



## LITTLE BEE'S CHILD CARE CENTER

1630 County Hwy 10  
Spring Lake Park MN 55432  
(763) 780-0187

[childcarecenter@hotmail.com](mailto:childcarecenter@hotmail.com)  
[www.littlebeeschildcare.com](http://www.littlebeeschildcare.com)

### ACCREDITATION



Dear Parents!

We would like to let you know that our child care center has earned accreditation from the National Association for the education of Young Children (NAEYC) - the nation's leading organization of early childhood professionals.

We're proud to have earned the mark of quality from NAEYC, and to be recognized for our commitment to reaching the highest professional standards. NAEYC Accreditation lets families in our community know that children in our program are getting the best care and early learning experiences possible. In the 25 years since NAEYC Accreditation was established, it has become a widely recognized sign of high-quality early childhood education. NAEYC- accredited programs are also subject to unannounced visits during their accreditation, which lasts for five years.

Also our program has earned a 4-Star Parent Aware Rating. This is the highest possible rating.

### PHILOSOPHY

Little Bee's Child Care Center will provide professional-quality care to meet each child's physical, emotional, social and developmental needs while in our center. We believe every child is special and unique individual. Developing happy, secure children and fostering independence for self-confidence and respect for themselves and others is our main goal. We welcome children from different linguistic and cultural groups. By developing an environment and curriculum that promotes positive attitudes toward differences whether those differences be in gender, culture or language. Dear parents we value your personal values and beliefs and will work with you to make this a positive environment for your child! We are excited to have your child enrolled in our fun and educational program and looking forward to serving you and your child(ren).

### DAYS AND HOURS OF OPERATION

Little Bee's Child Care Center will provide care for infants, toddlers, preschoolers and school age children.

(6 weeks -12 years old)

Little Bee's Child Care Center has been licensed since 2005 and following all guidelines and requirements from the State on Minnesota.

Capacity: 83

12 Infant

16 Toddlers

30 Preschool

25 School age

We have 4 classrooms: INFANTS (6 weeks-15 month)  
TODDLERS (15 month-28 months old)  
PRESCHOOL (33 month old-5 years old)  
SCHOOL AGE (children attending school)

Little Bee's Child Care Center operates 52 weeks per year.

The center is open from 5:30 AM to 6:00 PM, Monday-Friday.

Our center will be closed 10 days in a year on the following days.

New Year's Day

Martin Luther King (4<sup>th</sup> Monday in January)

Presidents DAY (3<sup>rd</sup> Monday in February)

Memorial DAY (Last Monday in May)

Independence DAY (July 4<sup>th</sup>)

Labor Day (1<sup>st</sup> Monday in September)

Thanksgiving Day (4<sup>th</sup> Thursday in November)

Day after Thanksgiving (Friday)

Christmas Eve (December 24)

Christmas Day (December 25)

Should the traditional holiday occur during the weekend or be rescheduled for a long weekend, the holiday will be observed in accordance with the national Monday Holiday Bill. Full tuition must be paid on these days. These holidays are paid holidays to the center for all children full or part time.

### ENROLLMENT FORMS

We must have the following forms on file

1. Enrollment form
2. Emergency card
3. Immunization record (doctor)
4. Allergies/Special food needs
5. Health Care Summary (doctor)
6. Food program forms
7. Infant forms
8. Financial Form

*Parents must keep their children's health information current by informing center of any new vaccinations.*

*It is your responsibility to keep us informed of changes in your child's file. (Changes in employment, phone number, address, etc.)*

### DROP-OFF AND PICK-UP PROCEDURES

Little Bee's Child Care's responsibility begins when children are logged in on the computer and placed in the classroom with our staff. All staff must wear a uniform with Little Bee's LOGO on it. Parents please make sure that the staff member is present in the classroom before leave.

Children will be released only to their parents or persons authorized on your emergency card or registration forms. When picking up children staff will ask for picture I.D. from persons not familiar to

them. Also we require families to log out on the computer system. If anyone other than the authorized persons will be picking up your child, you must turn in a signed and dated note to staff PRIOR to the scheduled pick-up time. Families must keep the center director updated to their current addresses, phone numbers, emergency contacts, and adults authorized to pick up children. This information is critical for the safety and well-being of every child

We provide transportation to local schools in the area and also we are taking children on many different field trips during summer and during school year. When children transported, all children are accounted for before, during and after transport. Staff ensures safety of children as pedestrians and as passengers. If child have disabilities we will make sure to follow all of the necessary requirements to transport this child if needed.

#### LATE PICK-UP

Parents must pick up their children by 6:00 pm. After 6:00 pm parents will be charged \$1 per minute per child. Every attempt will be made to contact parents and authorized persons. 911 will be notified at 7.00 pm if a child remains at the center.

#### WITHDRAWAL

Little Bee's Child Care Center requires a written two-week notice for withdrawal.

#### REGISTRATION FEE

There is an initial non-refundable registration fee of \$50.00 per **child**. This fee is payable at the time of the pre-enrollment conference.

#### TUITION

Weekly tuition is due and payable on Friday for the upcoming week. Tuition is past due by 12:00 noon on Friday at which time a late charge of 10\$ will be assessed. A fee of \$25 will be charged for a returned check and we will have the option to refuse any future payment by check.

#### DEPOSIT

Little Bee's child care will be able to hold a spot for your child in advance for enrollment; a one week deposit is required.

#### VACATION

Each family is allowed up to 1 week of vacation time **after completing 1 year of enrollment** for which no tuition is charged. A two-week written notice must be given to receive vacation credit for all vacation time.

#### SPECIAL EVENTS, FIELD TRIPS

There are additional charges for events, field trips. Notification of such charges will be given prior to the events.

#### PARENT INFORMATION

Parent communication will be through signs and posters displayed for your convenience of upcoming events and also verbal communication between parents, teacher and other Little Bee's Staff.

#### FINANCIAL POLICIES AND PROCEDURES

Full time fees cover up to 10 hours of care per day. Half time schedules cover less than 5 hours per day. Full time tuition will be charged for the first week if a child is ill. Please contact center director if you child is absent for more than 1 week due to illness.

Part time Schedules: Families with children enrolled for schedule less than five full days per week are expected to commit to an established part time schedule. There will be addition charge with any additional days of service. The part time tuition will not be discounted when a child's scheduled day's falls on a holiday. Days missed due to illness are handled in the same manner.

#### WORKING TOGETHER FOR CHILDREN

LBCCC believes that by working with families we can create the best possible environment for the children. We encourage families discuss concerns with their teacher anytime. It is our goal to work together as a team to find solution for your child together. All teaching staff will always support families and understand that when it comes to decision about your child, you are the primary decision maker. If you need interpretation we will do what we can to support you. The partnership between parents and Little Bee's child care is characterized by:

- Opportunities for families to give and receive information about their children.

- Families feeling involved in the care of their children and the educational process.
- Fun social events and celebrations designed to bring families, children and teachers together
- Opportunities to learn about child development and community resources.
- Daily communications by teachers and director.
- Parent-Teacher conferences that are offered twice a year as an opportunity for families to discuss their children's development, interests, and achievements.

#### ASSESSMENT PLAN

We assess the children informally on a daily basis, while assessments occur on a daily basis; more formal assessments are made twice a year to prepare for conferences. We encourage families to share any additional information about their children (family culture, experience, children's abilities and disabilities, home language) with a child's teacher to help with the assessment process.

The purpose of assessments is:

Track your child's development and to individualize our teaching strategies and classroom design.

While we go over results twice a year during conferences you are welcome any time to discuss your child's development. All records are kept confidential. Before Little Bee's Child Care Center will share any information about a child with other providers, agencies, schools or other programs, staff will obtain written consent from the family. Our program staff use established linkages with other early education programs and local elementary schools to help families prepare and manage their children's transitions between programs, including special education programs.

#### CONFIDENTIALITY POLICY

Little Bee's Child Care Center is very sensitive to the fact that information concerning you, your child, and your family is private and personal. Trust and confidentiality are essential to building trusting relationships. We are committed to maintaining your privacy and protecting your personal information. LBCCC will not disclose information except as required by law or when there is a threat to the health and safety of a child. We aim to ensure that all parents can share information in the confidence that it will only be used to enhance the welfare of their children. We only share information with other professionals or agencies on a 'benefit to know' basis, with consent from parents.

#### **Personal records/ Information Sharing Concerning a Child's Development**

These include:

- Registration and admission forms.
- Signed consents.
- Correspondence concerning the child or family.
- An on-going record of relevant contact with parents.
- Observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters, incident and accident logs; care plans; behavior plans.
- Child Care screening and assessment results as well as reason for their access.

These confidential records are stored securely in the Childcare office. Parents have access to the files and records of their own children but do not have access to information about any other child. Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.

#### **Access to personal records**

Parents may request access to any records held on their child and family following the procedure below.

- Any request to see the child's personal file by a parent or person with parental responsibility must be made in writing to the Center director.
- All third parties are written to, stating that a request for disclosure has been received and asking for their permission to disclose to the person requesting it. A copy of these letters is retained on the file.
- 'Third parties' include all family members who may be referred to in the records.
- 'Third parties' also includes workers from any other agency, including Social Care, the Health Authority, etc
- When all the consents/refusals to disclose have been received these are attached to the copy of the request letter.
- A photocopy of the complete file is taken as a record.

### PROGRAM OPTIONS

We will be providing “high” quality childcare to families with young children. The definition of high quality can be different for each child care center as well as for potential client looking for child care. We believe the process is more important than the product. Our center is using Creative Curriculum. Our curriculum is based on the following learning objectives: physical, cognitive, emotional and social development. We will help children learn, grow and function socially according to age appropriate levels. We welcome children from different cultural groups. We will be designing activities, interactions and special events carefully and with help of parents or other resources so that elements of different cultures are presented respectfully and appropriately.

### INFANT:

(Ages 6 weeks to 16 month) The first year of a child’s life is an amazing time of growth and is the building block for future stages of development. Babies change dramatically in the first few months’ life. We provide a loving atmosphere where intellectual and physical development is stimulated with music, literacy, language, muscle development, and exploration of the environment using age appropriate equipment. A staff ratio of at least 1 adult per 4 children is maintained. All activities, along with a detailed account of baby’s schedule, will be documented for parents review at the end of each day. We provide as much teacher-child contact as possible.

### INFANT FEEDING

Our program supports breast feeding. If you wish to breast feed your child at any time, we will provide you with a quiet, comfortable space to do so. We accept, store and serve expressed human milk for feedings. We accept human milk in ready-to-feed sanitary containers, labeled with infants name and date. Milk can be stored in the refrigerator for no longer than 48 hours or no more than 24 hours if breast milk was previously frozen. We do not have freezer on site, so we are unable to keep milk frozen. Infant staff coordinates feedings with the infant’s mother. Our program also serves formula and infant food. We accept formula in factory-sealed container. Bottle feedings do not contain solid foods unless the child health care provider supplies written instruction for this practice. Both formula and human milk must be discard after one hour. Staff warm formula or milk in water at no more than 120 degrees for no more than five minutes. No milk or formula or any other infant foods are warmed in a microwave. We provide only 100% juice to children. Infants served no more than four ounces per child daily. Teaching staff do not provide solid foods and fruit juices to infants younger than six months, unless is recommended by the child’s doctor and approved by family. We do not provide cow’s milk to infants younger than 12 months.

We serve whole milk to children of ages 12 to 24 month and 1% milk to ages 24 month and up. Milk and formula will be kept refrigerated at all times. When parents bring bottles they will be placed in the refrigerator until feeding time. A separate bottle is required for each feeding time. All bottles and infant food must be labeled with the child's name. The center will provide only one kind of baby formula.(UP &UP) If you will choose to provide your own IFIF, you must complete a "parent decline" form. Formula prepared and transported by parent shall follow the Minnesota Visiting Nurse Agency Child Care Program recommendations.

When infant turns 16 months of age, child will be joining our TODDLER classroom. It is extremely important that your child has time to adjust to the new classroom and teacher, so we would arrange for your child to visit his/her new classroom periodically throughout few weeks.

**TODDLER:**

(Ages 16 months to 33 month old)

This curriculum is designed to cover areas of physical activity, language arts, socialization, communication, and self-sufficiency skills with emphasis on exploration and discovery. A staff ratio is at least one adult to 7 children. Daily routine includes times for small and large group experiences and time for outside play (Outside play is weather permitting). Daily songs and stories, opportunities for children to count, recognize shapes and colors, toddlers introduced to various artistic activities such as dancing and painting Daily progress Report with activities performed that day, diapering/potty training, naptime and feeding will be available to the parents at the end of the day.

**PRESCHOOL:**

(Ages 33 months to first day of kindergarten)

Preschool children are exploring with expanding interests, they are busy exploring their environment and learning to communicate their own thoughts. Our preschool program offers a rich variety of projects and activities and allows children to make choices and be successful. Children are engaged in a variety of learning opportunities and situations which will include (but not be limited to) social, emotional, cognitive, physical, literal, artistic and imaginative skills with targeted lesson and activity components where focus will be on effectiveness and outcome. Daily activities promote a love of reading and children are introduced to a world of numbers and letters, learning to use acceptable social skills like listening, sharing, taking turns, cooperating and interacting with peers. It is through child-directed play and fun; preschoolers are actually learning, a specific weekly schedule/lesson plan for your child classroom is posted in the classroom. You will be updated regularly regarding your child's educational goals and weekly accomplishments. You may see some 'homework, or home activities coming home at times. Little Bee's Child Care Center believes that by working with families we can create the best possible environment for the children

Our goal is to prepare your child to successfully enter kindergarten , and to become a successful lifetime learner.

Teaching staff supervise children primarily by sight. Supervision for short intervals by sound is permissible, as long as teachers check frequently on children who are out of sight.(e.g those who can use toilet)

We will be offering Parent-Teacher conferences twice a year as an opportunity for families to discuss their children's development, interests, and achievements. Families are welcome to schedule any additional conferences they desire.

When children move to kindergarten we will be able to connect with local elementary schools and provide any information about child's development upon parent's request.

## SCHOOL AGE :

We are offering before and after school care program for children attending schools, providing mixing independent and organized activities. Our before-after school program focus on goal setting, team building, homework support, community projects and self-reflection.

During school holidays and summer months, we offer a full-day schedule rich in hands-on activities and exciting field trips!

We provide breakfast, lunch (non-school days) afternoon snack. Also we may offer transportation to/from school please ask school director for an additional details.

Children will be moving to the next classrooms at the following ages:

When infant turns 16 months of age, child will be joining our TODDLER classroom.

Toddler will be moving to the PRESCHOOL classroom at the age of 33 month.

It is extremely important that your child has time to adjust to the new classroom and teachers, so we would arrange for your child to visit his/her new classroom periodically throughout few weeks. Teachers will let each parent know when the transitions begin.

### HEALTH AND IMMUNIZATION/SPECIAL NEEDS

A medical record will be maintained on each child enrolled. A health care summary and immunization record must be on file for each child. All required Health Information is kept Confidential and is only available to teachers, administrators and any parent or legal guardian for which we have consent from. On occasion your child's information may also be shared with regulatory agencies such as DHS Licensing. Two health record forms must be completed:

**Health Record/Summary:** This information must include the date of the child's most recent physical exam (within six months), and be signed by the child's source of licensed health care. This form is due is on admission.

**Reexamination:** A new health record/summary is required for children already admitted to the program. At a minimum, an updated report of physical examination signed by your child's source of health care is required at least annually for children under 24 months of age, and whenever a child 24 months or older advances to an older age category.

**Immunization Record:** This record must give dates (month, day, and year) of immunizations your child has received. It must be current and is due on admission. Records must be updated whenever your child receives additional immunizations.

Dietary modification because of special dietary needs shall be made under the direction of a licensed health care provider. Written permission from the child's parent/legal guardian and the child's licensed health care provider is required.

Dietary modifications for religious reasons require only written parent/guardian permission.

**Special Needs:** Parents/guardians have the responsibility to inform the center when their child has any special medical condition, needs or allergies so that we can provide appropriate care and support.

Dietary modification because of special dietary needs shall be made under the direction of a licensed health care provider.

Dietary modifications for religious reasons require only written parent/guardian permission.

Little Bee's Child Care Center follows strict guidelines for food preparation and hand washing methods. All toys and equipment are sanitized daily.

### OUTSIDE ACTIVITIES

Little Bee's Child Care Center provides daily opportunities for outdoor activities (weather permitting). We have a fenced outdoor area for children to play with safe playground equipment. Little Bee's Child Care center's facility and outdoor play area entirely smoke free. No smoking is permitted in the presence of children. Children and teachers will remain indoors if there is an exposure to high level of air pollution

from smog. When outdoor opportunities for large motor are not possible because of weather conditions, the program provides similar activities inside. Indoor equipment for large motor activities meets national safety standards, children supervised at all times.

Please provide appropriate clothing for your children for outside play. Children will need to have close toed shoes for outdoor play daily. To protect children against heat, sun injury children have the opportunity to play in the shade. We will also apply sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher. Parents will need to provide sunscreen or sunblock to their child(ren) as well as a written parental permission. We do not use insect repellents in our child care center.

#### FIELD TRIPS/PERMISSION SLIPS

Little Bee's Child Care Center offers field trips for preschool and school age children to complement concepts learned in the curriculum and as a fun way to experience the community around them. Little Bee's requires written parental consent for all children to attend off-site field trips. Parents will be asked to sign a permission slip for trips that are within walking distance from the center, i.e. parks, or local businesses. We will be obtaining written parental permission before each occasion of research, experimental procedure, or public relations activity involving a child. Transportation methods used will be in accordance with the Department of Public Safety regulations and Minnesota law. Minnesota law requires federally approved age-appropriate car seats and seat belts to be used to transport children.

#### PEST MANAGEMENT

We maintain an environment that is free from harmful animals, insect pests and poisonous plants. We never use chemicals or other products that would harm the children, and if we do need to remove pests the least hazardous techniques will be used. Pesticides and herbicides are applied according to the manufacturer's instructions when children are NOT at the facility.

#### NAPS AND REST

LBCCC informs parent(s) on enrollment of our nap and rest policy. Our policy is consistent with the developmental level of the child.

#### **Confinement Limitation**

A child that has completed a nap or rested quietly for 30 minutes must not be required to remain on a cot or in a crib.

#### **Placement of Equipment**

Naps and rest must 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 must 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 must be placed directly on the floor and must not be stacked when in use.

#### **Bedding**

Separate, age appropriate, bedding will be provided for each child in care. Bedding/blankets must be washed weekly and when soiled or wet.

#### **Crib Standard**

A crib is provided for each infant, up to 16 months of age, for which the center is licensed. The cribs must be safe, sturdy and conform to Code of Federal regulations, and Minnesota Statute sections 245A.146 which requires routine crib inspections. Monthly crib checks are performed using the DHS crib check form. The mattress must be firm with a fitted crib sheet that fits tightly on the mattress and overlaps the mattress so that it cannot be dislodged by pulling on the corner of the sheet. Our center does not allow pillows, quilts, comforters, sheepskins, stuffed animals, or other soft items in the crib with the infant.

#### **Infant Sleeping Position**

When placing infants to sleep, our center follows Minnesota Statute section 245A.1435 by placing each infant on their back to sleep, unless documentation is provided from the infant's physician directing an alternative sleeping position. The physician directive must be on a form approved by the commissioner and must include a statement that the parent or legal guardian has read the information provided by the Minnesota Sudden Infant Death

Center, related to the risk of SUID and the importance of placing an infant or child on its back to sleep to reduce the risk of SUID. An infant who independently rolls onto its stomach after being placed to sleep on its back may be allowed to remain sleeping on its stomach if the infant is at least six month of age or the license holder has a signed statement from the parent indicating that the infant regularly rolls over at home.

If an infant falls asleep before being placed in a crib, the center must move the infant to a crib as soon as practicable, and must keep the infant within sight of the caregiver until the infant is placed in a crib. When an infant falls asleep while being held, the caregiver must 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. The sleeping infant must not be in a position where the airway may be blocked or with anything covering the infant's face.

Placing a swaddled infant down to sleep in a licensed setting is not recommended for an infant of any age and is prohibited for any infant who has begun to roll over independently.

#### DIAPERING AND TOILET TRAINING

Only disposable diapers will be used. They will be provided by parent. We are changing diapers only in the diapering area. Infant diaper area is located in the infant room. Toddler diaper area is located in a bathroom. We are cleaning and disinfecting diaper area after each diaper change.

Our diapering procedure and policies are posted by each diaper changing area and approved by the Health Consultant. During diaper change on elevated surface the staff person have one hand on the child to prevent from falling off the changing table. Staff check children for signs that diapers or pull-ups wet or soiled and needs to be change at least every two hours when children are awake.

Our toilet training procedures stress cooperation with parents. Families are asked to share their toilet training expectations with our teachers so that we may ensure consistency for children. Teachers will use praise and encouragement to make toilet training a positive experience for your child. Staff change children's soiled underwear and diapers/pull-ups only in the designated changing areas.

#### MEALS AND SNACKS

We provide breakfast, hot lunch and afternoon snack that meet all USDA requirements for quality of food served. We following all of the requirement and regulations needed appointed to us by the food program including food handling and feeding procedures. Sanitation and hygiene is very important part of meal serving. We have hand washing info posted by each hand washing station. Dishes, utensils and any of the equipment that has being used to prepare food or serve food (baby chairs, tables) are washed and sanitized daily. We are using 'Catering with Care' catering service that is licensed by the State of Minnesota. A menu will be available at the beginning of each month. Sweetened beverages are avoided. We do not offer children any food that could be harmful to children. Our center follows all of the necessary requirements from the USDA food program. Teaching staff always cut foods into pieces for infants and toddlers and young preschool children. Our program serves meals and snacks at regularly established times. Families with children who require a special diet for medical or religious reasons can make arrangements with the center director. Our center will try to accommodate special dietary needs prescribed by the child's source of medical care. We may ask the parent to provide food items that are not part of our regular menu. These food items must be labeled with the child's first and last name.

All food allergy information will be posted in both the food preparation area in the area where food is served. All staff will be informed of any special dietary needs (i.e. allergies).

Sanitation procedures and practices for food will be in accordance with licensing and health department guidelines. If food is brought from home to share with other children (i.e., for special occasions) it must be commercially prepared and packaged.

#### MEDICATION POLICY

To ensure the children's comfort and well-being, Little Bee's Child Care Center's teachers are able to administer over-the-counter and prescription medication at the parent's request. For safety reasons, we must obtain written permission before administering any product, non-prescription or prescription.

Families must complete the appropriate medication release form, which will indicate dosage amount, frequency, product name brand, and the parent's signature. Containers must be labeled with child's full

first and last name. Over the counter medications will be given with written permission and instructions from parent/guardian. These products must be used according to manufacturer's instructions. If the dosage or instructions different from manufacturer's instructions, written instructions from a licensed health care provider will be needed. We suggest keeping a blank copy of medication release form at home so it can be completed before coming to the center.

**Prescription medications** will only be given with **written authorization** from the child's licensed health care provider (i.e., prescription label) and parent/guardian. Please let your child's teacher know about medication your child is taking at home, too. Our staff will call you look if any side effects from the medication are observed.

Please complete the Medication Permission Form if your child needs a medication while in our care. We suggest keeping a blank copy of this form at home so it can be completed before coming to the center. This will allow you time to speak to your child's teacher about the medication.

Prescription medications will be given only as prescribed by a licensed health care provider (physician, physician assistant, dentist or certified nurse practitioner). The prescription must be current, in the original container and may be given only to the child whose name appears on the label. This includes over the counter dietary supplements.

Please ask the pharmacy to **split the medication into 2 containers** -- one for home and one for the center. Bring a copy of the drug information sheet that comes with the medication or write the common side effects on the Medication Permission Form.

**Nebulizer medications** that are in single dose containers must be brought to the center in the original container with a current, clearly written prescription label on the container. The prescription label must indicate the child's name, prescribing licensed health care provider's name, name of the medication, medication strength, amount to be given, how often to give and what it is to be mixed with, if applicable.

**For medications which are to be given long term** we will need an Individual Child Care Plan signed by you and the child's licensed health care provider. This includes as needed over the counter medication such as Tylenol (acetaminophen) and Ibuprofen used for a child with a history of febrile seizures. See the previous section on Special Needs.

#### **Over the Counter Medication.**

We will give **over the counter** medications with written parental permission and instructions. Medications must be in unopened manufacturer container.

These products must be used according to the manufacturer's instructions. If the dosage or instructions differ from the manufacturer's instructions, written instruction from a licensed health care provider will be needed

Diaper rash products, insect repellents and sunscreens are an exception, and need written parental approval only. Powders and cornstarch preparations will not be used because they may promote or hide infections, and can be inhaled.

Containers must be labeled with child's full first and last name and date.

Outdated medications will not be given.

All medications must have a legible label on the container. Your medication container will be returned to you when it is completed.

#### **SICK CHILDREN**

If child becomes ill while at the center we will make arrangements with the parent for pick-up of the child. Until you arrive, your child will be monitored and comfort measures provided according to program procedures. If staff thinks it necessary, the child's health care provider will be contacted.

When a child in our care has been medically diagnosed with a communicable disease, we will contact the local County Health Department regarding the diagnosis and we will follow the appropriate health authorities' recommendations to provide information to parents/guardians of all exposed children. The child care program will notify the parents/guardians of exposed children on the same day or within 24 hours by a written notice that will be posted up front by sign in/out area. Parents/guardians are required by State laws and our center policies to inform the center within 24 hours, exclusive of weekends/holidays, if their child is diagnosed with a communicable disease. The Department of Human Services

requires that we exclude a child with an illness or condition that the Commissioner of Health determines to be contagious and a licensed health care provider determines has not had sufficient treatment to reduce the health risk to others.

We will follow the exclusion guidelines listed below which are taken from *INFECTIOUS DISEASES IN CHILD CARE SETTINGS AND SCHOOLS: INFORMATION FOR DIRECTORS, CAREGIVERS, AND PARENTS OR GUARDIANS*, prepared by Hennepin County Community Health Department, Epidemiology and Environmental Health. **We must exclude** a child with any of the following conditions:

Chicken pox	Until all the blisters have dried into scabs and no new blisters or sores have started within the last 24 hours; usually by day 6 after the rash began.
Eye drainage (Conjunctivitis/Pinkeye)	When purulent (pus) drainage and/or fever or eye pain is present, or a medical exam indicates that a child may return.
Diarrhea	Until diarrhea stops or a medical exam indicates that it is not due to a communicable disease. Diarrhea is defined as an increased number of stools compared with a child's normal pattern, along with decreased stool form and/or watery, bloody, or mucus-containing stools.
Mouth Sores With Drooling	Until a medical exam indicates the child may return or until sores have healed.
Fever	With an elevation of body temperature above normal when accompanied by behavior changes, stiff neck, difficulty breathing, rash, sore throat, and/or other signs or symptoms of illness; or is unable to participate in routine activities  <u>Axillary</u> (armpit) temperature: 100 <sup>o</sup> F or higher; or Oral temperature: 101 <sup>o</sup> F or higher. <b>Measure temperature before giving medications to reduce fever.</b>
Impetigo	Until treated with antibiotics for 24 hours and sores are drying or improving.
Lice (head)	Until first treatment is completed and no live lice are seen. Nits are NOT considered live lice.
Rash	Until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion (i.e., chickenpox, measles, roseola, rubella, shingles, strep throat).
Respiratory Infections (Viral)	Until child is without fever and is well enough to participate in normal activities.
Ringworm (skin & scalp)	Until treatment has been started or if the lesion cannot be covered. If on the scalp, until 24 hours after treatment has been started.
Scabies	Until 24 hours after treatment begins.
Signs/Symptoms of Possible Severe Illness	Until a healthcare provider has done an evaluation to rule out severe illness when a child is unusually tired, has uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs for the child.
Streptococcal Sore Throat	Until 24 hours after antibiotic treatment begins and child is without fever for 24 hours.
Vomiting	Until vomiting stops. Vomiting is defined as two or more episodes in the previous 24 hours unless determined to be caused by a non-communicable condition and the child is not in danger of dehydration.

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

## FIRST AID/EMERGENCY PROCEDURES

### 1. Administering first Aid:

All Little Bee's Child Care Center staff members are trained in CPR and First Aid and follow appropriate procedures in the event of an emergency.

Parents are notified immediately if an illness or injury requires immediate medical attention. In an emergency situation, we contact 911 first and then contact the family. Staff will not transport children. Minor accidents such as scraped knees etc. will be washed with warm water and soap. A bandage will be applied. Parents will receive an incident report upon pick-up. An accident report will be filed any time it is necessary to call parents or if the incident requires treatment by a physician. Division of Licensing must be notified within 24 hours of an accident requiring medical or dental care.

### 2. Accident Prevention Procedures:

a. Injury: Equipment will be kept in good repair. All sharp items such as scissors and knives will be kept out of the reach of children. Blunt end scissors will be used by children.

b. Burns and Electrical Shock: All outlets not in use will be covered. Cords that are being used will be placed in outlets out of the reach of children. Use of electrical equipment in the children's play area will be kept to a minimum. Water will not be more than 120 degrees. Flammable items such as gas or lighter fluid will not be stored at the center.

c. Poisoning: All medications and toxic substances, such as household cleaners will be placed in/on shelves out of reach. Staff will know procedure for accessing the poison control center.

d. Choking: Food items will be chosen carefully. Toys will also be chosen for the appropriate age levels. Small and easily broken toys, balloons, and toys with loose parts will not be allowed. All staff will be trained in CPR.

e. Suffocation: Plastic bags, materials that could suffocate will be kept out of the reach of children.

### 2. Fire Drills: All staff and children will participate in the fire drills monthly.

Staff will be trained to know who is responsible for which areas, phone number of the local fire department and proper use of fire extinguisher.

### 3. Natural Disasters:

The center may be closed for inclement weather. We will be closed if the spring lake park school district will be closed. (See the announcements on local TV channels)

In the case of severe weather developing during the day, we may also call parents during the day to notify you of a closing.

a. Tornado: In event of a tornado, staff will gather all children together and go to the designated tornado safety area. The center will maintain a log of the dates and times of monthly tornado drills from April to September.

b. Blizzard: In the event that parents are delayed in picking up their children the center will remain open to care for children until parents arrive.

## HEALTH CONSULTATION SERVICES

Our program receives health consultation services from Minnesota Visiting Nurse Agency at 2000 Summer St Suite 100 Minneapolis, MN 55413. The agency phone number is 612-617-4600.

## VOLUNTEER OPPORTUNITIES

All families, regardless of family structure; socioeconomic, racial, religious, and cultural backgrounds; gender; abilities; or preferred language are included in all aspects of the program, including volunteer opportunities. We welcome all families to volunteer! Do you have a hobby or talent you would like to share with the children? Talk to the staff, we would love to have you share!

## BIRTHDAYS AND SPECIAL EVENTS

Children's birthdays are very special events, and we welcome the opportunity to help celebrate. Families are welcome to bring a commercially prepared treat for the entire class. Treats must be in their original packages with the ingredients listed so teachers will be able to identify ingredients for children with food allergies. We are celebrating B-days each month with a cake, games, music and prizes the whole center is involved in B-days celebrations! In addition, throughout the year we will have special events to involve families and their children. We encourage parents to be involved in our celebrations and events you are

welcome to share your ideas and take part in planning of the events. For example: Fall Party, Valentine's day, Spring Party, Winter Celebration, Pre-k Graduation Ceremony, Mother's day, field trips and many more activities that will provide opportunities for families to interact.

#### PETS

Parents/guardians will be informed of pets in the center at time of admission. Please inform us if your child has an allergy to animal dander. All pets will be licensed and vaccinated following local health department requirements. Center staff will care for pets following proper sanitation procedures. Immediately after contact with pets, children and adults will wash their hands.

#### TOYS /CHILDREN'S BELONGINGS

We will ask that all children leave their toys at home. It is much easier to learn to share center toys than one's own special treasures. If a child would like to have a small, soft toy to nap with, that toy will be allowed. Our center is fully equipped with an adequate supply of age-appropriate toys for children. Little Bee's Child Care Center cannot be held responsible for lost, broken, or missing items. Children should be adequately dressed for indoor and outdoor activities daily. All belongings should be labeled with the child's name. A lost and found is available within the childcare center for parents to check periodically. An extra set of clothing should be sent with children or left at the center. Dirty clothes will be sent home each day. Please have shoes at the center each day for your child. No boots, stocking feet, slippers or bare feet. Our program excludes baby walkers in the infant room.

#### GRIEVANCE PROCEDURE

The license holder must have a program grievance procedure that permits persons served by the program and their authorized representatives to bring a grievance to the highest level of authority in the program.

#### POLICY TO PROMOTE WELLNESS AND TO SAFEGUARD THE HEALTH AND SAFETY OF CHILDREN AND ADULTS

In order to keep our children safe, no one may bring or use weapons of any kind on the premises for any reason. This includes firearms, ammunition, and any other object that could reasonably be perceived as a weapon. Persons attempting to bring a weapon on the premises will be asked to leave. Failure to comply will result in a 911 call to the police. Possession of weapons of any kind by parents or children may be cause for immediate termination of child care services.

We are smoke free child care center. Any other significant hazards that pose risks to children and adults are also prohibited.

Painting of the building or any other renovated projects occurs during weekend when children are not present at child care center. Building must be ventilated before are used by children.

#### CIVIL RIGHTS STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;  
(2) Fax: (202) 690-7442; or  
(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).  
This institution is an equal opportunity provider.

### **BEHAVIOR POLICY AND PROCEDURES**

LBCCC is licensed by the State of Minnesota, Department of Human Services (DHS) and our center abides by the following guidelines related to Behavior Guidance.

#### **General Requirements.**

Our policies and Procedures:

- 1) Ensure that each child is provided with a positive model of acceptable behavior;
- 2) Tailored to the developmental level of the children that the center is licensed to serve;
- 3) Redirect children and groups away from problems and toward constructive activity to reduce conflict;
- 4) Teach children how to use acceptable alternatives to problem behavior to reduce conflict;
- 5) Protect the safety of other children and staff; and
- 6) Provide immediate and directly related consequences for a child's unacceptable behavior.

#### **Persistent Unacceptable Behavior**

LBCCC has developed written procedures for dealing with persistent unacceptable behavior that requires an increased amount of staff guidance and time.

- 1) Staff will observe and record the child's unacceptable behavior and how staff respond to the behavior.
- 2) Develop a plan to address the behavior documented (in item A) in consultation with the child's parents and with other staff members and professionals, when appropriate.

#### **Prohibited Actions**

Our center enforces a policy that prohibits the following actions by or at the direction of a staff person:

- 1) Subjection of a child to corporal punishment, which includes, but is not limited to:
  - a) Rough handling
  - b) Shoving
  - c) Hair pulling
  - d) Ear pulling
  - e) Shaking
  - f) Slapping
  - g) Kicking
  - h) Biting
  - i) Pinching
  - j) Hitting
  - k) Spanking
- 2) Subjection of a child to emotional stress, which includes, but is not limited to:
  - a) Name calling
  - b) Ostracism
  - c) Shaming
  - d) Derogatory remarks about a child or the child's family

- e) Using language that threatens, humiliates, or frightens the child.
- 3) Separation of a child from the group, except within the rule requirements.
- 4) Punishments for lapses in toileting.
- 5) Withholding of food, light, warmth, clothing, or medical care as punishment for unacceptable behavior.
- 6) Use of physical restraint other than to physically hold a child when containment is necessary to protect a child or others from harm.
- 7) Use of mechanical restraints, such as tying.

### **Separation from the Group**

At our center, no child may be separated from the group unless the following occurs:

- 1) Less intrusive methods of guiding the child's behavior have been tried and were ineffective.
- 2) The child's behavior threatens the well being of the child or other children in the program
- 3) A child who requires separation from the group must:
  - a) Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person;
  - b) The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation; and
  - c) The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops
- 4) Children between the ages of six weeks and 16 months must not be separated from the group as a means of behavior guidance.

### **Separation Report**

All separations from the group must be noted on a daily log and must include the following:

- 1) Child's name
- 2) Staff person's name
- 3) Time
- 4) Date
- 5) Information indicating what less intrusive methods were used to guide the child's behavior
- 6) How the child's behavior continued to threaten the well being of the child or other children in care
- 7) If a child is separated from the group three or more times in one day, the child's parent shall be notified and the parent notification shall be indicated on the daily log; and
- 8) If a child is separated five or more times in one week, eight times or more in two weeks, the procedures in part 2 (Persistent Unacceptable Behavior) must be followed.

### **Children with Developmental Disabilities or Related Conditions**

For children with developmental disabilities or children under the age of five, as specified in Rule 9525.0004 to 9525.0036, the standards governing the use of aversive and deprivation procedures in parts 9525.2700 to 9525.2810 apply.

### **REPORTING OF CHILD ABUSE**

All child care staff are required by State laws to report any suspected incidents of child abuse or neglect to the proper authorities (Child Protective Service or Police.) Our Program complies with this law and all employees, upon hiring, will be oriented to these procedures. These policies and procedures are reviewed annually for all staff. See attached Reporting Policies. This information must be provided to the parents of all children at the time of enrollment in the child care program

and must be made available upon request.

### **Who Should Report Child Abuse and Neglect**

Any person may voluntarily report abuse or neglect.

If you work with children in a licensed facility, you are legally required or 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 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 9-1-1

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) 431-6600.

Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at (763)422-7707 or local law enforcement at (763)792-7200

If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules 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 or 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.

### **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.

### **Internal Review**

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

related policies and procedures were followed;

the policies and procedures were adequate;

there is a need for additional staff training;

the reported event is similar to past events with the children or the services involved; and

there is a need for corrective action by the license holder to protect the health and safety of children in care.

**Primary and Secondary Person or Position to Ensure Internal Reviews are Completed**

The internal review will be completed by Director.

If this individual is involved in the alleged or suspected maltreatment. Director assistant will be responsible for completing the internal review.

PARENT VISITS

Our center has an open door policy. Parents are welcome to visit the center at any time during the normal hours of operation. We encourage family volunteers in our classrooms.

TELEPHONE NUMBER OF DIVISION OF LICENSING

The Department of Human Services Division of Licensing can be reached at 651-431-6500. To report a possible case of maltreatment call the Department of Human Services Licensing Division's Maltreatment Intake line at 651-431-6600.