



CALVARY EARLY LEARNING • GOLDEN VALLEY CAMPUS

# Childcare

# Family Guidebook

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## Welcome

Calvary Childcare Center is a non-profit early childhood ministry of Calvary Lutheran Church of Golden Valley, MN. This ministry was created in 1982 by a group of dedicated volunteers who observed a need for safe, nurturing and developmentally supportive childcare. Calvary Childcare provides a Christian community for all children ages 12 weeks to 5 years, regardless of race, color, religion, gender, or national or ethnic origin.

Calvary Childcare Center is open Monday through Friday from 7:30 a.m. to 5:30 p.m. The center is in operation twelve months of the year. A calendar of annual closing dates is distributed in the late fall and/or upon enrollment. The calendar can also be found on our website: [calvaryearlylearning.org](http://calvaryearlylearning.org)

Children may be enrolled on a full time basis of four or five whole days weekly. Preschoolers may be enrolled on a part time basis of three whole days weekly. Infant and toddlers may be enrolled on a full time basis only.

## Mission Statement

The mission of Calvary's Early Childhood Programs is to lead children and families into a growing relationship with Jesus Christ by providing programs that enable children and their families to grow spiritually, intellectually, emotionally, physically and socially.

## Philosophy

We believe it is our privilege to operate as a blessing to the family. Everything we do is done in a loving and caring manner with excellence and integrity as our goal.

This is accomplished by developing a safe, enriching Christian learning environment that promotes:

- A growing relationship with Jesus Christ by modeling, teaching and practicing age appropriate components of spiritual development.
- A loving, nurturing partnership between Christian educators, children and families.
- Commitments to support, equip, and empower families to raise competent, confident and caring children.
- Inclusive, anti-bias curriculum and policies that reflect the diversity of children and families in the world around us.

## Program Goals

Calvary Childcare Center provides activities focusing on the spiritual, social-emotional, intellectual and physical development of the child. The goals of our program are:

- To help each child develop at a personal pace through a challenging but non-threatening environment that supports exploration and discovery.
- To offer a wide variety of positive experiences so each child reaches success and feels capable and responsible through increased self-confidence.
- To help children make sense of their own experiences.
- To support skills in listening, conversation, self-expression, self-discipline and independence.
- To help children discover and celebrate their unique and individual characteristics.
- To instill in children a sense of respect, concern and appreciation for others.
- To instill in children the spirit of sharing and cooperation through work, play, ideas, and possessions with others.
- To help children build warm and trusting relationships with adults caring for them away from home.
- To help children learn they have choices.
- To help children understand they are created in God's own image, making each one of them an amazing and unique individual.

A complete copy of our program plan is available for review.

## NAEYC

Calvary Childcare Center is accredited by the National Association for the Education of Young Children (NAEYC). To be a nationally accredited program means that our center has demonstrated a strong commitment to providing high quality programs for young children and their families. Accreditation is for a period of five years, after which reaccreditation begins the evaluation process anew.

## Minnesota Licensing

Calvary Childcare Center is licensed by the Minnesota Department of Children, Youth and Family (DCYF) - Licensing Division, St. Paul, Minnesota (651.431.6500). Our license number is 800289. Licensing assures families that high standards have been met regarding space, equipment, program and staff. Our present licensed capacity is 76 children, however due to enrollment practices our daily enrollment will not exceed 69 children daily.

The breakdown of groups is as follows: 9 infants (12 weeks-15 months), 12 young toddlers (16 months-28 months), 12 older toddlers (2 years-3 years), 16 preschoolers (3 years-4 years) and 18 kindergarten-bound (4 years-5 years).

**Maltreatment of Minors Mandated Reporting - A full copy of this policy is linked on the website at**

**<https://www.calvaryearlylearning.org/early-childhood-center/childcare-center/>**

### **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 or physically or sexually abused within the preceding three years, you must immediately (within 24 hours) make a report to an outside agency.

### **Where to Report:**

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Minnesota Department of Children, Youth and Family-Licensing Division 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 612.348.3552, or local law enforcement at 763.924.2618.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, call the Department of Human Services, Licensing Division at 651.431.6500.

### **What to Report:**

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

- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

### **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 Children, Youth and Family and by the Minnesota Department of Health, and unlicensed personal care provider organizations.

### **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.

This information is available in other forms to people with disabilities by calling your county worker. For TTY/TDD users, contact your county worker through the Minnesota Relay at 711 or 800.627.3529. For Speech-to-Speech Relay, call 877.627.3848.

### **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 within 30 calendar days 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:

- (i) Related policies and procedures were followed.
- (ii) The policies and procedures were adequate.
- (iii) There is a need for additional staff training.
- (iv) The reported event is similar to past events with the children or the services involved.
- (v) 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 Calvary Childcare's director. If this individual is involved in the alleged or suspected maltreatment, Calvary Lutheran Church's

executive director will be responsible for completing the internal review. While the internal review is being conducted, any involved staff member will be placed on leave.

### Documentation of the Internal Review

The facility must document completion of the internal review and provide documentation of the review to the commissioner upon the commissioner's request.

### Corrective Action Plan

Based on the results of the internal review, the license holder must develop, document and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

### Staff Training

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

The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.

## Enrollment & Tuition

Calvary Childcare Center admits children of any race, color, religion, gender, or national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to children at the center.

A \$100 registration fee as well as the first week's tuition is due for each child when a family accepts an enrollment offer (**both fees are non-refundable**). A pre-enrollment visit will be held between the family and a program staff member. The required file information included in the registration packet must be completed and received by the center at least two weeks prior to the family's starting date.

In addition to the registration and first week's tuition, a monthly holding fee of \$100 is charged to hold an Infant or Toddler spot. Once the registration and first week's tuition has been collected and a start date is set, the monthly fee will go into effect the following month.

Summers off or other seasonal enrollment requests will be granted at the discretion of the director. Seasonal withdrawal and re-enrollment requires payment of a holding fee.

An annual \$100 re-enrollment fee is due each winter for the duration of each child's attendance. A notice will be sent out in early January concerning this fee. This fee will be collected via Brightwheel.

## Enrollment Paperwork

Calvary Childcare is required to have enrollment paperwork on file two weeks prior to your child's first day. This information is primarily used to establish relationships with enrolling families and children. Information regarding health, safety and emergency contact procedures is required by the Minnesota Department of Children, Youth and Family, Division of Licensing.

The enrollment paperwork becomes part of the permanent file for each child and is accessed by teaching and administrative staff members of the center. DCYF licensor and NAEYC accreditation validators may review random children's files to verify compliance with licensing requirements and accreditation criteria/standards. When needed we share data with Hennepin County Community Services and the MN Child Care Health Consultants.

Emergency personnel may review the Emergency Procedures and Permission Forms if necessary and approved by center personnel.

The "Responsible Authority" for collection, dissemination and storage of all data is the director or director designate of Calvary Childcare Center.

The following paperwork must be on file two weeks prior to your child's first day:

- **General Registration Information Pages:** these pages provide information that will allow teaching staff to work with each child more effectively. Parents have the responsibility to inform the center if their child has any special medical condition, dietary modifications, or special needs so that we can provide appropriate care and support.
- **Emergency Procedures and Permission Form:** a parent/legal guardian will be asked to sign an emergency form which includes contact information, source of emergency medical and dental care, persons to contact in case of emergency and medical/dental insurance information.
- **Enrollment, Attendance, Field Trip and Information Release Form:** a parent/legal guardian is asked to notify the program of their child's regular schedule of attendance. Additionally, a signature is required stating that the parent is aware of Calvary Childcare's policies and will abide by the expectations of the program.
- **Health Care Summary:** this form must be signed by the child's health care provider and is required within the 30 days of enrollment. This information must include the date of the child's most recent physical examination and is expected to be updated as the child moves through the program.
- **Child Care Immunization Form:** current immunization records must be maintained on all children. This record must give dates (month, day and year) of immunizations your child has received. Immunization records must be updated whenever your child receives additional immunizations.

- **Two Emergency Cards:** these cards include contact information, source of emergency medical/dental care, and persons to contact in case of emergency. These cards are formally updated in September and March. Parents are expected to notify the program if there is a change in current information.

The content of each child’s health and safety file is confidential but is immediately available upon request to: Administrators and educators who have consent from a parent or legal guardian to access the records, the child’s parents or legal guardians, and regulatory authorities.

## Tuition Policies

- Tuition is collected via electronic fund transfer each week. Brightwheel enrollment invitation is sent prior to your start date. This must be completed no later than two weeks prior to your child’s first day.
- Weekly tuition fees are based on the number of days a child is scheduled to attend. There are no reductions for illness, holidays, weather related closings or other absences.
- All part time families who wish to attend additional days will be required to pay the extra day fee. All extra days must be pre-approved by the administrative office.
- Tuition must be current for continued enrollment.
- Families will receive a 10% discount on their youngest child enrolled full time once the family has three children enrolled full time at Calvary Childcare.
- NSF service charges will be assessed for any returned transaction. The current charge is \$25 per transaction. Families are responsible for all service charges.
- Receipts are available using the Tuition Express Web site: [tuitionexpress.com](http://tuitionexpress.com). Calvary Childcare will also sign corporate receipts/flexible spending vouchers. Calvary’s Federal Tax ID number is 41-0773808.

**Tuition Credit:** each December the center will be closed for a Christmas Break. Regardless of start date, all families currently enrolled will be credited one full week of tuition. The amount credited will be based on individual enrollment status (full or part time). Children enrolled on a temporary basis will not be granted this credit.

## Attendance and Absence

Each child is an important part of our program. Please notify the center when your child will not be in attendance. If your daily drop off and pick up times are changing, please let your child’s teacher know.

## **Withdrawal and Termination of Enrollment**

We require written notice in the form of a letter or e-mail to the director at least two weeks in advance of withdrawal of enrollment. Tuition is required in full for the two week duration, regardless of the child's attendance.

Calvary Childcare reserves the right to terminate the enrollment of a child for reasons of family non-compliance with the policies of the center. Additionally, the center may terminate enrollment if it is determined that the center is not reasonably able to meet the needs of a child. Calvary Childcare will be in communication with families in an effort to solve difficulties as termination of enrollment is always the last resort.

## **Grievance Procedure**

Calvary Childcare Center is eager to meet the needs of the families. If there is a concern, parents are first asked to talk to their child's teacher. Teachers will respond to a parent's concerns within two working days. If, after talking with the teacher, the parent needs additional information or their concerns are not resolved satisfactorily, they are to speak with the childcare director. You can expect a response from the director within an additional week. We are confident that through the efforts of the teaching staff, the director and the family, all concerns will be resolved in a timely manner that satisfies all involved. However, if necessary, please consult with Calvary Lutheran Church's Executive Director. You may expect to confer with him/her no later than two weeks after initial contact.

## **Program Review**

Each year the childcare center staff and Calvary's Leadership Team will review the childcare program and policies to ensure quality programming and sound fiscal practices. We also conduct an annual family and teacher survey in the spring of each year. Family survey results are available by request through your child's teacher or the director. Based on results of the annual surveys, goals for continuous improvement are set and carried out. At all times Calvary Childcare will strive to improve operations and policies.

## **English Language Learners and Families**

If your child's home language is other than English, please inform the director personally or on the enrollment forms. Calvary Childcare Center strongly encourages the development of your child's home language. While CCC staff generally use English, staff use a variety of non-verbal communication to support learning. Your child's teacher will work with you to determine your child's understanding of English, the best forms of instruction for your child, and may ask for your support in the teaching and assessment of your child. CCC may work with volunteers who are fluent in your home language to help your child adapt and succeed at CCC.

## Discrimination Policy

It is the policy of Calvary to maintain an environment free of all forms of discriminatory behavior, including all forms of harassment directed toward individuals with disabilities, or the race, ethnic origin, gender, or age of an individual. Therefore, the use of disparaging terms, derogatory remarks, the displays of insensitive treatment, directly or indirectly related to individuals with disabilities or the race, ethnic origin, gender, or age of an individual will not be tolerated.

## Confidentiality

The childcare center's work with children and families will sometimes bring teaching staff into contact with confidential information. We will respect the privacy of children and families, while ensuring that they have a high quality early childhood experience in our center. Our goal is to ensure that all parents/guardians feel comfortable sharing information that will enhance their child's experience at Calvary. There are record keeping systems in place to maintain confidentiality.

- Parents/guardians will only have access to the files and records of their own children.
- Staff will not discuss individual children with people other than the parents, except for the purposes of curriculum planning or classroom management. Written permission from the parent is required if they wish the teaching staff to discuss their child with others (i.e., grandparent, nanny, outside agency).
- Any concerns or evidence relating to a child's safety will be kept in a confidential file and will only be shared with the child's teachers and the director.
- All visitors to our program are made aware of our confidentiality policy and are required to respect it.

## Arrival & Departure

Each family has a code to enter through the front doors of Calvary Childcare Center. Do not leave any of the front doors propped open. All guests are asked to ring a doorbell and be let in by Calvary Childcare Staff. The back door leading to the church is locked at all times.

Calvary Childcare Center is open daily from 7:30 a.m. to 5:30 p.m. Families are able to enter the building as early as 7:30 a.m.

A responsible adult must bring the child into the center, helping with outerwear and belongings when necessary. The adult must sign in and make certain a staff member knows the child has arrived. Adults should scan the clipboards for pertinent daily information.

Children are released only to parents and guardians. Specific written or telephoned permission is necessary for all other arrangements. If a person other than a parent is

scheduled to pick up, please plan on providing photo identification. Children must remain with an adult at all times.

We suggest that anything of value (i.e. purses, briefcases, etc.) not be left in cars at any time. Unattended children may not be left in the car at any time. We discourage unattended idling vehicles in our parking lot.

Calvary Childcare Center closes promptly at 5:30 p.m. Children are to be signed out of the center by this time. If you must be late, please call the center at 763.541.9774. At the same time, you should contact an authorized person to arrange pick up if possible.

Regardless of the reason for delay, a late fee is charged for any child present in the center after 5:30 p.m. The current late fee schedule is as follows: **\$1 per minute past 5:30 p.m.**

All late fees will be collected via Tuition Express.

If, for any reason the center is unable to contact a parent or designated emergency contact by 6:00 p.m., the Golden Valley Police Department will be contacted.

## Weather Closings

In the event of exceptionally severe winter weather, closing announcements are made on WCCO, Kare 11 under the name Calvary Childcare Center, not any other Calvary name. We will also send an email to all families as soon as we have made the decision to close the center for weather related purposes.

### Calvary Childcare Center Winter Storm Procedures

When our metro area experiences a major winter snow or ice storm during the night, we may be closed if:

- Surrounding metro school systems close school.
- Weather and traffic safety officials advise NO travel.
- In this event, the center's closing will be broadcast with other school/business closings on WCCO and Kare11. **Please listen for Calvary Childcare Center, as there are two other Early Childhood programs in the Church.**

If a major winter snow or ice storm arises during the day when the center is in operation, we will follow this procedure:

- The center will closely monitor the weather situation. We expect the same of parents in their places of work.
- If/when schools and businesses begin to close early because of weather severity, we expect parents to arrive to pick up children. Parents may telephone to notify us of an authorized adult who will pick up children if they cannot.

- In a worst-case scenario, we may close early. In this case, we will email parents at work to notify them. We are proactive in enhancing the safety of children and adults (including teachers) connected with Calvary Childcare Center.
- In order to release staff members early, we may consolidate classrooms with a minimal staff. DHS ratio and staffing requirements will be met.

## Health and Safety

### Department of Human Services

The DHS-Licensing Division licenses and regulates childcare centers in Minnesota. Most of our registration information we request is by DHS requirement. We are required to keep current health and immunization summaries on file for each enrolled child. The signature of your child's health care provider is required on the Health Care Summary. Immunization dates may be transferred from home records. Both the Health Care Summary and the Child Care Immunization Form must be on file two weeks prior to the child's first day at Calvary. Additionally, both the Health Care Summary and Child Care Immunization Form must be updated as children move to a different classroom/age category. In the event that a child is overdue for a routine health service, Calvary has the right to exclude until families can provide proof of an upcoming appointment for services.

### Special Needs

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

If your child has a special need and is (one or more of the following):

- Eligible for case management through the state and has an Individual Family Service Plan (IFSP)
- Receiving services through the local school district and has an Individual Educational Plan (IEP)
- Determined by a licensed physician, psychiatrist, psychologist, or consulting psychologist to have a condition related to physical, social, or emotional development

You will be asked to share the ISP and/or IEP with us. In addition, state licensing regulations require us to develop an Individualized Child Care Plan (ICCP) with you that will assist us in meeting your child's needs.

This plan must be signed by you and your child's health care provider as listed above and be reviewed annually to assure that necessary modifications are made to the plan of care.

If a physician has ordered a special medical management procedure (dental or medical) for a child in care, an adult trained in the procedure must be onsite whenever the child is present.

If the special need requires that our staff be trained to perform a new skill, we will ask that you arrange for this training.

Our environment is designed to accommodate a wide range of learning styles and developmental levels. However, this school functions as a general educational facility and our teachers are not trained or certified in the areas of special needs with regard to learning, development or behavior. Our state licensing regulations limit the number of children who can be supervised by a teacher. If your child has needs that require constant individual attention then that may limit our ability to legally and safely provide supervision for the other children in a class or group. In addition, we may not be able to provide the specialized learning environment that your child may need. We may ask in such cases that you seek outside help for your child's specialized needs and/or that your child exit our program.

## Allergy Prevention and Response

If a child has a known allergy, an **Individual Child Care Program Plan (ICCPP)** must be filled out prior to enrollment. If a child has a known allergy, an **Allergy Action Plan** must contain current information about the allergy in the child's record. The Allergy Action Plan must include: description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information. This form must be completed by the child's health care provider and updated annually or when changes are made. The plan is reviewed by all staff that are involved with the child's classroom. Parents are responsible to inform staff and update the plan.

Allergy Prevention and Response policies and procedures are available upon request.

## Health Consultant

We retain the services of MN Child Care Health Consultants. Through this agency we receive a monthly visit from a trained nurse and have access to an on-call nurse to assist us as needed.

MNCCHC has approved the development and administration of our health policies.

## Eco-Healthy Practices

Calvary Childcare Center and Calvary Lutheran Church are committed to eliminating environmental health hazards found in and around our program. Some of the ways we do this include:

- Using only non-toxic techniques inside and outside of the facility to prevent and control pests

- Maintaining adequate ventilation within the building
- Not using scented or unscented candles or air fresheners
- Not using aerosol sprays of any kind
- Using digital thermometers only
- Using only non-toxic art supplies
- Maintaining a fragrance free program including cleaning/sanitizing chemicals, art materials, and personal perfumes and sprays
- Recycling paper, cardboard, glass, plastics, aluminum and organic materials

## **Injuries and Emergencies**

- Children’s emergency information is readily available at the front desk by the phone. Your child’s teacher also has a copy. It is of utmost importance that this information be kept up to date and that all numbers allow us to reach a parent/guardian in the event of an emergency.
- First aid of a minor nature will be administered by the staff. Minor accidents will be reported to the pick-up person. In case of injury, staff completes an Accident Report in duplicate. One copy is filed at the center and the second copy is presented to the family.
- Occasionally a child becomes ill or has an injury/accident that requires medical attention. We will always attempt to call the parents first, however when parents cannot be reached it is necessary to have the name(s) of a relative or friend that is able to act on your behalf. Please be sure that these emergency contacts are aware of this expectation and will be able to assist you.
- Children will be transported to North Memorial Hospital or another emergency facility by local emergency units for treatment as deemed necessary. The child will be transported at the family’s expense.
- All of Calvary Childcare’s staff members are trained in CPR and Pediatric First Aid. Annually, staff are trained in Sudden Unexpected Infant Death Syndrome (SUIDS), Abusive Head Trauma (AHT), Allergy Prevention and Response, Containment of Blood-borne Pathogens, Universal Precautions and Handling and Disposal of Bodily Fluids.
- First aid kits are available in each room and are maintained in compliance with DHS and OSHA.

## **Handling and Disposal of Bodily Fluids**

A copy of Calvary Childcare’s Policy and Procedures for handling and disposal of bodily fluids is available upon request and is posted on our website.

## Emergency Response Plan

Calvary Childcare has created an Emergency Response Plan. This plan is reviewed and updated annually. A copy of this plan is hanging on the front bulletin board beneath our Minnesota DHS License. A copy of this plan is emailed to families annually.

## Insurance

Our center, staff and children are insured through the Hellend Agency, Inc. of Minnetonka, MN. The type and level of liability insurance coverage meets state standards. The coverage applies during regularly scheduled hours while the child is in attendance and during other events scheduled by the center.

## Medication Policy

The comprehensive DHS and Calvary Childcare medication policy is available upon request. Any teaching staff that administers medication has received specific training and a written performance evaluation by Calvary's visiting nurse.

- Staff will only administer prescribed medications to children when all doses may not be given at home.
- Parents must complete a **Medication Administration Record** and present both the form and medication to center staff at morning dropoff. The parent must also make a note on the sign-in sheet alerting staff to the medication needs.
- "Over the Counter" medications will only be administered when prescribed by a physician. This authorization may be faxed or phoned in, with all verbal instructions being carefully documented by staff. Medications may not be used to mask symptoms of communicable illness and such use will be refused by the center. Medication must be in the original container with the dosage instructions directly on the bottle.
- For prescribed medications, the dosage instructions will serve as physician's authorization.
- For all children under two years, a dosage chart must be faxed from a physician's office.
- With signed permission, staff will provide sunscreen to children during warm weather outdoor play. Calvary Childcare will purchase sunscreen for use on children.
- Calvary will not provide insect repellent. Families may provide insect repellent by completing a Non-Prescription Medication Form. Directions for use must be directly on the container and will be followed.
- If needed, the family may provide diapering ointment and written instruction for use. A Non-Prescription Medication Form must be completed for all lotions/ointments.

- Medications must be presented directly to center staff and never sent in the lunch box or backpack for self-dosing.
- Vitamins and cough drops present a choking hazard and are not acceptable at any time.

## Diapering Procedure

Calvary Childcare’s diapering procedure has been reviewed and approved by our health consultant. Diapering procedures and policies are posted in all changing areas.

## Safety Drills

Calvary Childcare practices year round monthly fire safety drills. Tornado safety drills are conducted April through September. Staff has also been trained in emergency “lock down” procedures.

## Classroom Visitors

We welcome family/friend visitors to our center. Children are our first priority and must never be left unattended to accommodate a visitor. Parents are welcome to visit the program at any time, with or without prior notice. We require prior approval from parents for any adult family visitors. Siblings of children must be accompanied by an adult at all times. As per DHS regulation, school age children (K-Gr. 5) may not visit or volunteer in our center without an attending adult.

On occasion, Calvary Childcare will partner with education facilities (high school or other higher education establishments) for research, experimental procedure, or public relations activities involving a child. If a specific child is being observed, parents must provide written permission prior to the visit. If a classroom observation is being conducted, all families will be informed of the time and nature of the visit prior. If parents do not wish for their child(ren) to participate, an alternative activity will be prepared.

## Illness/Exclusion of Ill Children

Calvary Childcare Center is not permitted to provide care to ill children. Staff is responsible for assessing a child’s health upon arrival each morning. If a child shows signs of an illness, the family will be asked to take the child home.

Children will be sent home at the discretion of the center staff and based on the exclusion guidelines listed on the next page. These guidelines are taken from “Infectious Diseases in Childcare Settings and Schools: Information for Directors, Caregivers, and Parents or Guardians,” prepared by Hennepin County Community Health Department, Epidemiology and Environmental Health.

In addition to the guidelines listed, we will also exclude a child who:

- Is not able to participate in childcare program activities with reasonable comfort, including outdoor play.

- Requires more care than staff can provide without compromising the health and safety of the other children in care.

If a child becomes ill at the center, they will be made comfortable under the supervision of a center staff person. Parents or authorized persons will be contacted and asked to pick-up the child. **It is expected that an ill child will be picked up within 45 minutes of initial parent contact.** An Illness Report will be presented for signature at this time. This form will indicate when the child can return to childcare.

Families are expected to protect the health of their own and other children by keeping a child home if there are any symptoms of a communicable illness. Families are required to notify the center within 24 hours if a child has contracted a communicable illness.

Calvary Childcare Center will inform families in writing of the presence of a contagious illness so that attention can be paid to any symptoms. Additionally, if a vaccine-preventable disease occurs in the program, the families of any/all children who are under-immunized will be notified promptly and will be excluded until a health care provider determines it is safe for the child to return.

Please note: specific policies dealing with Influenza-Like-Illnesses have been developed by the Minnesota Department of Health and will be made available as needed.

- |                            |  |
|----------------------------|--|
| 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:              | Until 24 hours after treatment begins 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. Diarrhea is defined as an increased number of stools compared with a person's normal pattern, along with decreased stool form and/or stools that are watery, bloody or contain mucus. Two or more episodes in the previous 24 hours. The concern with diarrhea is containment. |
| Mouth Sores with drooling: | Until a medical exam indicates the child may return or until sores have healed.  |
| Fever Axillary: (armpit)   | 100 degrees or higher, when accompanied by behavior changes, or other signs of symptoms of illness. Measure temperature before giving medications to reduce fever.   |
| 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.  |

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. No exclusion for other mild respiratory infections without fever as long as child can participate comfortably.
Ringworm:	Skin and scalp-until 24 hours after treatment has been started.
Scabies:	Until 24 hours after treatment has been started.
Signs/Symptoms of Possible Severe Illness:	Unusually tired, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing or other unusual signs for the child; should be evaluated by the child's health care provider to rule out severe illness.
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 one or more episodes in the previous 24 hours.

## Rest Time

Young children need a lot of sleep. Just as we give children a good breakfast because food ensures they will function well, we must apply the same thinking to their need for sleep. Tired children simply cannot perform effectively in the classroom.

Throughout the day children are bombarded with sounds, sights, smells and so on. Resolving conflicts, learning to play together and negotiating through the classroom is hard work for children. Even if children do not fall asleep, a rest period frees them from the all-consuming demands of structured activity and social interaction. This being said, our rest time policy is as follows:

### Toddlers and Preschoolers

Each day the center is quiet for a flexible period of time following lunch. Children bring nap bags from home. These nap bags may be supplied with a travel size pillow, a small blanket for covering up and a soft toy or other comfort item. These items should be clearly labeled with child's name. Nap bags are sent home to be laundered weekly or sooner if necessary. The center provides a cot for each child. Cots are placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each cot. The staff promotes restfulness by darkening rooms, reading stories and playing quiet music.

As per Minnesota State licensing all children are required to rest quietly during this time. If a child has rested quietly for 30 minutes and is almost asleep, the staff may allow the child to continue to lie on the cot and complete their nap. If the child does not fall asleep, they will be given quiet activities to engage himself or herself until the

rest period is over. If the child does fall asleep, he/she will be allowed to sleep without adult interruption until the end of the group's nap period. When a child falls asleep during our quiet rest period it is because his/her body is tired and needs a nap.

If the child's parent(s) are concerned the child is sleeping too much at Calvary Childcare, we will help the child wake up gently but only after half hour of sleep and only if the child awakens to a gentle approach by the teacher. If the child does not awaken with the first try, another gentle approach will be tried after another half hour of sleep. Staff will not forcibly wake up a child. This may look and/or feel abusive, not only to the individual child, but to other children and adults as well.

Between 2:30-3:00, children are awakened by the sound of the voices of teachers and other children, by lights being turned on, by music being played and by gently being awakened by the staff.

## Infants

We believe that all infants are unique and may have varying schedules. In the enrollment packet there is an extensive survey to help understand your child's schedule. We value flexible schedules that allow children to anticipate routine while establishing security and trust.

As the infant gets older (around 15 months) and begins to transition from an infant to toddler, we will work with the child to establish a continuous schedule. This will include the children eating together, playing together and moving to one nap daily. As the time approaches, your child's teacher will talk to you about the specific details in this process.

To ensure and uphold the highest safety standards we implement the following procedures for our infants sleeping routines:

- All cribs are free of any blankets, toys, or miscellaneous soft comfort items. A pacifier(labeled with first and last name) is permitted.
- Each child is assigned their own crib.
- All children are placed on their backs to sleep. A Physician's Directive for Infant Sleep Form is required for any alternate sleep position.
- If 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 months of age or Calvary Childcare has a signed form from parent indicating that the infant regularly rolls over at home.
- Children are free of any hooded clothing, bibs or zipper type outfits when placed in their crib.
- If infants arrive to the program asleep, or fall asleep, in equipment not specifically designed for infant sleep, the infant is removed and placed in appropriate infant sleep equipment.

- The sides of cribs are checked to ensure they are secure and in the locked position.
- The napping room will maintain a room temperature between 68-71 degrees Fahrenheit.
- Sleeping children are within sight and sound of a staff member at all times.
- Each child will have their own Halo Sleep Sack to wear during rest time at the center. Sleep sacks and crib sheets are laundered weekly at a minimum.
- DHS Licensing does not recommend placing a swaddled infant down to sleep. However, with the written consent of a parent, staff may place the infant who has not yet begun to roll over on its own down to sleep in a one-piece sleeper equipped with an attachment system that fastens securely only across the upper torso, with no constriction of the hips or legs, to create a swaddle.
- All cribs and mattresses meet the current US Consumer Product Safety Commission Standards.
- Infant's face is to remain uncovered at all times.
- All crib sheets are designed to be used with provided crib mattresses and are secure and tight fitting. Sheets are washed at least weekly.
- A pacifier must be labeled with a child's name and must be in good condition and securely attached to the pacifier.

## Outdoor Play

All children who are well enough to be in attendance at Calvary Childcare also need to be well enough to participate in outdoor activities.

Outdoor play is a daily requirement by DHS unless weather conditions prohibit. Temperature limitations include, but are not limited to: below zero degrees (actual temperature) and above ninety degrees (actual temperature). Playtime spent outside will be adjusted based on the varying conditions.

Please consider your child's needs for appropriate seasonal outdoor clothing. As children participate in outdoor play, they may become hot or cold, therefore layering is usually a good option. Children are encouraged to dress themselves as much as is age-appropriate, therefore independence and ease are key factors in choosing jackets, snow pants, boots and mittens. All items must be labeled with your child's name. Please speak with your child's teacher if you need assistance selecting appropriate outdoor clothing.

In hot, sunny or rainy weather, general precautions will be taken in determining appropriate outdoor time. At times when a heat, weather or smog advisory has been issued, the children will be kept indoors. Areas of shade are available on all playgrounds.

## Clothing

Children should be comfortably dressed for play. While at Calvary Childcare Center, children will be exposed to many kinds of media, including paint, chalk, playdough, markers, etc. Please keep this in mind when dressing your child for the day.

**For safety in active play, children must wear rubber soled sneaker type shoes with socks every day.** Open toed shoes are not permitted outdoors. Children who do not have the appropriate shoes will be presented with alternate activities other than the playground or the bike area.

Each child brings a supply of extra clothing from home to be stored in a container at the center. These items must be labeled with your child's name. Please check this supply on a regular basis, paying attention to size and weather conditions. Calvary Childcare is supplied with a limited amount of extra clothing items.

## Diapers

Families supply diapers for children who need them (infants, toddlers and transition room only). Wipes must also be provided in a labeled container. The staff will notify families when the diaper and/or wipes supply is low.

## Toys/Personal Belongings

Toys brought from home present special problems for the children and staff. Personal possessions are often difficult to share or may get broken. Parents are advised to not allow children to bring toys from home. There may be special "toy day" designated by the individual teachers and special directions will be communicated with the involved families.

In our effort to teach peace and maintain a peaceful environment, toys that resemble weapons of any kind or clothing that portrays weapons/violence are not allowed at Calvary Childcare.

## Pets

Calvary Childcare Center has classroom pet guinea pigs in our K-bound classroom. The cages are cleaned on a weekly basis, unless needed sooner. Children are not permitted to hold the pets at any time.

## Nutrition

### Special Diets and Food Allergies

Parents will need to inform the center about any food allergies or other special diets. An Individual Child Care Program Plan (ICCP) must be completed by the family and the child's physician explaining possible allergic triggers, reactions and treatment for such. This plan will be posted in the child's classroom and in the center kitchen.

## **Breakfast**

Children may eat at the center during our scheduled breakfast time starting at 8am. If your child is going to eat breakfast at school, please arrive before 8:30 which is our “last call”. The sign-in sheet has a space for noting breakfast needs. Three food groups will be offered to all children. Please discuss breakfast with your child prior to departing for the day. All children are welcome.

## **Snack**

Calvary will provide a snack appropriate for the ages and needs of the children served. This snack will be served mid-afternoon and will include foods from two food groups. Snack/breakfast menus are posted in all classrooms in addition to the kitchen.

## **Lunch**

Calvary is equipped with a residential rather than a commercial kitchen. Therefore, children bring bag lunches from home. The center provides milk, water, eating utensils, cups and napkins. Microwave ovens are available. Please provide food choices that involve a minimal amount of preparation by staff. Frozen meals and unopened cans are strongly discouraged. Uneaten food is placed back in the lunch box to be taken home.

## **Lunch Policy for Families**

A copy of this Policy is included in enrollment paperwork and available upon request.

As required by DHS, Calvary Childcare is attentive to the nutritional needs of the children and will coach families if necessary. Please provide lunch foods that are wholesome and low in fat, sugar and salt. If necessary, Calvary will supplement children’s lunches with needed foods. A fee will be assessed anytime staff must supplement lunch box needs. Lunchables and Kids Cuisine type meals are not acceptable healthy choices. A complete copy of our Lunch Policy is provided at time of enrollment and available upon request.

Staff will provide the type and quantity of food the child consumes via the daily sheet for children with special feeding needs, and all infants. Toddler classrooms indicate amount of food eaten for each child for breakfast and lunch on the child’s daily sheet.

Calvary Childcare participates in the State of MN Milk Program. Whole milk is served to infants 12 months and older and to our young toddler class up to 24 months. 1% milk is served to all other children. Any substitutions will require a doctor’s note to be on file.

## **Infant Feeding**

Parents provide all food and breast milk/formula for infants. Prior to starting, families are asked to complete a detailed inventory of the infant’s feeding needs, along with the schedule of feeding times. This feeding inventory is formally updated once per month or as families/staff sees the need for updating. While Calvary staff may offer suggestions to families concerning feedings/schedules, it is ultimately the family’s

right to determine how to best meet their individual infant's nutritional needs at each developmental stage. Families are asked to work with their health care provider/pediatrician when making nutritional decisions such as when to introduce solids.

Calvary Childcare supports breastfeeding by accepting, storing, and serving expressed milk for any and all feedings. Single serving bottles of breast milk are color-coded and labeled with the infant's first and last name. Parents are expected to add the date the milk was expressed on each bottle. To preserve special infection-fighting and nutritional components in breast milk, teaching staff will gently mix rather than shake the bottle prior to feeding.

If an infant's mother chooses to breastfeed at Calvary Childcare, a comfortable and private place will be provided. Such places may include the infant nap area, the director's office or the mother's nursing room in the church nursery. Staff will coordinate all feedings with the infant's mother.

For families providing formula, all bottles must be prepared at home and brought to the center in plastic bottles, labeled with the child's name and placed immediately in the refrigerator. All breast milk, formula and refrigerated foods should be brought to the center in an insulated cooler or bag. A bottle can be prepared and out of the fridge for a maximum of 1 hour. Family will dispose of any unfinished bottles and bottles that have been labeled as 'DONE' with tape indicating that the contents of the bottle need to be discarded. All unused formula and breast milk will be sent home at the end of the day. Whole milk is offered with parent approval starting at 1 year old.

Infants unable to sit are held for bottle feeding. Once an infant is able to sit up, they may be held or placed in an infant chair for feeding. Infants do not eat from propped bottles at any time nor do they receive bottles while in their crib or on their cot.

At no time will bottle feedings include solid foods unless the child's health care provider supplies written instructions and a medical reason for this practice. As the infant approaches six months, teaching staff will begin to discuss the introduction of solid food based on the recommendations of the family and/or health care provider. Prior to six months, teaching staff will not offer solid foods without a written plan from the infant's family and/or health care provider. Calvary does not provide or allow sweetened beverages or fruit juice to children under the age of 16 months.

A current Infant Feeding Schedule is updated when changes to the diet are made. This feeding schedule is easily available in the food prep area.

As recommended by NAEYC and US Consumer Safety Commission, microwaves will not be used to warm or heat milk, human milk or infant foods of any type. Instead, a hot water bath (not to exceed 120 degrees) will be used to warm all bottles and infant food.

## Infant Bottle Labeling Policy and Procedure

Calvary Childcare has purchased and implemented a system for labeling bottles and sippy cups.

- At least one week prior to starting in the infant room, we ask that families drop off at least two sets of bottles for their infants. (ie, baby eats four times a day, please drop off 8 bottles)
- Each infant will be assigned one of 9 colors that will be used as the labeling surface. Each color will only be used by one infant at a time.
- Infant teachers will label each bottle first with assigned color tape and then attach a name label complete with infant's first and last name. Both name labels and bottle labels are dishwasher safe. Please do not peel off label or tape unless you are removing it permanently.
- Name labels will be used on bottles, tops, and sippy cups, and will be the only acceptable labels in the Infant Room.
- Teachers will monitor condition of labels and replace as needed. Parents may also request new labels as needed for new bottles or sippy cups.
- Calvary will be responsible for ordering name labels and colored tape as needed.

## Safe Formula and Food Preparation

In order to protect your infant from illness, please follow these guidelines for safe bottle preparation:

### Formula

- Always wash hands carefully before preparing food.
- Use hot soapy water, bottle brush and nipple brush. Wash bottle and ring at the same time. Squirt water through nipple to clean holes. Rinse well with hot water. Cap bottle when dry so it does not remain exposed to dust and airborne germs.
- Clean top of formula container with a clean cloth wrung out in hot soapy water before opening.
- Fill labeled bottles with the amount the baby drinks at one feeding. Refrigerate immediately.
- Transfer bottles in an insulated bag or cooler to Calvary and refrigerate as soon as you arrive.
- Calvary Childcare will label all bottles. Please let one of the teachers know if you have bottles that are not color coded and labeled.

- Take bottles home at the end of the day. Bottles will not have been rinsed and will be in the bin in the refrigerator.

## **Breast Milk**

- Wash hands, breast and pump. Express milk.
- Use a clean bottle or storage bag.
- Fresh breast milk, if kept refrigerated, may be used up to 48 hours (or no more than 24 hours if the breast milk was previously frozen). Milk may be frozen in the bottle/bag for up to 3 months until ready to use at the center. Label with date, time removed from freezer, and child's first and last name.
- Frozen milk should be kept frozen for transport. Once thawed, it must be used that day or sent home with the parent.
- Transfer bottles in an insulated bag or cooler to Calvary and refrigerate as soon as you arrive.
- Calvary will label all bottles. Please let one of the teachers know if you have bottles that are not color coded and labeled.
- Take bottles home at the end of day. Bottles will not have been rinsed and will be in the bin in the refrigerator.

All bottles of breast milk/formula will be discarded after one hour if not completely consumed or refrigerated.

Calvary Childcare's infant feeding procedures have been reviewed and approved by our health consultant.

## **Communication**

We believe that good communication with parents is a benefit to the children in our care. Communication will come to you in a variety of ways including: postings at the front desk, notices sent home via child's cubby, notices posted on classroom clipboards and email messages.

Daily written reports are made to the parents of all infants and toddlers about the child's food intake, bathroom habits, sleeping patterns and general behaviors.

Please be alert to any information that is being sent home, as we do try to limit the amount of paperwork that is provided to you.

The opportunity for contact with your child's teacher is available during drop off and pick up. Teaching staff also have access to a Calvary email address as a means of communication. Email access through the day is limited to nap time, so if you have an urgent need please feel free to call the center so you can get in touch with a teacher in a timely fashion. Also, feel free to contact the director with any questions or concerns.

# Curriculum & Assessment

Calvary Childcare uses the HighScope educational approach. HighScope is an “active participatory learning” approach to educating children from birth to young adulthood. Children’s interests and choices are at the heart of the HighScope programs. Modifications and adjustments can be made to reflect the values, beliefs, and experiences of children and their families.

HighScope goals for young children are:

- To learn through active involvement with people, materials, events and ideas.
- To become independent, responsible, and confident.
- To learn to plan many of their own activities, carry them out, and talk with other children and their teachers about what they have done and what they’ve learned.
- To learn to express their feelings and get along with others in rewarding relationships.
- To gain knowledge and skills in important content areas including approaches to learning; language, literacy, communication, social/emotional development, physical development, health and well-being, mathematics, science, technology, and creative arts.

Using HighScope’s curriculum framework and allowing for adaptations and modifications, all children will experience success and learning.

## Infants and Toddlers

Our approach with infants and toddlers follows HighScope’s infants and toddlers curriculum. It involves key beliefs in how and what infants and toddlers learn, as well as a commitment to creating an environment where such development can best happen.

Infants and toddlers learn:

- With their whole body and all their senses. They gather information with every action using their senses to build knowledge of their world.
- Because they want to. Infants and toddlers are powerfully self-motivated to explore and learn, at their own pace, through their own means.
- While communicating what they know. Social from birth, they eagerly seek direct contact with caregivers using a variety of strategies to convey their desires.

- Within the context of trusting relationships. Children need an emotionally rich and supportive environment to work through new challenges and accomplishments.

#### HighScope's Key Developmental Indicators for Infants and Toddlers:

- |                           |                              |
|---------------------------|------------------------------|
| ● Sense of Self           | ● Communication and Language |
| ● Social Relations        | ● Exploring Objects          |
| ● Creative Representation | ● Quantity and Number        |
| ● Movement                | ● Space                      |
| ● Music                   | ● Time                       |

#### At Calvary Childcare, we support how and what infants and toddlers learn as we:

- Promote supportive adult/child interactions.
  - We establish policies that encourage continuity of care.
  - Infants remain with the same caregivers 12 weeks-16 months
  - Toddlers remain with the same caregivers for at least one year
  - We create a climate of trust for the children.
  - We form partnerships with the children.
  - We support the children's intentions.
- Arrange and equip an active learning environment.
  - We build order and flexibility into the physical environment.
  - We provide comfort and safety for children and adults.
  - We support children's sensory-motor approach to learning.
- Establish schedules and routines.
  - Arrival and departure
  - Feeding and mealtime
  - Bodily care
  - Naptime
  - Choice time
  - Outside time
  - Group time
- Encourage partnerships between the teaching team and the parents.
  - We encourage open communication.
  - We make joint decisions about program issues.
  - We focus on parents' strengths.
  - We provide a welcoming environment for families.
  - We value parent participation.

## Preschoolers

Our preschool teachers provide a developmentally appropriate learning environment in which all children are encouraged to learn at their own pace and in their own style. By providing a combination of child-guided and adult-guided learning opportunities, children are able to master their environment and be successful in all that they do.

HighScope's preschool curriculum recognizes 58 Key Developmental Indicators (KDI's). These KDI's are the building blocks of thinking and reasoning at each age of development.

These KDI's are divided into eight content areas that are aligned with state and national learning standards:

- Approaches to Learning
- Social and Emotional Development
- Physical Development and Health
- Language, Literacy, and Communication
- Mathematics
- Creative Arts
- Science and Technology
- Social Studies

### Typical Daily Schedule

**Morning Meeting:** All children gather and share daily announcements with each other. These announcements might include letting children know about things that are happening today, who is at school versus home, possible changes in the daily schedule and any other topic that may seem relevant for the class. This is also the time of day that the message board is utilized.

**Planning Time:** Children express their intentions about what and how they are going to spend their work time in the classroom.

**Work Time:** Children carry out their plans that they made during planning time. They work in the room and experience the areas of learning that have been set up by the teaching staff. This is when children are able to work on social skills, problem solving and construct knowledge, as well as to build new skills. Teachers have an opportunity to observe children and gain insight into each child's development.

**Recall Time:** Children meet with a teacher to recall and reflect on their actions and what they learned during work time. Because the children planned their own work time, their experiences will be more meaningful and have lasting impressions as they continue their day.

**Large Group Time:** Large group is when all children and adults participate in an activity together. This may involve a music/movement activity, a group storytelling

experience, a nature walk or a group planned game. Large Group time is planned and initiated by adults, but children are given many choices as to how they participate.

**Small Group Time:** A small group of children meets/works with the same adult every day. This is a time that is planned by the teachers for their specific group of children and changes as needed. Small group time promotes social interaction and bonding with both the teacher and other group members.

**Outside Time:** Children can enjoy physical, noisy, and vigorous play. Teachers are actively engaged with children at all times, including outside.

**Transitions:** Throughout the day, children experience many transitions. The time between activities is important and is handled in the same consistent ways as other daily activities.

**Meals and snack times:** Eating together is done in small groups, with the same teacher and children, who gather together for planning, recall, and small group. Meal time offers time to socialize as well as time to model appropriate table manners and eating habits.

## Assessment

Assessment is an integral part of our early childhood program. Assessments are used in a variety of ways. They are used to support learning, identify special needs, to monitor and evaluate the program and for program accountability. Assessments relate closely to the goals and objectives of the HighScope Curriculum. At all times, all assessment methods are sensitive to family culture, experiences, children's abilities and home language. Families are encouraged to be an active part of the assessment process. A copy of the Child Assessment Plan is available upon request.

## Methods

Calvary Childcare uses the Child Observation Tool (COR). For infants/toddlers, these include daily observations of Sense of Self, Social Relations, Creative Representation, Movement, Communication and Language, and Exploration and Logic. For preschoolers, the daily observations of children include approaches to learning, social relations, creative representation, movement and music, language and literacy, and mathematics and science. Another method for assessment is informal and formal conversations with each child to find out what they enjoy about school, show they like to play with and what they have learned. Fine and large motor skills are observed and documented. Also included, are samples of children's work, anecdotal notes, documented conversations and photos. These assessments are documented on a daily, weekly and monthly basis. We encourage families to raise questions or concerns about how the assessment methods will meet their child's needs. Teachers received initial in-service training prior to using the COR Advantage online system. Ongoing training and support is available from the curriculum coordinator or director.

## **Settings**

Children are assessed under a variety of settings. Observations are conducted during regular class time and are often informal but intentional. Observation is done continuously and documented by familiar teaching staff. These observations are then used to develop lesson plans and individual goals based on the children's interests and abilities.

## **Data Collected**

Assessment data is collected and the results are shared with families at conferences and other times as needed. All assessment results remain confidential. If the information may be shared with a local professional or other organization, written permission is required and the children's identity is kept confidential.

## **Purpose of Assessment**

These assessments are used for a variety of purposes. Parent-Teacher conferences are held twice during the school year and assessment results are shared with parents. A written report is completed and reviewed with parents. From information gathered through observation, conversation and work sampling. At all times throughout the year, families are encouraged to participate in observations and the assessment process. Special needs or barriers to learning may be identified through the assessment process. From these results, staff can determine if additional developmental screening or diagnostic testing should be recommended. The results of assessments also help guide program evaluation and accountability.

## **Conferences**

Parent/Teacher conferences provide a great opportunity for families to sit down and meet with the classroom teachers. It is during this time that the status of the child's intellectual, physical, social, emotional and spiritual growth and development will be shared. Conferences will be planned at least twice a year and record of such will be documented in each child's file. At each conference, a written summary/report will be provided to families.

In order to maximize communication between parents and staff, we ask that children not be in attendance during the conference time. Calvary Childcare will do its best to provide childcare for families that are unable to arrange care on their own.

## **Intake Conference**

Once a family has decided to enroll a child in our program, an intake conference including the teacher and the director will occur prior to the child's starting date. The purpose of this informal meeting is for parents to share information about their child, their desires and concerns, and for staff to discuss the ins and outs of the program. It is also a time to find out what expectations parents have of the center, and to make clear to them what responsibilities the center has to them. It is at this time that the Family Guidebook and Policies will be reviewed.

An intake conference may also occur when a child is preparing to transition to a new classroom.

### **Developmental Conference**

In late spring, the teachers will set aside time to meet with each family (the timing may differ). During these meetings, families and teachers will have the opportunity to review any previously set goals and look towards setting new and realistic goals as needed. Infant conferences will occur around the time the child turns one year old.

Families will receive a written assessment/report of their child at each of the conferences. Written assessments are confidential and will be given to parents only. A copy will be kept in the child's file.

Additionally, conferences may be scheduled as requested to address any concerns of families or teaching staff.

## **Developmentally Appropriate Practices**

We follow the guidelines for developmentally appropriate practice as presented in the National Association of the Education of Young Children (NAEYC) Developmentally Appropriate Practice in Early Childhood Programs Third Edition 2009.

What is Developmentally Appropriate Practice?

- Developmentally appropriate practice requires both meeting children where they are as well as enabling them to reach goals that are both challenging and achievable.
- All teaching practices should be appropriate to children's age and developmental level, attuned to them as unique individuals, and responsive to the social and cultural contexts in which they live.
- Developmentally appropriate practice does not mean making things easier for children. Rather, it means ensuring that goals and experiences are suited to their learning and development, but challenging enough to promote their progress and interest.
- Best practice is based on knowledge—not on assumptions—of how children learn and develop.

In all groups, teachers use daily observation and documentation to plan and adapt curriculum to meet individual children's needs, to identify children who may have barriers to learning, to communicate with parents and to evaluate the program's effectiveness.

## **Infants**

Our infants spend their days involved in purposeful play where care and learning are inseparable. Babies learn from everything they see and do within their environment. Babies are allowed to explore the world with their senses and their developing motor skills. Schedules are based on the physical and emotional needs of the individual child.

## **Toddlers**

Toddlers enjoy varied experiences with simple books, pictures, puzzles and music. Language development is modeled and encouraged. Appropriate art materials are explored—emphasis is on process rather than productivity. Toddlers are provided with time and space for active and simple dramatic play. They are given ample opportunities for self-initiated practice of newly acquired skills with emphasis on autonomy and success. The toddler daily schedule provides a predictable routine based on the needs of the children. Staff works cooperatively with family to encourage toilet training.

## **Preschool**

Young preschoolers are involved in experiences with language, creative expression and movement. Puzzles and books are available in all learning areas. Dramatic play provides opportunities to build language skills through conversation and stories. Blocks, wheel toys and climbing equipment provide an emphasis on large muscle activity for young preschoolers. Frequent experiences in art and music support creative development. Staff works to build a sense of community within a small group setting in order to support optimal social and emotional growth.

## **K-Bound**

Four and five year old preschoolers participate in a broader range of experiences. We provide a print-rich environment that stimulates language and literacy skills. Teachers use a variety of strategies to support and integrate development in math, science, and social studies. Four and five year old children have daily opportunities for aesthetic expression and appreciation through art and music. Planned indoor and outdoor physical activities increase the children's large and small motor development.

## **Behavior Guidance**

The goal of discipline and guidance techniques at Calvary Childcare Center is to help children develop safe and appropriate ways of interacting with others and with the environment. Young children are working towards independence and self-control. They learn by experimenting, testing limits and experiencing the consequences of their behavior. In the process of setting and enforcing limits, teachers assist young children in developing self-control and respect for their rights and the property of others.

Guidance begins with respect for each child and adult and the establishment of a warm relationship between individuals. It is based on the consideration of each child's developmental level, interests, needs, abilities and physical capabilities. Guidance

provides limits, which are few in number but clearly explained and consistently followed. It relies on a supportive environment, which includes:

- Comfortable, attractive and interesting furnishings
- A variety of age appropriate materials
- A well-paced curriculum
- Adequate adult availability to children

In every area, teaching staff need to focus on safety and supervision issues for both children and staff. Children need to learn the rules for individual rights and self-expression within a group setting. Rules and limits at the center are likely to differ from those in a child's home because of this need to protect the rights and safety of other children.

Preferred discipline and guidance techniques include: setting clear and enforceable limits, modeling acceptable behavior, structuring the environment and schedules to maximize good behavior, planning activities, giving choices, recognizing children's efforts, anticipation and elimination of potential problems, using acceptable alternatives to problem behavior, redirection, good timing of teacher intervention and use of natural and logical consequences.

## Separation

Children may be separated from the group temporarily if other less intrusive methods of guiding the child's behavior have been ineffective and the child's behavior threatens the well being of other children or staff. Occasionally children may also be temporarily separated from the group if they need time to regain their self-control and composure. If separated, the child will remain in an unenclosed area where he or she can be seen and heard by a staff person. The length and time of separation will be related to the child's age and maturity level.

When separation from the group is used as a behavior guidance technique, the child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation, and the child must be returned to the group as soon as the behavior abates or stops.

Separation will not be used with any child between the ages of twelve weeks and 16 months.

Separations from the group will be noted on a daily log which will describe what less intrusive methods were used to guide the child's behavior and how the behavior continued to threaten the well being of the child, other children or staff.

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 will be indicated on the daily log. In the event that a child is separated five times or more in one week or eight times or more in two weeks, the "unacceptable behavior" guidelines will be followed.

## Persistent Unacceptable Behavior

Behavior that requires an increased amount of staff guidance and time will be documented along with the following procedures:

- Staff will observe and record the behavior of the child and staff response to the behavior. This will assist teachers in finding patterns, triggers and maybe give insight to the function of the behavior.
- Staff will work with families and appropriate professionals to develop an individualized plan to address the behavior. As part of this plan, a list of positive behavior support strategies will be developed.

As part of this policy, Calvary Childcare Center will contract with the Center for Inclusive Childcare (CICC) for further assistance when appropriate. CICC supports children and programs by helping to identify developmental concerns, making referrals, and sharing concerns with families as needed. CICC will also support staff in guiding challenging behavior through environmental and programmatic adaptations. CICC's goals align with those of Calvary Childcare Center in that they work towards successful inclusion and retention of children with unique needs and works towards the prevention of expulsion and suspension.

Steps taken before a decision to exclude a child.

1. Teachers will monitor and keep records of behaviors, actions and consequences. This record can be referenced to find any type of pattern.
2. Teachers will be given time away from the classroom to consult and discuss ways to help the child. The director is brought into the conversation.
3. If behaviors, actions and consequences continue and are causing a disruption to the health and wellbeing of the classroom, a meeting with parents and director will be scheduled. The director will take responsibility to organize the meeting.
4. A meeting with classroom teachers, center director and parents will be scheduled (at a time that works best for parents) and attendance will be required.
5. A plan for addressing behaviors, actions and consequences will be written up and agreed upon by all in the meeting. Communication for teachers and parents will be discussed and plans for respectful sharing of information (not in front of a child) will be discussed.
6. A date for a follow up meeting will be scheduled at the meeting at a time decided upon by the group.
7. If in the best interest of the child, discussion and recommendations for an outside agency to become involved.

In the event that the challenging behavior continues after all possible interventions have been exhausted, exclusionary measures may be taken when there is agreement that this is in the best interest of the child. If exclusionary measures must be taken,

Calvary Childcare Center will work with the family in accessing services and an alternative placement. Suggestions may include contacting the local school district, St. David's Center for Child and Family Development, Washburn Center for Children and/or Fraiser.

For children with developmental disabilities, an Individualized Child Care Program Plan (ICCPP) will be developed in partnership with families, school district personnel and outside professionals as appropriate.

Calvary Childcare's behavior guidance policy complies with federal and state civil rights laws.

## Family Involvement

Calvary Lutheran Church of Golden Valley regards families of the childcare center as part of its extended church family and welcomes you to worship services, forums, seminars, celebrations and other family events throughout the year. *Calvary Calls*, the parish newspaper, is available at the front desk of the center.

## Family Events

Calvary Lutheran Church and the Early Childhood Ministries are committed to providing opportunities for families to fellowship together during various times throughout the year. Further information on events will be made available through flyers, calendars and other promotions.

## Family Participation

Parent(s) of enrolled children are welcome to visit the center at any time during hours of operation. These visits give families the opportunity to observe what happens each day in our classrooms. Some suggested ways for parents to participate include accompanying children on field trips, eating lunch with your child's class, reading stories, and sharing skills or talents. The staff may request occasional donations or loans of specific items to enhance learning experiences. Your contributions of these items are greatly appreciated.

## Public Relations

We obtain written permission in accordance with DHS regulations when children are involved in research, public relations or other ventures in which identity may be disclosed. Student observation projects and occasional public photos in *Calvary Calls* (where identity remains confidential) do not require specific written permission, but we will inform families of occurrence.

## Family Life Events

We would like to support your family by giving attention to the events in your life. If we can lend a hand or give congratulations, please let us know.

## Birthdays

Please mail individual birthday party invitations rather than bringing them to the center. We want to avoid the hurt feelings that naturally occur when some children are excluded from a special event. This being said, any birthday invitations that are brought into the center will be sent home.

Each classroom has its own special way of celebrating birthdays. Please consult with your child's teacher for specific ideas and suggestions.

Per MN health regulations, please remember that all treats and snacks brought into the center must be commercially prepared and packaged.

## Field Trips

Throughout the year, Calvary children will have the opportunity to participate in a variety of field trips. Some of these include trips to the library, the police/fire station, McDonalds and other area businesses that are within walking distance of the center.

A permission form stating the purpose, destination, date and time of the field trip will be made available for parent's signature. Signed permission must be given in order for the child to participate in the trip.

The preschool children will participate in an annual "bus" field trip in late spring or early summer. The destination of this trip is determined by several factors including: children's interest, educational value and affordability. For this trip, Calvary Childcare Center retains the services of First Student Transportation. The bus company and childcare staff will follow the guidelines that have been set forth by the Department of Public Safety, Office of Traffic Safety.

## Babysitting

Because Calvary Childcare Center hires highly capable and responsible people, it is natural for parents to seek out our employees to babysit for/or socialize with families. While we understand this, we do at the same time discourage it. We find it may cross a professional boundary and can sometimes create an atmosphere of favoritism of one child or family over another. If you do choose to use Calvary staff to babysit, please understand that you are doing so independently of Calvary Childcare Center. As such, we take no responsibility for the behavior or actions of staff outside of their scheduled hours at Calvary. Additionally, all arrangements of babysitting/socializing must be done outside of staff's work hours and may not interfere with their regular hours. Overnight babysitting during the work week is strongly discouraged.