

# WHITE EARTH RESERVATION CHILD CARE EARLY LEARNING CENTERS

## PARENT/GUARDIAN HANDBOOK



MAHNOMEN CHILD CARE EARLY LEARNING CENTER



NAYTAHWAUSH CHILD CARE EARLY LEARNING CENTER



WHITE EARTH CHILD CARE EARLY LEARNING CENTER



WHITE EARTH INFANT/TODDLER EARLY LEARNING CENTER

Annual Review and updates:  
October 2021 April 2022  
September 2023

## *Welcome to The White Earth Reservation Child Care Learning Center Handbook*

We recognize the child's first and most important teachers are parent(s) and family and you are an important part of our program family too. While your child(ren) participates in one of our community Centers, we hope to develop a partnership, between home and the Early Learning Center teachers, which benefits the development and growth of your child. We ask that you refer to the Handbook and feel free to ask questions.

The Child Care Learning Centers earn the highest star in Parent Aware rating, Minnesota's Quality Rating and Improvement System. The Parent Aware Star Ratings improve, support and celebrate the strengths of child care and early education programs.



### *Mission Statement*

The mission of the Child Care Learning Centers is to provide a safe, stimulating, and caring environment for children. The Centers strives to provide educational experiences that are rich in cultural exposure while promoting social, emotional, physical, and cognitive development with the emphasis on learning through play, building socialization and self-help skills. We are committed to the families we serve and strive to support peace of mind, while being seen as a quality childcare center for young children.

### *Vision Statement*

Our goal for each Center is for parent(s)/guardians to feel good about their childcare choice, and that the children are safe, engaged and educated. The Child Care Learning Center is here to offer children the care, comfort, fun and safety as a family center-based child care facility. We also strive to be your partner by continuously self-assessing and look to improve as we make communication with you an important part of Center's services provided.

# TABLE OF CONTENTS

## ADMISSION POLICIES

Welcome.....	2
Mission and Vision Statement .....	2
Licensing .....	5
Nondiscrimination Policy and Practices .....	5
Enrollment / Application Forms .....	5
Application Completion Waiting Period.....	5
Custody/Restraining Abuse Orders.....	6
Mandated Reporting.....	6
Drugs, Alcohol and Weapons.....	6
Days & Hours of Operation .....	7
Arrival and Departure.....	7
Holiday/RTC Closing.....	7
Scheduling and Fees .....	7-8
Full time / Drop in Rates .....	7
No-Show / Late Fees /After Closing .....	8
Absent Days.....	8
Withdrawal of Child Care Services.....	8
Program Notice of Termination.....	9

## PROGRAM INFORMATION

Center Curriculum.....	9
Center Provided Supplies.....	10
Appropriate Clothing.....	10
Toys.....	10
Transportation.....	10
Meals and Snacks.....	10
Breastfeeding.....	11

Allergy and Response.....	11
---------------------------	----

Sleeping / Rest Time .....	11
----------------------------	----

## **CHILD GUIDANCE AND DISCIPLINE**

Child Guidance .....	11-12
----------------------	-------

## **CHILD HEALTH AND WELL-BEING**

Communicable Diseases and Sickness:.....	12
------------------------------------------	----

Immunizations and Health Assessment .....	13
-------------------------------------------	----

Medication(s) .....	14
---------------------	----

Head Lice.....	14
----------------	----

Bed Bugs.....	14
---------------	----

Early Childhood Screenings.....	14
---------------------------------	----

## **CHILD CARE CENTER FACILITY**

Closings.....	14
---------------	----

In-service training.....	15
--------------------------	----

Substitute Providers and Community Volunteers.....	15
----------------------------------------------------	----

No Smoking .....	15
------------------	----

Emergency Preparedness: Storm/Fire Drills and Precaution Measures .....	15
-------------------------------------------------------------------------	----

Lost Child .....	15
------------------	----

Food Program.....	15
-------------------	----

Firearms/Weapons.....	15
-----------------------	----

Parent/Guardian Conduct.....	15
------------------------------	----

Open Door Policy.....	15
-----------------------	----

Waiver.....	15
-------------	----

<b>TEAMWORK AND GOALS.....</b>	<b>16</b>
--------------------------------	-----------

<b>GRIEVANCE PROCEDURE.....</b>	<b>17</b>
---------------------------------	-----------

<b>PARENT/GUARDIAN CERTIFICATION.....</b>	<b>18</b>
-------------------------------------------	-----------

<b>LIABILITY RELEASE.....</b>	<b>18</b>
-------------------------------	-----------

## LICENSING

The Child Care Early Learning Centers are under the operations of Child Care /Early Childhood Program and the Division of Education and licensed by the White Reservation Business Council which operates in compliance within the provisions of the White Earth Reservation Licensing Standards and the guidance of the National Health and Safety Performance Standards “Caring for Our Children”. These standards require that records are maintained, Centers pass a yearly health and safety inspection and operating codes. Teachers/staff are required to further their education and training in the child care field on an ongoing basis to meet license regulations.

The White Earth Reservation has 4 licensed Center-based sites: (2) White Earth, Mahnomen and Naytahwaush -each Child Care Early Learning Center is licensed to serve children ages 6 weeks to 5 years old and each site is licensed for number of children served according to space and staffing ratios. \*The White Earth Infant Toddler Center is exception to number of infant toddlers served (under 18 months) according to described licensed ratio of staff to infant/toddler care need.

“Infant” means child who is at least 6 weeks of age, but less than 12 months  
“Toddler” means a child who is at least 12 months of age, but less than 36 months  
“Preschool means a child who is at least 36 months of age, but less than 5 yrs. old

## NONDISCRIMINATION POLICY AND PRACTICES:

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

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

White Earth Reservation Tribal Council is an equal opportunity provider and employer. Complainants wishing to file a complaint may do so by:

**Mail or Facsimile:** Complainants may mail or send by facsimile a letter or use the Office of Civil Rights -OCR’s Discrimination Complaint Form available from one of OCR’s enforcement offices

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

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

## ENROLLMENT APPLICATIONS

Parents/Guardians must follow policies and procedures set by the program services in attending their Child Care Learning Center. An application enrolling your child must be completed including health assessment, immunization records, allergy restriction, scheduling calendar, food program income data sheet, form releases and contract tuition form and/or payroll deducts must be filled out completely before your child can attend. A Guest/Drop-in will be able to use the short-term drop-in care *if space is available*. Requesting drop-in care will be for two visits only, after that, families are required to turn in a long-term application and may be put on a waiting list for next available opening.

## COMPLETED APPLICATION

Enrollment applications are accepted when complete with ALL necessary documentation attached and will be dated. This does not mean that there is space available for your child at that time, but only when the application is complete can the Center put your child’s name on a waiting list for that appropriate age group. \*please ask for licensing number description for possible waiting period.

### CUSTODY/RESTRAINING/PROTECTION FROM ABUSE ORDERS:

The Child Care Learning Centers must be provided with a certified copy of the most recent court order and all documentation pertaining to order. All orders of the court will be followed by the Center. If there is a request for more liberal interpretation of order it must come signed by both parents and certified by court. All documentation provided is kept in strict confidence and only available to the Center's enrollment lead.

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

### MANDATED REPORTING RESPONSIBILITY

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

All Child Care Staff or those who are providing services to children are mandated by Minnesota State Law to file a report with child protection agency.

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

### INFLUENCE OF DRUGS/ALCOHOL:

If any authorized person or family member who appears to be under the influence of alcohol or drugs at the time of their child's pick-up, will be asked to have someone come and get you and your child. If you refuse and leave with your child, the center will notify local authorities and/or child protection services with all information required.

### DRUG/ALCOHOL WEAPONS PROHIBITED

The use of tobacco, alcohol, or illegal drugs is prohibited on the center premises. No gun/ammunition or other lethal weapons will be allowed in the premises of child care.

**Initial** \_\_\_\_\_

### DAYS AND HOURS OF OPERATION:

DAYS: Monday through Friday \*Includes all RBC observed holidays and closings.

HOURS: 7:30am through 5:00pm Centers close. Please let us know by 9:00am if your part time child is attending the Center, if not scheduled for that day; to see that we will have a spot due to numbers or staff shortages. If requesting the Center to meet other than normal operation time it needs to be in writing. The Center will determine if able to meet need through staffing schedules.

HOLIDAYS / RBC HOLIDAYS: Our Centers are CLOSED FOR CHILD CARE SERVICES observing the RBC holiday calendar. Please refer to Employee Handbook for current list. Upcoming holiday closures will be posted reminders and families will receive notices of the Center closings. Emergency closures that are due to weather or unforeseen circumstance of the Center (loss of utilities -2hrs max, exposure to know communicable disease) families will be notified immediately of necessary closure.

STAFF PROFESSIONAL DEVELOPMENT: Center Staff must attend professional development trainings monthly (dates will be posted for upcoming trainings and families notified of closure) NORMALLY Centers will be closed 3<sup>RD</sup> Wednesday of the month from child care services, but due to unintended interruptions (RBC closings on day of, facility safety maintenance) our scheduled closure may need to change, but you will be notified as early as possible if this occurs. It is recommended that families have a back-up provider for child care needs.

### ARRIVAL / DEPARTURE:

When your child arrives or departs an **ADULT MUST** accompany the child into and out of the center –adult must be 18 years of age. The adult bringing or taking the child must sign them in/out. \*At no time is any child allowed to leave the Center's care without the verbal consent of parent/guardian with those who are authorized to pick up your child and the person transporting must have appropriate child restraint seating. The Center does not provide child passenger seating please leave your child passenger restraint if needed when another authorized person transports.

A child once they are dropped off and signed in are our responsibility. So please make sure that we are aware that your child is being dropped off or picked up within the Center's entrance with a staff present. *Do not just leave without someone acknowledging you.* **Please call us by 9am, if your child will be late or not attending for that day, you may leave a message with the Center staff issued phone or the Center facility,** otherwise we will give a courtesy call within one hour of your regular drop off time but you will be charged appropriately as a No Call No Show. We will keep a log of the Reminder calls are logged that are made to you and if this becomes a problem it will be addressed by policy.

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

Initial: \_\_\_\_\_

## SCHEDULING OF CHILDREN:

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

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

## **FULL and PART-TIME RATES:** All ages of children served in Center based care fees are based on the following:

Full day rate fee \$35. Per day

Half-day rate \$17.50. (4 hours or less)

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

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

## **RATE INCREASES**

- The provider may increase the child care rates with 30 days' notice.

## **Payment Due Date**

- If a child care bill or co-payment is 4 weeks behind you will be asked to either set up a payment plan or complete a payroll deduct form if you work for the RBC if this is not resolved by the end of week 4 you will be asked to make other child care arrangements until the bill is paid in full.

**NO CALL-NO SHOW:** If you are not at the Center at your scheduled drop off time and have not called to let us know you will be late we will assume you will not be coming in as scheduled. We will attempt a courtesy call to you, but this will still be considered a No Call No Show and charged appropriately. If we have a child waiting for a spot, we will give your spot to that child if you do not arrive within 30 minutes of your reservation. You will then be considered a "NO CALL-NO SHOW" and charged an absent day fee. When you have received three consecutive "NO CALL-NO SHOW", you will be taken off the reservation list and will need to re-submit a new schedule. Please be reminded this will not guarantee a spot upon returning. No Call No Show x3 will result in part time and new application

**LATE FEES:** If this is a late arrival and/or early picking up, we will charge you the total hours your child is scheduled. If you are not here at your scheduled pick up time or have not called for approval will charged a late pick-up fee of **\$15.00/ per family for every 10 minutes**. This can become a serious concern when there is "NO CALL-NO SHOW" to reassure your child and staff regarding the time you will arrive. Late fees may also be applied when you are called to come pick up child after the 1 hour time frame.

Late fees **can not** be billed to a subsidy program. Parent/Guardian is responsible for late fees and is to be paid within billing period.

**AFTER CLOSING HOURS:** After closing hours if you have not notified us about being late, an emergency will be assumed. We will try to contact those on your list of approved people who can pick-up your child(ren) late fees may apply, otherwise the local authorities and County Social Services and/or Indian Child Welfare will be called to assist.

■ Staff are prohibited from transporting and/or care for child(ren) outside the Center's operational hours. From family's approved list of those who are picking up their child must have appropriate child restraint to transport. The Center does not provide child passenger restraints.

Initial \_\_\_\_\_



### ABSENT DAYS:

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

### WITHDRAWAL OF CHILD CARE SERVICES

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

### PROGRAM NOTICE OF TERMINATION OF CARE

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

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

**Procedure:** Verbal, written then termination. Based on occurrences termination followed immediately

### CENTER CURRICULUM:

The White Earth licensed child care centers use the “Creative Curriculum” for the foundation of the locally designed curriculum that is provided and is based on theory and research. With this curriculum, we are able to address our program's mission, philosophy, goals, and objectives for children in all aspects of their development.

- Daily plans are balanced to include individual, small group, large group activities, both child- and adult- centered activities.
- Cultural and multicultural lessons are implemented into the curriculum; this allows a child to be recognized individually. This includes the Ojibwe language and signing with baby.
- Additional curriculums and resources will be utilized for individualization of the areas to meet the specific needs of each child and other locally designed elements to support their growth.

Our teachers and staff receive ongoing training to enhance the quality of services they provide to children and their families. Educational topics received; education on early childhood development, creating a responsive environment, partnering with families, what children are learning in all areas of development and involve teaching strategies to be a caring, sensitive, and responsive teacher.

*Areas of Development:* Our curriculum also includes providing daily culturally appropriate activities, experiences and routines to ensure we foster each child's individual development in all areas. Children learn through play and activities in these areas of development: *Multi-Cultural, Social-Emotional- Physical/Motor, Language/Literacy, Cognitive and Creative Arts*. Using “play” to teach children lifelong skills is one of the main school readiness teaching strategies we use. The value of play is supported at the center and is recognized as learning for life.

*Observation/Assessment:* To help track children's growth and progress throughout the year we utilize “Teaching Strategies Gold”. This observation and assessment system allows teachers to input observations of a child's progress and

track their levels of development through our program three times per year. Additionally, twice a year “Ages and Stages” the screening tool is used for children ages 0-3 years, to see where they are in their development. These reports are then shared with parents at conferences to help plan and set individual goals for their child.

*Parent/Family Input in Education/Conferences:* Parent input is an important part of education and curriculum. We encourage families to review and give their input as to what they want to see included as well be involved in the education of their child. A “getting to know you” conference is offered at the time of your child’s enrollment. In addition, we partner with parent/guardian by holding Parent/Teacher conferences (two times a year) to assess the child’s current level of development and plan how we can foster their continual growth and desire to learn. Periodic parent/teacher conferences are scheduled to discuss your child’s development and progress and include child observations as needed. A conference may be requested at any time by the parent/guardian if there are questions concerning the child’s progress or a specific problem.

Initial \_\_\_\_\_

#### CENTER-PROVIDED SUPPLIES:

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

#### PARENT/GUARDIAN PROVIDED SUPPLIES:

Infants/Toddlers: Disposable diapers or training pants  
Bottles or cups  
Two changes of clothes  
Blanket or other comforting item (for toddler nap time) (Center follows Safe Sleep guideline’s)

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

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

*Children have daily outdoor play when weather permits. Water and individual cups are available to children during warm weather play.*

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

#### TOYS

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

#### TRANSPORTATION:

Children will not be transported at any time unless arrangements have been made with parent/guardian and the Center has written consent to do so. Field Trip Forms will be provided for any outside activities.

#### MEALS AND SNACKS:

The childcare facility participates in a Food Program. Nutritionally balanced, high quality food will be served at no extra cost. For meals, one menu is prepared and served to all the children. Number of meals ordered are sent to nutrition program 9:30am daily to account for number of children. It is required to have your child/ren in attendance during these

meal times in order for your child to be offered meals. We offer healthy snacks between scheduled meal times. Children are encouraged, but not forced to eat. Children who choose not to eat will not be served again until the next scheduled meal or snack. During and between our meals and snacks, water will be offered to drink.

The Center provides at least two types of iron-fortified formula (one milk-based and 1 soy-based). If your child has an allergy to a particular food \*medical statement needed for child's care, or if a particular item or food group cannot be offered to your child due to religious or other reason, PLEASE advise us, so it can be taken into consideration when planning the meals. \*Please refer to our non-discrimination policy

Because we participate in the food program and are obligated to provide nutritional drinks, snacks and meals, we ask that no outside food, beverages or snacks be brought into the classroom unless prior arrangements have been made to bring store-bought treats for the whole group. \*Breakfast by 8:30 – 9a.m. \*Lunch by 11:30 -12:00 noon \*Snack time 2-3pm  
Initial\_\_\_\_\_

**BREASTFEEDING:** Our Centers encourage breastfeeding by providing accommodations and a designated place set aside for breastfeeding mothers who want to visit the classroom during the workday to breastfeed their child as well as a private area (not a bathroom) with an outlet for mothers to pump.

**ALLERGY and ALLERGIC REACTION:** To reduce the risk of accidental exposure a child who has a medically diagnosed allergy to food(s) and/or child use product(s) must have a care plan with instructions for the Center staff to follow. Seasonal allergies are common and treatable. The child's family will be notified if allergy restricts the child from actively participating in activities that may cause allergic reaction.

- Foods and chemical restrictions must be posted for staff's instruction.
- Staff must be trained in how to administer Epi pen

**SLEEPING/REST ARRANGEMENT:** **Safe Sleep Policy** is followed according to "Caring for Our Children" National Health and Safety Performance Standards Guidelines for Early Care and Education Programs. Center must follow policy to be in compliance with licensing.

Infant's sleep routines are individualized and based on their needs. Infants are placed on their backs to sleep. Blankets, pillows, toys, any other objects *are prohibited* from the sleeping area.

- *To be sensitive to an infant's sleeping/waking and feeding schedule, please provide your child's caregiver with these patterns during in-take.*

Toddlers, preschool, and school age children are provided an opportunity to rest quietly on their cots. During the required daily group rest time, if the child falls asleep, they will be allowed to sleep without adult interruptions until the end of the rest period.

- *When a child falls asleep, it is because their body is tired and needs a nap. If you are concerned that your child is sleeping too much, we will gently help the child wake up. If the child does not fall asleep, they are allowed to get up for quiet play options.*
- *Rest or quiet-time is 12:30pm or right after lunch.*
- *We encourage Parent/Guardians to drop-off their child before the hour of 9:00am as to not interrupt class Circle Time and the Center to submit food counts for the day. Children are not in attendance by Circle time will be missing out on a vital part of their day. Please bring your child by 9:00am and pick up after 1pm. Emergency and Doctor appointments are considered necessary interruptions.*

Initial\_\_\_\_\_

## **CHILD GUIDANCE AND DISCIPLINE:**

Children are in the process of learning acceptable behavior.

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

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

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

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

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

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

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

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

**Initial** \_\_\_\_\_

## CHILD HEALTH AND WELL-BEING

### COMMUNICABLE DISEASES AND SICKNESS:

**SICK CHILD:** We understand your work related concerns; however, we are not able to care for sick children. If your child becomes sick during the day, you will be notified and expected to make arrangements for your child to be picked up. If your child's temperature is 100 degrees or higher, or has had two or more episodes of diarrhea, or your child is vomiting. You will be required to pick up your child and they will need to remain out of child care for at least **24 hours**.  
\*Please pick up your child within 1 hour of being called.

**COMMUNICABLE DISEASES:** We must exclude a child with any of the following communicable conditions:

- CHICKEN POX –Until completely scabbed over.
- CONJUNCTIVITIS (Pink Eye) if accompanied by fever and unable to participate in activities comfortably.
- RASH-(Strep, impetigo, fifth's, measles, roseola, rubella, shingles, chicken pox) until a medical exam confirms that symptoms are not of a communicable disease and a written permission slip from the doctor is received or 24 hours after treatment has begun.
- RINGWORM-SCABIES-Until 24 hours after treatment has started.
- IMPETIGO- Until treated with antibiotics for a full 24 hours.
- HAND FOOT MOUTH is very contagious and spreads quickly. Health care provider advises to when a child can return to the Center. \*Note from health care provider is recommended to return to child care.
- STREPTOCOCCAL/SORE THROAT- Until at least 24 hours of medication and child is without a fever for 24 hours.
- RESPIRATORY INFECTIONS (VIRAL)-Until child is without fever and any symptoms for 24 hours and well enough to participate in normal activities. Common childhood respiratory diseases include, but not limited to: Influenza, Common cold, Asthma, Sinusitis, Croup, Strep throat, Pneumonia, Respiratory syncytial virus -RSV
- COVID-19 Children are monitored every day for signs of infectious illness including COVID-19. Children who have symptoms of any infectious illness or symptoms of COVID-19 should not attend child care program. Please follow the Center's instruction for prevention of spread. Confirmed Positive exposure are to follow the White Earth Child Care/Early Childhood Program COVID Policy
- MRSA - Methicillin-resistant Staphylococcus aureus is a bacterial infection, if open skin abrasions, wounds must be scabbed over and covered to return to active play.
- If your child has been sent home from School or Head Start they may not come to the Child Care Center.

*When your child is ill, he/she needs to be in their own environment with an adult who can give them full attention. Obviously, with other children to care for, we cannot fulfill that role for your child. If your child is diagnosed with a serious contagious illness or parasitic infection, you must notify the Center within 24 hours, so that parent/guardian of the other children can be notified –no names are used. In most cases, your child may return to the Center after the Center receives a medical release from the doctor. If a health problem or concerns of health safety arises the Center will contact a health consultant/advocate. The health consultant/advocate for Child Care Center will help make determination of procedures in such cases.*

Initial\_\_\_\_\_

## IMMUNIZATIONS AND HEALTH ASSESSMENT:

Minnesota State Law requires that all children enrolled in Minnesota child care be immunized against Polio, Diphtheria, Measles, and Rubella. Before we can accept your child for care, you must provide a record of immunizations and well-child checks. Child health assessment is to help assure that any health problems are screened for, diagnosed, and treated early. Immunizations and health assessment must be current and records kept up to date. The Licensing Agency makes random checks of the Center's child files for updated immunizations and well-child checks. It is your responsibility to provide an updated immunization and health assessment records according to age of medical requirement.

## MEDICATIONS:

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

- Over the counter medicines -OTC, require written parent/authorized caregiver consent and written approval from the child's health care provider/doctor for specific conditions can only be in effect for 3 months.
- Signed releases from parent/authorized caregiver to administer diaper rash products, teething gels, moisturizing lotion, insect repellent, and sunscreens permission need to be on file.
- All prescriptions that come in a pill form will be counted and documented on the medicine sheet with parent/guardian/authorized Center staff's signature.

HEAD LICE: Head checks are done on a weekly basis at the Centers. If found live lice or nits the child's family will be notified and asked to pick up their child and recommend treatment before returning.

BED BUGS: Routine checks are made to prevent infestation of bed bugs. If there is an actual infestation the Center will remain vigilant in taking control measures in preventing further spread. Notices will be sent to all families to reduce risk of transportation.

## EARLY CHILDHOOD SCREENINGS:

Screenings: Services may be determined necessary to help a child's mental, social/emotional health, physical and/or cognitive development. Services may include individual assessments, intervention, and/or referrals for the child. Parent/Guardian participation is required in completing the child's needed services and necessary to follow through for the well-being of the child.

- Screening assessments and consultation of health and early childhood professionals and those who contribute not only to the overall health of the child but also to the health of the staff and provides children with a learning environment and promotes optimal health and well-being for all children.
- Providing parent/guardian with information on speech and language, social-emotional development, fine/gross motor and sensory concerns, oral and physical health, nutrition, and overall developmental growth and milestones are provided.

Initial \_\_\_\_\_

**CHILD CARE CENTER FACILITIES:** The goals of the Child Care Learning Centers, are to provide the most appropriate environment in which a child can grow, learn and develop.

**CLOSINGS:** Regrettably unforeseen circumstances may arise causing the Center to close with little or no advance notice. (ex. weather, no electrical utilities and/or heat, water, flushable toilets) We request your consideration ask for your understanding in these situations and will notify you and/or others on your contact list about the impending closing. We will remain at the Center with your child(ren) until you or designee can pick up your child. In cases of severe weather and we are unable to stay open for business, we ask that you note local school and business closings and call our Center before you come in the AM. In most cases, advance notice will be given if when the Center will be closed for staff training or holiday closings. In the event that daycare When the Center is closed it will be your responsibility to find alternate care. It is recommended to have an alternate back-up care provider for your child's care in case the Center may need to close unexpectedly, scheduled staff training dates or child is they are too ill or cannot to attend the center.

**IN-SERVICE TRAINING:** Child care center staff are required to attend in-service training sessions during hours of operation. An advance notice will be given if when the Center closes. Scheduled monthly (every 3<sup>rd</sup> Wednesday of the month) the Centers will be closed for in-service staff training.

**SUBSTITUTE PROVIDERS and/or COMMUNITY VOLUNTEERS:** On occasion, a substitute provider may be used in the Center. Any substitute provider will have passed a criminal background check and a physical and will be registered with the White Earth Child Care Early Childhood Program. Volunteers are encouraged to spend time at the Center. A background check will be required before a volunteer can participate in the classroom. Volunteers will not be left alone with or held solely responsible for the children in care.

**SMOKING POLICY:** The entire Center is a smoke/vaping free facility at all times –this includes outdoor areas of the Center. Staff returning from breaks are required to wash hands and free of smoke infused clothing.

**EMERGENCY PREPAREDNESS -STORM/FIRE DRILLS –PRECAUTION MEASURES:** Storm and fire drills are practiced monthly at the Center with the children, if an emergency situation occurs the procedure to follow for safety of children are posted in the Center for emergency storm shelter location(s). Any other emergency situation that would require a lock down the Center will take necessary precautions and preparedness procedures to keep children and staff safe.

**LOST CHILD:** A child that is missing from the Center or an away activity will begin an active search that involves local authorities and family notification. \*Lost Child Procedure has been adopted March 2012 and a copy upon request.

**FOOD PROGRAM:** The Child Care Center participates in the Food Program and provide all necessary food and beverages throughout the day. Outside food is not permitted due to the Food Program guidelines.

**FIREARMS AND WEAPONS:** At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on Center property for any reason. Violation of this policy will result in immediate dismissal from the program.

**PARENT/GUARDIAN CONDUCT:** Parents/Guardians of enrolled children are asked to behave in a manner consistent with decency, courtesy, and respect. Threats of any kind to staff, families who participate in the Center or the facility will not be tolerated and reported to the proper authorities.

**OPEN DOOR POLICY:** Parents/Guardians may stop in at any time to observe their child. Unless there is a court order in place that access would be restricted. Family visitors are welcomed and are asked to let us know before visiting the center to help us prepare for time allowance.

**WAIVER:** *Each Child Care Learning Center reserves the right to make any policy procedure changes to this document when it is in the best interest of the center and will not compromise the quality of the children's care. Any changes will be given a two-week notice to families.* Initial \_\_\_\_\_

## **TEAMWORK AND GOALS:**

The Child Care Learning Center goals are to provide sensitive quality childcare by incorporating daily lesson plans, cultural awareness and Ojibwe language, seasonal themes, physical and nutritional activities, cognitive and developmental stages. We strive to assist the physical, cognitive, social and emotional development of each child and aim to provide a safe, supportive and nurturing atmosphere where all children are able to express their creativity freely. From time to time we will provide a progress report to you on your child and will schedule with you Parent/Teacher conferences twice a year.

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

---

**Parent/Guardian Signature**

---

**Date**

---

**Center Staff Signature**

---

**Date**

---

**Site Supervisor Signature**

---

**Date**



## **GRIEVANCE PROCEDURES:**

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

The Parent/Guardian will address his/her concerns in writing WITHIN 5 DAYS of occurrence addressed to the Center's Site Supervisor and/or Teaching Staff involved. The Center site supervisor and/or Teaching Staff have CONCURRING 10 DAYS to investigate and respond to the grievance. If no resolution is reached with the Center's site supervisor and/or Teaching Staff and then the Parent/Guardian shall discuss the issue with the White Earth Child Care Program Director. The Program Director will review the concern, and if necessary, conduct an investigation of the issue. The Program Director will provide a written response to the Parent/Guardian. If the Parent/Guardian has made an attempt to resolve a concern(s) by following procedures and is not satisfied with the Program Director's response, s/he parent/guardian may present his/her concern to the Director of Education.

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

*\*Before a complaint can be brought to the next level, it must have been **presented at the preceding level**. All documentation must be included in the complaint in order to proceed to the next level. **Without written documentation** from the Parent/Guardian the complaint **cannot be referred to the proceeding level**. Child Care Learning Center takes very seriously the responsibility of maintaining the confidentiality of all persons and services associated with the Center. To reach the following please call and ask for in accordance to addressed site:*

*Contact your Child Care Center site at the following facility phone number and extension*

- *White Earth Child Care Learning Center site supervisor .....218 983-3285 ext 1405*
- *White Earth Infant Toddler Center Lead .....218 983-3285 ext 1437*
- *Naytahwaush Child Care Learning Center site supervisor.....218 936-2221*
  - *Child Care Center Coordinator.....218 983-3285 ext 1451*
  - *White Earth Child Care Early Childhood Program Director.....218 983-3285 ext 1225*
  - *White Earth Child Care Early Childhood Licensors.....218 983-3285 ext 1215*
  - *White Earth Reservation Education Department Director .....218 983-3285 ext. 5312*
  - *White Earth Reservation Executive Director.....218 983-3285*

*It is also important to remember that the Child Care Learning Centers are a place of children and their families and to be respected. We ask please do not post on social media or any other public display negative comments that reflect upon the Center and/or the families served. Mii gwech*

## PARENT/GUARDIAN CERTIFICATION

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

I agree to pay the child care fees/co-pays every two weeks and late fees when applicable. Late fees are my sole responsibility as Parent/Guardian and understand that if my bill is not paid in full within three weeks from the day my child starts or is scheduled I will be asked to make other child care arrangements until my bill is paid in full.

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

*The attached Consent Form for Release of Confidential Information must be signed by all Parent/Guardian who receive child care assistance through the Counties or the White Earth Child Care Program so they can provide us with pertinent information as to what type of coverage you receive and billed for accordingly.*

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

Signatures required:

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## CHILD CARE CENTER LIABILITY RELEASE

This statement is to inform the Parent/Guardian, that the Child Care Learning Center (your child attends) **does not provide** Child Care Liability Insurance coverage. Any accident that may occur while in the care of the Child Care Learning Center shall be the responsibility of the Parent/Guardian.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date