

Parent Policy

Barnesville Child Day Care Center

I. GENERAL INFORMATION

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

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

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

Child care services will be provided year round, Monday through Friday between the hours of 6:00 AM and 6:00 PM. **No service will be provided on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. ALL OTHER CHANGES IN SCHEDULING WILL BE POSTED.**

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

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

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

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

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

The BCDCC has business insurance.

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

2015 REVISED PARENT POLICY

II. OBJECTIVES

MISSION STATEMENT: Our mission is to provide a warm, nurturing environment that encourages children to develop their capabilities and interests at their own pace and to their individual needs.

The primary objective of the BCDCC is to provide a warm, nurturing environment that encourages children to develop their capabilities and interests at their own pace and according to their individual needs. To offer a program which recognizes the uniqueness of each and every child and provides positive encouragement for the child's continued growth by **encouraging social development** by providing opportunities for sharing, taking turns, making friends, resolving conflicts, resolving problems, helping others, recognizing and accepting others, cooperating on projects, and building self esteem.

- **Encouraging emotional development** through verbal expressions of thoughts and feelings, experiencing rules and limits, experiencing kindness, justice, empathy, and recognizing and accepting emotions in others and to develop a respect for others.
- **Developing responsibility for one's own actions** in health, safety, self help skills, and interpersonal areas and to learn to exercise appropriate independence.
- **Encouraging the physical development** of large motor skills through outdoor and indoor games and activities, as well as fine motor development through the use of manipulative toys, blocks, and puzzles, and other small tool and objects and to facilitate the development of visual-motor skills
- **Encourage creativity** by offering many kinds of materials and frequent experiences in music, art, dramatics, literature and oral skills.
- **Encourage an interest in language** through stories, puppetry, the housekeeping corner and its equipment, music games, science materials, dramas, problem solving and other conversations
- **Facilitating intellectual development** by widening the child's experiences in order to increase knowledge, basic concepts and skills

Learning/Developmental Philosophy

Our main focus of education is developmental and not academic. Learning will be keyed upon the children's interests and age readiness. The Center offers a program that stimulates early learning by providing a rich environment with age appropriate materials for learning activities that allows the children to guidance of the teachers; children will develop a sense of self confidence that meets the emotional, social, physical, and intellectual objectives of the BCDCC.

III. ENROLLMENT AND DISCHARGE OF ENROLLED CHILDREN

A pre-admission conference visit with the parent and child is strongly recommended. Visiting the program allows both the child and parent to become comfortable with our environment, staff, and schedules. NO child will be admitted without admission forms completed.

Deposits/ Holding fees

A deposit of \$150.00 per family will be required to reserve a spot. A fee of \$50 per month and the monthly fee will be assessed for all families needing to hold a spot for lapse in service. This program is a state-licensed center, which is required to maintain a file on all registered children.

Parents have the responsibility to return the following completed forms before the child may attend:

SIGN ALL FORMS WHERE INDICATED

- CHILD ENROLLMENT FORM
- HEALTH HISTORY FORM
- PRE-ADMITTANCE QUESTIONAIRE
- IMMUNIZATION FORM (this must be kept current, must give updates)
- PERMISSION SLIPS (this also pertains to over the counter medication)
- CHILD CARE FOOD PROGRAM APPLICATION (this is done yearly)
- PHYSICIAN'S STATEMENT (must be returned and signed by doctor within one month of admission)
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It is the responsibility of the parents to notify the Center of any changes in address, phone numbers and all emergency information. It is imperative to keep the Center informed to ensure the best care possible.

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A child may be discharged from the center for reasons such as, but not limited to:

- Failure to pay fees on time.
- Inability of child care program to meet the needs of the child. We will consult with the parent concerning how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources.
- Repeated failure to pick up the child at scheduled time.
- Failure to complete and return required forms.

IV. TUITION

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

On occasions, a special trip, summer recreation programs and other program activities may require an additional fee.

TUITION RATES ARE POSTED FOR THE CURRENT YEAR and noted in your contract.

All tuition is on a pre-pay basis. Billing is computed every 2 weeks; payment is due within 5 days.

Late Arrival Charges

The BCDCC closes at 6:00 p.m. There is a courtesy charge of \$4.00 per ten minutes per child after 6:00 late arrivals. This charge is not for the BCDCC; it is to be paid to the staff member who had to stay late. Pay that person as a thank you for staying late for you. This fee should be paid at the time of the late pick-up.

Monthly Fee

The BCDCC charges a monthly fee of \$10 (for one child) or \$20 (for two or more children) to all families who use the BCDCC on any kind of regular basis. The monthly fee helps to pay for staff, supplies, and other day care expenses.

The center reserves the right to collect past due accounts through the proper legal channels.

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

Our tax ID # is 41-1276490

PLEASE CALL IF YOU ARE NOT COMING!

The Center reserves the right to grant a variance in the non-payment policy and allows a family not to follow this policy if special circumstances exist. The family is solely responsible to request the special circumstances exist. The family is solely responsible to the request the special circumstance directly to Administration and within a timely manner. The Administration and, if requested, the family will be responsible to present the special circumstance to the Board of Directors as soon as possible. It is the sole responsibility of the Board of Directors to issue a special circumstance.

V. CHILD ABSENCE/lapse in service

If your child will not attend on a regularly scheduled day, please let the Center know as soon as possible. See tuition policy for fees on keeping your spot.

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VI. HEALTH**A. Physical Activity**

- The Center strives to provide at least 120 minutes of active play time to all children per day.
- We plan to play outside 2 times per day. We go outside in the winter; 0 degrees or above. Provide adequate clothing.
- Outside of naps and meal times, children are not seated for more than 30 minutes at a time.

IF YOUR CHILD IS TOO "SICK" TO GO OUTSIDE: THEY ARE TOO SICK TO BE HERE.

B. Screen time

- We never show television shows, occasionally have movie time, and limit our use of screen time for all age groups.
- The American Academy of Pediatrics recommends limiting screen time to 1-2 hours per day for children over the age of 2 and no screen time for children younger than 2.

C. Child Illness / Injuries

Children who are ill are not to be brought to the center. The following are examples of children who CANNOT be brought to the Center:

- When a child cannot participate comfortably or is too sick to play or be outside
- When a child needs more care than staff can provide without compromising the health and safety of the other children in care
- When the temperature is 100 degrees or higher
- When a child has had two or more loose stools since admission that day
- When a child has vomited two or more times since admission that day
- When a child has contagious conjunctivitis or pus draining from the eye
- When chicken pox is still contagious (not crusted over)
- When a child has a bacterial infection and has not completed 24 hrs of treatment
- When a child has lice, ringworm, or scabies that is untreated
- When a child has unexplained lethargy
- When a child has an undiagnosed rash or a rash attributed to a contagious illness or condition
- When a child has respiratory distress
- When a child has any contagious disease

Parent are required to inform the Center if their child is diagnosed as have a contagious reportable disease or lice, scabies, impetigo, ringworm or chicken pox.

The Center will inform all parents with 24 hours, exclusive of weekends and holidays, when child is diagnosed by a child's source of medical or dental care as having a contagious reportable disease.

All communicable diseases, when required, will be reported to the Department of Health as well as to the children enrolled at BCDCC.

If a child should become ill or seriously injured while at the Center, parents will be contacted immediately. The child may be isolated within site or hearing of staff and will be kept as comfortable as possible until the parent arrives. We will administer meds via a phone call if all permission forms are dated and signed.

Children should be picked up within one (1) hour. If the child is not picked up within one (1) hour, the emergency contact person on the child's enrollment form will be called.

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when they pick their child up.

If an injury occurs the staff will begin first aid procedures immediately and stay with the child until the parent or emergency people can assume responsibility. **All staff is trained in CPR and First Aid.**

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

All medication administered, accidents or injuries occurring during the time the child is in our care, marked changes in behavior or appearance and any observation of injuries to a child's body received outside of my care will be entered into the Center's medical logbook. As a licensed child care provider, we are required to report suspected child abuse or neglect to the local authorities.

Children may return to the center when they are symptom free, have been appropriately treated or have been given medical approval to return to child care.

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C. Medications

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

- Staff will give only written prescription medications to the child it is prescribed for. The medication must be in its original container bearing the label with child's name, dosage and administration directions
- Medication may be given to a child via phone requests ONLY when Doctor's permission file is on file and parent's permission slip is signed and dated.
- Staff will not administer meds that are taken twice a day. (this can be done at home)
- No over the counter drugs will be administered to any child without written permission from a doctor.

C. Sudden Infant Death Syndrome (SIDS)

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

- All infants (under one year of age) will be placed on their backs in a safety approved crib or playpen unless a written note from the infant's health care provider is provided stating the medical reason and the specific time frame that an alternate sleep position or alternate sleep surface (e.g. car seat) is required.
- Infants will not sleep on water beds, sofas, soft mattresses, car seats, swing, bouncy seats, or other soft surfaces.
- All infants must be removed from their car seats (and have any outer clothing removed) by their parents and given to the child care provider when they arrive.
- All infants head will remain uncovered.
- Soft materials such as pillows, stuffed toys, loose bedding, bumper pads, quilts, and comforters will not be placed in infants' sleep environment.
- Infants will not share cribs/playpens at the same time.
- Supervised 'tummy time' will be observed while infant is awake.
- Infants will remain lightly clothed and room temperature will be kept 68-72 degrees F.
- Bibs, necklaces, and hoes will be removed before laying an infant down for sleep.
- If a crib is used, infants will only sleep on a firm tight-fitting mattress with a tight-fitting fitted crib sheet.
- If a playpen is used, infants will only sleep on the pad provided by the manufacturer. No extra padding or mattresses will be added.
- Position devices will not be used unless a written note from the infant's health care provider is provided stating the medical reason and the specific time frame that the positioning devices must be conducted to provide better supervision.
- If parents request that a blanket be used, there can only be one and it must be thin.

All staff members have taken SIDS training.

D. CHILD ABUSE

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

VII. NUTRITION

We prepare our menus and snacks in accordance with the Minnesota State Child Care Food Program which requires that a variety of foods from all food groups be served every day. We follow their recommendations for meals served to infants through 12 year olds. It is our intent to exceed these standards by offering whole grain foods, serving whole fruits along with serving a variety of vegetables. We serve skim milk from the age of 12 months. Water is offered to children throughout the day. We do not offer sugary beverages as a food component for lunch or snacks.

Meals at our program are served family style with teacher's model eating healthy foods with the children. Children are encouraged to try all foods, but will not be forced to eat anything. Food is not offered as a reward, or restricted as a punishment.

In addition to offering nutritious food, our program will teach children about nutrition and healthy choices, provide nutritional training to staff, and occasionally provide educational materials for our parents.

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 means of communication for program information (e.g. Braille, large print, audiotope, 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.

Nutrition continue

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, 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 the USDA by:

1. Mail: US Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Ave SW
Washington, D.C. 20250-9410
2. fax: (202) 690-7442
3. email: program.intake@usda.gov

This Institution is an equal opportunity provider.

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

Our meal schedule is:

BREAKFAST	7:30 a.m. - 8:30 a.m.
LUNCH	11:00 a.m. – 12:00 p.m.
SNACK	3:20 p.m. - 4:00 p.m.

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

INFANTS EAT ON THEIR OWN SCHEDULE.

Children younger than 12 months must be served formula or breast milk unless written directions are on file from the child's health care provider. The Center provides Member's Mark formula from Sam's. The infant department uses Avent and Dr. Brown bottles. You are welcome to bring your own formula and bottles.

All breast milk brought into the Center needs to be labeled with child's first and last name, as well as the date. Breast milk will be stored in the freezer/refrigerator in the infant room. The Center has adequate room for mothers to breastfeed or express milk if desired. Literature and educational materials are displayed and additional information is available upon request.

If your child has a special diet need or has food allergies, parents must provide the Center with a doctor's written statement.

Menus are posted at the Center and in the local newspaper on a weekly basis. PLEASE feel free to visit with the director/assistant director about any diet concerns.

VIII. BOTTLE PREPARATION PROCEDURES

- Room temperature water will be used to mix all formula.
- Anything heated in the microwave that needs to be poured will be poured over the sink so there is no chance of spilling on an infant.
- Infants are not allowed in microwave area when in use.
- Breast milk will be used using hot water, not the microwave.

IX. DAILY ROUTINES

A. Sign in & Sign Out

- All Children must be signed in & out each day.
- No child will be released to any person without authorization from parent. Phone call authorizations are **not** permitted. You may write on the sign in sheet who will be picking up your child. Please let the person(s) picking up your child that the Center may ask to see a photo ID.
- No child will be released to any person incapacitated. We will use your emergency pick up choices if this happens, if they cannot be reached the police will be called and your child may be picked up by Social Services. Do **not** pick up your child if you have been drinking, make other arrangements.

B. Checking Child into Room

Make sure extra clothes & appropriate outside clothing are here. Children may bring a blanket for rest time; which can be left here.

Infant Room

Parents need to make notes on their daily sheet in the AM.; be sure to let the teachers know everything that would help them in the care of your child.

DO NOT LEAVE YOUR CHILD IN A CAR SEAT!

Toddler, Preschool & SACC Rooms

Parents please make the teacher aware of your presence; share pertinent information to help us better care for your child; (example) - late night, bad dream, family concerns. Be sure to say good bye and give hugs.

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C. Checking Child Out for The Day

This is your time to talk to teachers, get your daily slips, and pick up your child's paper. Soiled clothing should be in plastic bags in your child's cubby. If your child's teacher is gone, and you need more information, you are welcome to call teacher during the day. If it cannot wait, please talk to the person in charge and we will call the teacher and try to resolve the issue. You may call the Director at 218-354-7241 or 701-238-1857. It is our desire to satisfy your questions as soon as possible.

Remember only your designated people may pick-up your child. A photo ID may be required. You may use the sign-in sheet in the morning to let us know if there will be a change in the person that is picking up your child. **PLEASE DO NOT USE A TELEPHONE MESSAGE FOR CHANGING YOUR PICK-UP PERSON. WE NEED TO HAVE WRITTEN PERMISSION!**

D. Daily Schedule/ check daily routines posted in classrooms for detailed activities planned

7:30	–	8:30	Breakfast
8:30	–	11:00	Play and activity time; which includes outside time
11:00	–	12:00	Lunch
12:00	–	3:00	Play, activities, or nap
3:20	–	4:00	Snack
3:30	–	6:00	Play and activity time /outside time

- Infant's schedule will vary according to each child's individual needs.
- Diapers will be checked at least every two (2) hours.
- Nap room will have physical checks every 10 minutes when any child is sleeping
- Adults will be on the floor playing with and talking to the children
- Any bruise or bumps will be written on child's slip and reported to another staff person as well as to the child's parent.

E. Rest or Naptime

Individual nap schedules can be planned to meet your child's needs. Nap/rest times are set aside each day in every department. We will need to know if you have a limit on how long your child can nap. We will get all the children up by 3 if they are not awake.

F. Diapering Procedures for Infants & Toddlers

Preparation

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

Dirty Phase

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

Clean Phase

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

Clean Up

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

- Wash hand

Communication

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

Diapers are changed in a designated diapering area, separate from the medication, food storage, food preparation and eating area. Objects such as toys blankets, pacifiers or food in allowed in the diapering area.

G. Toilet Training

No child will be toilet trained at the Center until the child is at least 2 years of age. Three simple tests will determine if your child is ready. These are bladder control, physical readiness and instructional readiness.

When training begins, your child should wear cloth training pants. The pants should be large so the child to easily pull them up and down. **Do not send your child in pants with zippers, snaps, suspenders or in one piece outfits**, these are too difficult for your child to master at this time. Send at least six (6) changes of clothes during this period. PULL-UPS are difficult to work with and we do not prefer them for training.

X. CHILD GUIDANCE

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

A. Social Interactions Do Cause Behavioral Problems for Children

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

B. Center Play Also Requires Center Clean – Up Inside & Outside

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

C. Centers Policy on Discipline

The Center will follow the procedures as stated in the Department of Welfare and adhere to these guidelines: No child will be handled roughly, shoved, slapped, kicked, bit, spanked, or physically punished in any way for unacceptable behavior. No child will be emotionally abused such as name calling, shaming, or any use of language that threatens, humiliates, or frightens, the child. No child will be punished for lapses in toilet training, nor have food, light, warmth, clothing, or care of any sort withheld as punishment for unacceptable behavior.

Staff will teach children how to use acceptable alternatives to problem behaviors and will ensure that each child is provided with a positive model of acceptable behavior and protect the safety of the children and staff.

The staff will provide immediate and directly related consequences for a child's unacceptable behavior; the discipline will be tailored to the developmental level of the child, will provide redirection away from the area of conflict OR with the combined effort of parents and staff a discipline plan will be written up and implemented to deal with a persistent unacceptable behavior. Staff will observe and document the reactions of the child and the staff, then develop a plan with the parents and other professions if needed.

D. Separations/Behavioral Discipline Plans

No child will be separated from the group unless the staff has tried less intrusive methods of guiding behavior of the child OR the child's behavior threatens the well being of others. The child will be kept within sight of the teacher. The child will be returned to the group as soon as they can come back into the group peacefully. No child between the ages of 6 weeks and 16 months will be separated from the group as a form of punishment. Young children may be separated for safety reasons. (e.g.: biting) Separations will be documented.

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

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XI. EMERGENCY PROCEDURES**A. Emergency Shelter**

In the event that the Center becomes unsafe for the children the staff will move the children to St. James United Church of Christ located at 201 3rd Ave. SE. If this location is not available notes will be posted as to the location of the children and parents will be notified immediately if possible. **EACH FAMILY NEEDS TO PROVIDE AN EMERGENCY HOME (local address would be best) IN CASE THE PARENTS CANNOT BE REACHED**

B. Fire and Tornado Drills

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

C. Intruder Safety Plan

The Center is a locked down facility. Keys and Fobs are only given to staff and parents. If the safety of the children is threatened by an intruder a "password" will be used to make the staff aware throughout the building that the children must be removed from the building and 911 called. We will use St. James as our relocation site.

D. Bad Weather Plan

When the highway department closes I-94; we are closed. If a blizzard/storm/tornado develops where the children are unable to leave the Center the staff is also required to stay until all the children are gone. The Center maintains food, medical supplies, clothes and extra blankets which would sufficiently supply all the children and staff. Every precaution will be taken to ensure the safety of all the children. In the event of bad weather and a decision is made to close the Center early all parents will be notified and emergency people notified if the parents are unable to reach the Center. Staff will stay until all children are gone. The Center director reserves the right to not open the Center due to weather conditions.

E. Power Failure

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

F. First Aid

The Center has several first aid kits on hand for small cuts and scratches. A staff member trained and certified in first aid and infant/child CPR is on duty at all times. The parent will be notified of all injuries and the treatment given. Injuries that are "child" initiated will be documented for you.

G. Accident Reduction Plan

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

H. Missing Persons

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

I. National Disasters

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

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XII. SPECIAL NEEDS

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

XIII. FIELD TRIPS

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

XIV. PETS

The BCDCC does not own any pets. Due to our insurance we are not permitted to allow any animals onto the grounds or into the facility.

XV. TRANSPORTATION

The BCDCC does not transport children by vehicle.

No child is to arrive at BCDCC unchaperoned.

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

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

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

XVI. ENVIRONMENT

Children need a safe, nurturing environment that assists them in growing, learning, and feeling loved by their caretakers. In order to grow and learn, children's minimum needs of good nutrition, shelter, medical care, bathing, clean clothes, intellectual stimulation, appropriate discipline, love and a feeling of importance must be met. When these needs are not met a child cannot grow and learn as easily.

The BCDCC expresses a commitment to provide an environment that encourages the child's growth and learning. If you feel that our staff is not meeting your child's needs, we encourage you to talk with the staff, director, or board members.

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

TOLL FREE CONNECTION TO HOTLINE 354-2448

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

XIX. PARENT GRIEVANCE POLICY

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

- Step one: The parent/guardian shall attempt to resolve the conflict directly with the teacher of the child
- Step two: The parent/guardian shall if no satisfaction is gained from talking to the teacher involve the director and try to resolve the conflict with the director's help
- Step three: If the conflict cannot be resolved in either steps, the parent shall contact the Board of Directors to help reach a satisfactory conclusion

2015 REVISED PARENT POLICY

GRIEVANCE POLICY cont.

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

- Step one: Concerns should be taken to the director for resolution
- Step two: If the director and parent/guardian cannot come to a suitable resolution the problem shall be taken to the Board of Directors.

All conflicts should be resolved in a timely manner. Each step should take no longer than a week. Board meetings are held once a month, however special meetings can be called.

XX. PARENT-CENTER COMMUNICATION/CONFERENCES

We are a family orientated program and will be available each day to visit with you concerning your child's day at the Center. We must work together to keep the lines of communication open. We will make it a point to keep you informed about your child's physical, emotional, and social growth with both positive and negative feedback related to these areas. We need your cooperation in letting us know about anything that could affect your child's behavior or needs for the day.

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

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

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

XXI. BOARD MEETINGS

Board meetings are held each month at the center. The Board meets the second Monday of the month; NO childcare is provided. New board members and officers are installed at our June meetings, with our fiscal year running from July – June. **All Board meetings are open to the public.**

XXII. CHAIN OF COMMAND

- Assistant Director
- Lead Teacher
- Teacher
- Assistant Teacher
- Aides

XXIII. POLICY

- Licensing Regulations
- Health Policies
- Admission Policies
- Articles of By-laws
- Infant Policies
- Personnel Policies
- Mission Statement
- Contracts
- Program Statement
- Enrollment
- Parent Policies
- Grievance

WE WELCOME YOU AND HOPE YOU WILL TAKE THE TIME TO GET INVOLVED.

YOU ARE IMPORTANT TO US AND WE ENCOURAGE YOUR PARTICIPATION IN THE PROGRAM!