mail address: ocr@ed.gov. Use the same procedures as above.

Online: Complainants may file a complaint with OCR using OCR's electronic complaint form at the following website: <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>.

ENROLLMENT APPLICATIONS

Parents/Legal Guardians must follow policies and procedures set by Mahnomen Child Care Learning Center. An application enrolling your child must be completed including health care summary, immunization records, scheduling calendar, food program income data sheet, and payroll deducts must be filled out completely before your child can attend. A Guest/Drop in will be able to use the short-term drop in application for two visits only, after that, they are required to turn in a long-term application.

ARRIVAL / DEPARTURE:

When your child arrives or departs an **ADULT MUST** accompany the child into and out of the center –adult must be 18 years of age. The adult bringing or taking the child must sign them in/out. *At no time is any child allowed to leave the Center's care without the verbal consent of parent/legal guardian with those who are authorized to pick up your child.

Only authorized pick up names on your form is the child(ren) allowed to leave with, that does not mean that person can come and pick up the child at any time. **YOU (THE PARENT/LEGAL GUARDIAN) MUST NOTIFY THE CENTER.**

Under Minnesota Law (MN stat. 257.541) the mother of children who is not married at the time the children are born possesses sole legal and physical custody of her children unless court documents state otherwise. Parent(s) must provide legal documentation to that effect.

Initial _____

MANDATED REPORTING RESPONSIBILITY

Children need a safe, nurturing environment that allows them to grow and learn. Giving your child(ren's) minimum needs of good nutrition, shelter, medical care, bathing, clean clothes, appropriate discipline/guidance, love and a feeling of importance, in a safe non-violent home. When these needs are not met it then becomes the role of the child protection team to work with family to insure the child's needs are met. Should you have difficulty in providing for your child's emotional or physical needs or safety, you are encouraged to ask for help. We will help you find a community resource that can assist you.

The Child Care Staff are mandated by Minnesota State Law to file a report with child protection agency.

**As mandated reporters*, we are required to report if there is reason to believe or suspect that a child is being neglected or abused sexually, mentally, physically or subjected to witnessing domestic abuse.

DAYS AND HOURS OF OPERATION:

DAYS: Sunday ~ Saturday (7 days a week – 365 days a year)

HOURS: Days and Hours are scheduled to change based on family's needs of children enrolled. Contact the Center for the hours and days needed. (218) 983-0314

SCHEDULING OF CHILDREN:

Please complete our monthly calendar to ensure your reservation. Our license limits the number and ages of children for whom we provide care. If you have not given us a written 48-hour notice of needing our services, you will not be guaranteed a spot. All reservations are on a first come-first serve basis. All calendars for parents with a set or rotating schedule must be turned in by the 25th of the month prior to requesting services. If your work schedule is issued a week or less in advance, you must complete your calendar as soon as your work schedule is received. Calendars turned in for same day or next day service will be charged the Guest Rate/Drop-In rate of \$4 per hour for up to the first 48 hours of child care. If you have additional days to add to your calendars, please fill out a new calendar and do not duplicate days you already scheduled unless there is a change in time of day or a cancelled day.

Reservations are allowed over the phone for **Unscheduled/Drop-Ins/Guests** only. You will be charged the **\$4 per hour rate**.

FULL-TIME RATES;

Infants - \$3.00/hour (6 weeks to 12 months of age)

Pre-School - \$3.00/hour (3-5 Yrs old) (Not yet in Kindergarten)

Toddlers - \$3.00/hour (12 months to 36 months of age)

School-Age - \$3.00/hour (Kindergarten thru 12 Yrs old)

Drop-Ins/Guests - \$4.00/hour *upon availability of numbers per age group

Drop Ins/Guests is anyone that does not have a scheduled calendar turned in and calls the center for a reservation. By the 2nd visit to the Mahnomen Child Care Center Parent/Legal Guardian will need to have the child's immunizations on file.

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NO CALL-NO SHOW / LATE PICK-UP FEE:

If you are not at the Center at your scheduled drop off time and have not called to let us know you will be late, we will assume you will not be coming in as scheduled. If we have a child waiting for a spot, we will give your spot to that child if you do not arrive within 30 minutes of your reservation. You will then be considered a “NO CALL-NO SHOW” and charged an absent day.

If this is a late arrival and/or early picking up, we will charge you the total hours your child is scheduled. If you are not here at your scheduled pick up time or have not called for approval you may be charged a late pick-up fee of \$20.00/ per family for every fifteen minutes. This can become a serious concern when there is “NO CALL-NO SHOW” to reassure your child and staff regarding the time you will arrive.

LATE FEES

Late fees **can not** be billed to a subsidy program. When you have received three consecutive “NO CALL-NO SHOW”, you will be taken off the reservation list and will need to re-submit a new schedule. Please be reminded this will not guarantee a spot upon returning.

AFTER CLOSING HOURS

After closing hours if you have not notified us about being late, an emergency will be assumed. We will try to contact those on your list of approved people who can pick-up your child(ren), otherwise the Mahnomen County Sheriff and Mahnomen County Social Services will be called to assist.

ABSENT DAYS:

If your child is absent, you will be charged for the hours your child is scheduled unless an advance notice of five days is given. You may leave a message after hours, if needed.

WITHDRAWAL OF CHILD CARE SERVICES

If you wish to discontinue childcare services at Mahnomen Child Care Learning Center, a written two –week notice must be submitted to the center.

PROGRAM NOTICE OF TERMINATION OF CARE

In the event that any of the following situations occur, the Mahnomen Child Care Learning Center (MCCLC) may terminate childcare services

- Non payment of fees
- Failure to provide the required health, immunization and/or emergency information.
- Abusive behaviors and/or verbal threats toward staff, children, other Parents/legal guardians, or property of the Center.
- Inability of staff to care adequately for or to meet the child’s needs, such as demonstrating behavior that is harmful to self or other children (**See CHILD GUIDANCE DISCIPLINE POLICY**)
- Lack of cooperation from parents or legal guardians with the Centers efforts to resolve differences and / or meet the child’s needs through parent/staff meetings/ conferences.
- Chronic lateness in picking up child at the end of your scheduled times
- Outdated, or incomplete, or incorrect numbers on the emergency list resulting in no one being able to be reached within an hour of trying.
- Failure to pick up a sick or injured child within an hour of being notified.

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CENTER CURRICULUM:

The foundation of the locally designed curriculum that we provide is based on theory and research and supported by “Creative Curriculum.” Our teacher’s receive ongoing training to enhance the quality services they provide to children and their families. Some of the topics they receive education on are: Early Childhood Development, Creating a Responsive Environment, Partnering with Families, What Children are Learning in all areas of development, and teaching strategies to be a Caring, Sensitive, and Responsive Teacher.

Our curriculum also includes providing daily culturally appropriated activities, experiences, and routines to ensure we foster each child’s individual development in all areas: social/emotional, cognitive, language, and motor. This includes the Ojibwe language and Baby Sign Language. Using “play” to teach children lifelong skills in social emotional development is one of our main school readiness teaching strategies we use.

Twice a year “Ages and Stages” the screening tool we use for children ages 0-3 years old to see where they are in their development. In addition, we partner with parent/legal guardian by holding Parent/Teacher conferences (two times a year) to assess the child’s current level of development and make a plan of how we can foster their continual growth and desire to learn.

CENTER-PROVIDED SUPPLIES:

The Mahnomen Child Care Learning Center will provide at least two types of iron-fortified formula (one milk-based and 1 soy-based). The Center will also have extra diapers available for emergencies. A charge of \$1.00/diaper will be charged to the parent/legal guardian for any center diapers used.

PARENT/LEGAL GUARDIAN PROVIDED SUPPLIES:

Infants/Toddlers: Disposable diapers or training pants
Bottles or cups
Two changes of clothes
Blanket or other comforting item (for naps)

Pre-school *Appropriate outerwear (i.e., coats, snow pants, hats, gloves/mittens, boots in winter)
Two changes of clothes

School Age *Appropriate outerwear (i.e., coats, snow pants, hats, gloves/mittens, boots in winter)

*There is daily outdoor play if weather permits. Water and individual cups are available to children during warm weather.

APPROPRIATE CLOTHING

Please dress your child appropriately for both indoor and outdoor play. Daily outdoor activities are planned for all children when weather permits. Children should have two sets of clothing either in their backpack/bag or to be kept in their cubby. They will need to have snow pants, boots, mittens/gloves, hats and warm jackets. Please mark your child’s bottles, outer clothing, snow pants, diaper bag or back packs, etc.

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TOYS

Please keep your child's toys at home, so they are not lost or damaged at the Center. Also, please note that no guns, knives (including pocketknives) matches, lighters or any other items that can cause harm are allowed in the classroom.

TRANSPORTATION:

Children will not be transported at any time unless arrangements have been made with you and we have written consent to do so. Field Trip Forms will be provided for any outside activities. Emergencies would be the only exception.

MEALS AND SNACKS:

The childcare facility participates in a Food Program. Nutritionally balanced, high quality food will be served at no extra cost. For meals, one menu is prepared and served to all the children. It is required to have your child/dren in attendance during these meal times in order for your child to be offered meals. We offer healthy snacks between scheduled meal times. Children are encouraged, but not forced to eat. Children who choose not to eat will not be served again until the next scheduled meal or snack. During and between our meals and snacks, water will be offered to drink.

The Center provides at least two types of iron-fortified formula (one milk-based and 1 soy-based). If your child has an allergy to a particular food, or if a particular item or food group cannot be offered to your child due to religious or other reasons, PLEASE advise us, so it can be taken into consideration when planning the meals.

*Please refer to our non-discrimination policy

Because we participate in the food program and are obligated to provide nutritional drinks, snacks and meals, we ask that no outside food, beverages or snacks be brought into the classroom unless prior arrangements have been made to bring store-bought treats for the whole group.

*Breakfast by 7:00a.m. *Snack time *Lunch by 11:00 am. *Snack time *Supper by 4:00pm.

SLEEPING/REST ARRANGEMENT:

Infant's sleep routines are individualized and based on their needs. To be sensitive to an infant's sleeping/waking and feeding schedule, please provide your child's caregiver with these patterns.

Toddlers, preschool, and school age children remain quietly on their cots for a minimum of 30- minute rest time. During the required daily group nap time, if a child has rested quietly for 30 minutes and is almost asleep the staff may allow the child to continue to lie on the cot and complete his or her nap. If the child falls asleep, they will be allowed to sleep without adult interruptions until the end of the group nap period. When a child falls asleep, it is because their body is tired and needs a nap. If you are concerned that your child is sleeping too much, we will gently help the child wake up. If the child does not fall asleep, they are allowed to get up for quiet play options.

*Naptime or quiet-time is 12:00pm or right after lunch.

**We encourage parents/legal guardian to drop off child before the hour of 12:00 pm and pick up after 2 pm as not to interrupt rest time. Emergencies and Dr.'s appointments are considered necessary interruptions.

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CHILD GUIDANCE AND DISCIPLINE:

Children are in the process of learning acceptable behavior.

- Young children are beginning to learn personal and social skills to express emotions and interact appropriately with others daily. Routines and limits are frequently discussed and defined with the children. Teaching staff maintain daily routines and set clear limits with each age group, helping children to internalize these skills while providing for the safety of all children. Consistency or knowing what to expect throughout the day helps children develop a sense of trust and understanding of their environment. An effective guidance approach is to respect feelings while addressing behaviors.
- Children learn from observation and interaction with others. Appropriate and positive behaviors are recognized daily. The staff responds to inappropriate or negative behaviors by reasonably discussing the situation with the child and redirecting the behavior by offering alternate words and/or methods that will encourage the child to express his or her self in ways that are positive.

A supportive relationship between an adult and child is the most critical component of effective guidance.

- Children who gain the understanding they are valued and belong tend to develop positive self-concepts and have less need to act out. We will make every effort possible to build a trusting, supporting relationship with each child enrolled.

Adults use forms of guidance and group dynamics that help children learn self-control and responsiveness to the needs of others.

- Clear and positive verbal communication with the child is our primary guidance practice. This form of guidance helps children develop a sense of independence, confidence, and competence in their own abilities to get along with peers and adults and to involve themselves positively at the center. Staff model language and appropriate ways for the children to express their feelings and emotions. All children are encouraged to “use words” to explain what they want, what they need, and how they feel. Positive problem solving skills include adults: narrating what is happening, suggesting optional behaviors to children when a “mistaken behavior” occurs, and following through with the necessary re-direction and acknowledgement of successful problem solving situations.

Corporal punishment, the use of verbal or emotional threats, and shaming or name-calling is never used. Any such behavior by any staff member is just cause for immediate suspension and or termination.

- The use of physical restraints is not acceptable other than to physically hold a child when containment is necessary to protect a child or others from harm. When necessary a child may be removed from a group activity for a short (3-5 minute) separation period, but is never isolated out of sight and sound of staff. When separation from the group is used as a behavior guidance technique, the child’s return to the group must be dependent on the child’s self regulation in stopping the behavior.

Since we are responsible for the well- being of ALL children we will notify Parents/Legal Guardian with an incident form. If a child needs to be separated three plus times in one day, five plus times in one week, or eight times in a two week period or requires more attention than is feasible, or presents behaviors that threaten to harm other children, self or staff. Such persistent unacceptable behavior will be documented and signed by the Parent/Legal Guardian and kept on file. It will then be necessary to meet with Parent/Legal Guardian in the event that staff can no longer adequately meet the individual needs of the child and a date will be set for terminating of the Center’s services.

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CLOSINGS:

Regrettably unforeseen circumstances may arise causing the Center to close with little or no advance notice. (ex. no water, electricity and/or heat) We request your consideration in these situations and will notify you and/or others on your contact list about the impending closing. We will remain at the Center with your child(ren) until you or designee can pick up your child. In cases of severe weather and we are unable to open for business, we ask that you note local school and business closings and call our Center before you come in. In most cases, advance notice will be given if the Center will be closed

IN-SERVICE TRAINING:

Occasionally, child care staff will need to attend in-service training sessions during hours of operation. A substitute will be our first option or advance notice will be given if the center has to close.

SUBSTITUTE PROVIDERS and/or COMMUNITY VOLUNTEERS:

On occasion, a substitute provider may be used. Any substitute will have passed a criminal background check and a physical and will be registered with the White Earth Child Care Program.

Volunteers are encouraged to spend time at the center. A background check will be required before a volunteer can participate in the classroom. Volunteers will not be left alone with or held solely responsible for the children.

SICK

We understand your work related concerns; however, we are not able to care for sick children. If your child becomes sick during the day, you will be notified and expected to make arrangements for your child to be picked up. If your child's temperature is 100 degrees or higher, has had two or more episodes of diarrhea, or your child is vomiting, you will be required to pick up your child.*Please pick up your child within 1 hour of being called.

We must exclude a child with any of the following conditions:

- CHICKEN POX –Until completely scabbed over.
- COLD-RUNNY NOSES- runny noses, which are accompanied by fever, lack of appetite, lethargy, irritability, vomiting, or drainage that is yellow or green.
- CONJUNCTIVITIS (Pink Eye) - pink or red conjunctivitis with white or yellow discharge that causes matting of the eyelids, pain or redness. Until 24 hours after treatment has begun.
- RASH-(Strep, impetigo, fifth's, measles, roseola, rubella, shingles, chicken pox) until a medical exam confirms that symptoms are not of a communicable disease and a written permission slip from the doctor is received or 24 hours after treatment has begun.
- RINGWORM-SCABIES-Until 24 hours after treatment has started.
- IMPETIGO- Until treated with antibiotics for a full 24 hours.
- STREPTOCOCCAL/SORE THROAT- Until at least 24 hours of medication and child is without a fever for 24 hours.
- RESPIRATORY INFECTIONS (VIRAL)-Until child is without fever for 24 hours and well enough to participate in normal activities.
- MRSA - Methicillin-resistant Staphylococcus aureus is a bacterial infection that is highly resistant to some antibiotics. Until sores are scabbed over and child has been on antibiotics 24 hours.

When your child is ill, he/she needs to be in their own environment with an adult who can give them full attention. Obviously, with other children to care for, we cannot fulfill that role for your child. If your child is diagnosed with a serious contagious illness or parasitic infection, you must notify the Center within 24 hours, so that parents of the other children can be notified. In most cases, your child may return to the Center after the Center receives a medical release from the doctor.

IMMUNIZATIONS:

Minnesota State Law requires that all children enrolled in Minnesota child care be immunized against Polio, Diphtheria, Measles, and Rubella. Before we can accept your child for care, you must provide a record of immunizations. Immunizations must be current and the record kept updated. The Licensing Agency makes random checks of the Center's child files for updated immunizations. It is your responsibility to provide an updated immunization record annually.

MEDICATIONS:

Parents are urged to give the required doses of medicine at home as possible. If it is necessary for medication to be given during childcare hours it is as follows: Prescriptions medicine will only be given with written Parental/Legal Guardian's consent by an approved health care provider. Please fill out the medication form if your child needs medication while in our care. Medication must come in the original container with current date and will only be given to the child for whom they are prescribed.

Over the counter medicines, require written parental/authorized caregiver consent and written approval from the child's health care provider/doctor for specific conditions can only be in effect for 3 months.

Signed releases from parent/authorized caregiver to administer diaper rash products, teething gels, moisturizing lotion, insect repellent, and sunscreens permission need to be on file.

All prescriptions that come in a pill form will be counted and documented on the medicine sheet with parent's/authorized caregiver's signature.

HEAD LICE:

Head checks will be done on a weekly basis. A no nit policy is in place. If head lice or nits are found you will be notified and expected to make arrangements for your child to be picked up. Your child will be allowed to return to the childcare facility when a staff member has checked them.

SMOKING POLICY:

The entire center is a smoke free facility at all times –this includes outdoor areas of the center.

EMERGENCY PREPAREDNESS STORM/FIRE DRILLS:

Storm and fire drills are practiced with the children monthly, so children know what to do if there an emergency situation occurs and procedures to follow. Any emergency situation that requires lock down of the Center will take necessary precautions and preparedness to keep all children and staff safe.

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TEAMWORK AND GOALS:

Our goal is to provide sensitive quality childcare by incorporating daily lesson plans, cultural awareness, seasonal themes, cognitive and developmental stages we promote in early learning. From time to time we will provide a progress report to you on your child.

As Parents/Legal Guardians and Teaching Staff we must work together to ensure that your child(ren) have the opportunity to develop their fullest potential in a warm, loving and nurturing environment. It is important that we communicate effectively about your child. Just as you have specific expectations of us, we also have expectations of the family, and hope that these pages have helped to explain our preferred way of operating the Mahnomen Child Care Learning Center. We look forward to a long and happy working relationship with you and your child(ren).

Parent/Legal Guardian Signature

Date

MCCLC Staff Signature

Date

MCCLC Director Signature

Date

GRIEVANCE PROCEDURES:

The following procedure will apply when a Parent/Legal Guardian has a concern or complaint of the Mahnomen Child Care Learning Center.

The Parent/Legal Guardian will address his/her concerns in writing WITHIN 5 DAYS of occurrence addressed to the Center Director and Teaching Staff involved. The Center Director and Teaching Staff have CONCURRING 10 DAYS to investigate and respond to the grievance.

If no resolution is reached with the Teaching Staff and Center Director then the Parent/Legal Guardian shall discuss the issue with the White Earth Child Care Program Director. The Program Director will review the concern, and if necessary conduct an investigation of the issue. The Program Director will provide a written response to the Parent/Legal Guardian. If the Parent is not satisfied with the Program Director's response, s/he may present his/her concern to the Director of Education.

If the Parent/legal Guardian is still unsatisfied, s/he may present his/her complaint to the White Earth Reservation Tribal Council Executive Director

**Before a complaint can be brought to the next level, it must have been presented at the preceding level. All documentation must be included in the complaint in order to proceed to the next level. Without written documentation from the Parent/Legal Guardian the complaint will be referred to the preceding level.*

**To reach Mahnomen Child Care Learning Center's Director218 935-0314*

**To reach White Earth Child Care Program Director.....218 983-3285*

**To reach White Earth Reservation Education Department.....218 983-3285*

**To reach White Earth Reservation Executive Director.....218 983-3285*

PARENT/LEGAL GUARDIAN CERTIFICATION

I have read the Parent/Legal Guardian Policy Procedure Handbook for the Mahnomen Child Care Learning Center. I agree to the statements as written and agree to abide by them. If I ignore or abuse these policies, I understand that I may be asked to find other childcare arrangements.

I agree to pay the child care fees/co-pays every two weeks. If my bill is not paid in full within three weeks from the day my child starts I will be asked to make other child care arrangements until my bill is paid in full.

All Parents/Legal Guardians must complete a Payroll Deduct Form if your childcare is not paid for at time of service. It is mandatory that all White Earth RTC employees and Shooting Star Casino Associates fill out a Payroll Deduct form to pay for all personal time and Co-Pays. Our Payroll Deduct form is attached to each long-term application.

The attached Consent Form for Release of Confidential Information must be signed by all parents who receive child care assistance through the Counties or the White Earth Child Care Program so they can provide us with pertinent information as to what type of coverage you have that we can bill for. This form is also required when we request payroll information and class schedules from employers and colleges.

Also attached is a Request for Verification of Employment/Class Attendance form which you are required to complete. We will forward to your employer or college so we can receive your work schedules and hours worked each pay period or if a student, your class schedule and attendance on a monthly basis.

It is your responsibility to advise us when child care assistance ends and new payment arrangements begins.

Signatures required:

Parent/Legal Guardian: _____ Date: _____

CHILD CARE LIABILITY RELEASE

This statement is to inform the Parent/Legal Guardian, that the Mahnomen Child Care Learning Center **does not** provide Child Care Liability Insurance coverage for your child/children. Any accidents that may occur while in the care of the Mahnomen Child Care Learning Center shall be the responsibility of the Parent/Legal Guardian.

Parent/Legal Guardian Signature

Date