



## Parent Enrollment Handbook

*“It is our vision that each child who comes through our doors joins a community of children, families, and teachers engaged in the joy, work and wonder of childhood”*

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## **Introduction: Welcome to our family**

Parents are an integral part of a successful childcare and preschool program. Through parental involvement we are better able to meet the needs of children. As childcare professionals, we can serve as a valuable resource for parents and their children concerning most areas of child development. Therefore, we like to think that families should work with us as a team to provide an environment that facilitates the growth of children into well-adjusted individuals with positive self-concepts.

This handbook has been developed to help facilitate the relationship between teachers and parents by providing you with specific information about our center. Our professional staff will be happy to work with you in meeting any special needs or addressing any concerns regarding your child's care. We hope that this parent handbook will help in the communication process by explaining our policies, guidelines, and procedures. It is written with the best interests of your child in mind, in addition to maintaining the integrity and quality of our program. We have an open-door policy so if you have any questions regarding this handbook, we are here to provide those services. Sheyenne Learning Academy has the right to change, edit or improve the progress of our parent handbook. Any changes made, an example will be printed and posted on the communication board in the entryway of East entrance.

We sincerely look forward to serving you and your child, welcome to our family!

## **MISSION STATEMENT**

At Sheyenne Learning Academy, our goal is to provide a safe, nurturing and developmentally appropriate environment for children of all ages. We want them to have the opportunity to grow physically, emotionally, socially, and intellectually by playing, exploring, and learning through group and independent activities. We strive to give children, as well as parents, the security you deserve. Children will feel at home, and parents can relax throughout the day, knowing their child is being cared for in a loving and secure environment.

## **CHILD CARE REGULATIONS**

**1. EARLY CHILDHOOD SERVICES - CASS COUNTY SOCIAL SERVICES** – Sheyenne Learning Academy, Inc. is licensed by the State of North Dakota. We are licensed for children ages 6 weeks to 12 years of age. The purpose of these regulations is to establish minimum standards for licensed childcare centers and to assure that those standards are maintained. Should a parent suspect a licensing violation or want to report a complaint contact the local county social service office at 701-403-4328 and speak to Kristin Nelson. Reports can be made in person, by telephone or in writing. Sheyenne Learning Academy admits students of any race, color, and national or ethnic origin.

**2. CHILD ABUSE AND NEGLECT LAW** – Sheyenne Learning Academy Child Care recognizes the basic human and legal rights of everyone served. It is the policy of our center that all staff and volunteers treat individuals with dignity and respect. Physical abuse, verbal, or neglect of any individual within or outside the center is strictly prohibited. Any staff or volunteer who has knowledge of abuse or neglect of an individual or has reasonable cause to believe that an individual has been abused or neglected, **MUST** report this information to the Director and to the appropriate authorities. Failure to report abuse/neglect may implicate the observer and may lead to disciplinary measures. In addition, all possible abuse/neglect situations will be reported to the county of residence as required by North Dakota Century Code 50-25.1.

3. **HEALTH** - The center will have annual health and sanitation inspections completed by an environmental health practitioner. The center follows guidelines as suggested by North Dakota Health Services.

4. **FIRE** - The center will have annual fire inspections completed by local or state fire authorities. Fire evacuation drills will be performed in accordance with state fire department's guidelines.

**TORNADO** - Drills will be performed in accordance with state fire department guidelines.

5. **TRANSPORTATION** - The center will abide by the North Dakota Child Passenger Safety Law which states that children under four (4) years of age must be properly secured in a federally approved car seat and children aged 4-6 years must be properly secured in a booster seat. Children ages 7 and above and at least 4'9" tall need to be buckled in a safety belt. All children ages 12 and under should ride in the back seat. Field trip transportation will be provided by Sheyenne Learning Academy staff utilizing our vehicles. If SLA vehicles are not available, then teachers with a cleared driving record and full coverage with transport in their vehicles and follow the same mandated rules.

6. **CONFIDENTIALITY** - Information pertaining to the admission, developmental progress, health, or transition of a child is confidential. Access shall be limited to staff, parents, students, and persons who possess a written authorization form from the child's parent or legal guardian and Officers of the law or County Social Services.

7. **LIABILITY INSURANCE** - Bell Bank Insurance, West Fargo, ND provides insurance for Sheyenne Learning Academy.

### **HOURS OF OPERATION**

The Center is open from 7:00am to 6:00pm Monday through Friday. Full-time children have a maximum of **10 hours** they are allowed to be in the center for one day. Part time children have a maximum of **5 hours** they are allowed to be in the center in one day.

### **ADULT - CHILD RATIOS**

The Center serves children ages 6 weeks-9 years old. The Center meets or exceeds the adult/child ratios established by the North Dakota Department of Human Services. The ratios are:

<b>Ages</b>	<b>Adults Needed</b>	<b>Group Size</b>
6 wks. - 18 mos.	1:4	10
18 mos. - 36 mos.	1:5	15
3 yrs. - 4 yrs.	1:7	20
4yrs. - 5 yrs.	1:10	25
5yrs. - 6yrs.	1:12	30
School Age	1:18	40

### **ENROLLMENT PROCEDURES**

Parents may enroll their child at the center office located at 521 32nd Ave W, West Fargo, ND 58078. **A \$200.00 (per family) non-refundable registration fee along with a \$100 non-refundable supply fee and the first two weeks of tuition will be due at the time of enrollment.** If your child cannot be immediately enrolled, they will be placed on a waiting list and the two weeks of tuition will not apply until your child can be enrolled.

Forms that need to be completed before your child starts in the center include:

- Child/Family History
- Child Emergency Information
- Certificate of Immunization (updated as new immunizations are given)
- Parent's statement on health of child (annual form)
- Parent Permission to participate & receive emergency medical care
- Authorization for non-prescription products (annual form)
- Care plans for children with asthma, allergies, or a chronic illness as well as a release of information form (care plans must be updated at least yearly)
- Photo release form
- Birth Certificate (copy)
- Automatic Payment Authorization

All forms will be kept on file in the director's office and entered the childcare database system. Children's files are confidential and will only be shared with staff, legal authorities, and parents/guardians.

Before your child attends Sheyenne Learning Academy, a short pre-admission conference will be scheduled with Center Director and classroom teacher. Visiting the program allows both the parent and child to become comfortable with our environment, staff, and schedule.

During the year, if you wish to change your enrollment status from a full-time position to a half time position or vice versa, you can only do so if there is a position available. To change your enrollment status, please submit a **written request** to the Director. Your child's name will be placed on the "**waiting list**" for the type of position you are requesting.

## **WAITING LIST**

The Director will maintain an enrollment list. Priority on this list will be given as follows:

1. Sheyenne Learning Academy employees.
2. As openings occur within the Center, those children already enrolled in the program will have priority.
3. Siblings of children in the program.
4. Remaining families on the list by date and center receipt of application.

If parents do not accept an opening within 48 hours of when they are offered it, they have the option of staying on the waiting list but will drop to the bottom or are taken off completely.

## WITHDRAWAL PROCEDURES

**Written notice** of intent to withdraw a child from the Child Care Center, must be submitted to the Director **30 business days** in advance of withdrawal, 30 business days for preschool. You will be billed for the following 30 business days. Parents are responsible for tuition for 30 business days after the notice is given, whether your child attends Sheyenne Learning Academy during that time or not. Re-admission will be on space available, and a new registration fee must be paid before re-enrollment.

**Written notice** of intent for teachers with child (ren) attending Sheyenne Learning Academy are required to follow the same policy as families. Teachers who do not complete their 2 weeks' notice or are terminated will have additional charges for enrollment and supply fees.

**02/13/2023**

## BILLING PROCEDURE & ETIQUETTE

Bills for the current month will be distributed by the day prior to tuition due date. Tuition due is listed on the check-in screen. Payment of each bill is due every other Wednesday by noon – following that year's billing calendar. Payments not received by noon will be assessed a late fee of \$40.00 per child. An attempted withdrawal will be attempted before an additional charge is made.

We schedule to charge tuition every Monday and depending on your bank it takes 1-2 business days. Both pay schedules 1&2 are due by Wednesday of each week. Based on holidays, tuition could be processed prior to your typical processed pay schedule date.

Payments will be made by automatic withdrawal. Checks will be accepted. If you have any questions regarding payments, please see the Director. The Center will provide an itemized yearly statement of childcare payments by January 31st for tax purposes.

Families receiving Child Care Assistance are responsible for notifying the Director. Sheyenne Learning Academy does not accept direct payment from state assistance. We will have your assistance checks sent to you, and you are responsible for all childcare payments. Payments are due 2 weeks in advance of care. Unless otherwise changed by state law or upon our request.

Sheyenne Learning Academy is constantly improving its facility and resources, parent handbook is subject to change as needed. Updates will be listed on parent connection board in the entryway. Families currently attending our Center will be given at least 30-day notice of any changes in fees.

## TUITION 02/13/2023

\*Tuition prices are based off the placement of the child's classroom\*

Infants – Pre-Toddlers (0-3 years)	\$275/Week
Toddlers (3 years)	\$275/Week
Am Preschool (3 years)	\$330/Month
Pm Preschool (4-5 years)	\$360/month
Preschool (4-5 years)	\$275/week
Before/After School (6-12 years)	\$275/week
Summer School	\$275/week

### ENROLLMENT FEES/ SPECIAL CHARGES

Tuition prices are based off the placement of the child's classroom **NOT** age. All Enrollment Fees are non-refundable. **No refunds are given for tuition under any circumstance.** A 1-month notice is required upon change of care or enrollment.

Upon approval of parent/guardians School-Age some field repetitive field trips will be paid for by Sheyenne Learning Academy. All field trip fees will be covered by SLA.

Childcare Assistance Families:

Inquiring families are responsible for their copay and enrollment fees. Any remaining balance that the state does not cover will be invoiced or charged to their account. All copay, fees, tuition costs are non-refundable

Sheyenne Learning Academy does not discriminate against any individual, upon touring and enrollment additional resources such as care plan and cost will be discussed.

### YEARLY SUPPLY FEE

Every Sheyenne Learning Academy Family will be charged an annual supply fee of (\$250.00) upon the beginning of a new year. This is a one-time yearly charge for lesson planned items and classroom materials. A one-time yearly charge will be added to owed tuition, the beginning of the month of January of each new year. A given reminder will be posted on our parent connection board in the entryway. Families who are on childcare assistance will still be required to pay the annual fee. Families starting in the month of January will not be charged the annual fee but must pay the non-refundable enrollment and supply fees upon inquiring for enrollment.

**We thank you for your understanding and support!**

**LATE HALF DAY PICK-UP/LATE FULL DAY PICK-UP:** Parents whose children have a **part-time position** (a.m. or p.m.) and who remain in the Center **past 12:30pm/6:00pm will be charged \$3.00 for each minute past the pick-up time.** Parents whose children remain in the Center past the 6:00 pm closing time **will also be charged \$5.00 for each minute past the pick-up time.** If this is a continued occurrence, it can be a result in termination!!

**5/10 HOUR MAXIMUM** Parents whose children remain in the Center past the five-hour (PT) and ten-hour (FT) maximum will receive **one** written reminder. The second and thereafter over time limits will result in a **\$5.00 per minute** late fee per child. An additional \$20.00 will be added each day the fee is not paid. Late

fees will apply unless extenuating circumstances have occurred which are at the discretion of the teachers and director.

**EARLY CLOSINGS** On days we need to close early, parents **will be charged \$5.00 per minute** past the designated closing time.

**Teachers:** Summer discounts require a percentage of the weekly tuition down to hold their enrollment spot. Upon agreement with the director your child may attend the percentage down weekly during the summer hours.

**ILLNESS** Sick children will pay full tuition for days their child is sick

**STORM, NATURAL DISASTER, PANDEMIC ILLNESS** Should the Center be closed because of local, state, federal request/recommendation, or an inability to meet mandated ratios, days one to five consecutively following the request/recommendation will be 100% tuition. Starting on the fifth consecutive day, 50% tuition will be charged until the Center reopens. If your child is unable to attend, but Sheyenne Learning Academy is open, the Illness policy will be in effect.

**NSF CHECKS** We will charge a **\$20.00 handling fee** for the processing of any returned check due to insufficient funds. Upon receipt of **second NSF check**, all future childcare tuition payments must be paid by **cash, cashier's check, or money order**.

#### **OTHER**

**Absences for parent illness, maternity leave, or funeral, 100% tuition shall be charged.**

**HOLIDAY CLOSINGS** The Center will be closed on the following holiday closings: New Year's Day, Memorial Day, Independence Day, Veterans Day, Labor Day, Thanksgiving Day (TH, F), Christmas Eve, and Christmas Day. We may close early on Christmas Eve; appropriate notice will be given. If the holiday falls on a Saturday, then the Friday before we will be closed and if it lands on a Sunday then the following Monday will be closed. The yearly calendar will be placed in the entryway to inform of any holiday closings, as well as early potential closings.

**We will be closed the following holidays: NEW YEARS DAY, MEMORIAL DAY, VETERANS DAY, INDEPENDENCE DAY, LABOR DAY, THANKSGIVING DAY, CHRISTMAS EVE, CHRISTMAS DAY. A yearly calendar will be given and posted in the entryway as a reminder to all closures due to major Holidays. Changes will be made by the year. In the event a holiday falls on a weekend, the Center will close Friday and/or Monday. The Center reserves the right to close for trainings for staff. Parents will be given appropriate notice for other arrangements to be made.**

#### **YEARLY CLOSING CALENDAR**

Please check the parent connection board located outside your child's classroom or in the entryway for any upcoming important dates. Such as holiday closing, early closings, staff development days etc. A reminder will be given the week prior to any of these important days. The holiday closings listed are our main days throughout the year when we will be closed; however additional days may be added, changed yearly. Therefore, please pay close attention to the yearly calendar located in the east entryway. Sheyenne

Learning Academy reserves the right to close on any given Holiday if changes occur on the yearly closing calendar.

**PLEASE NOTE:** The parent connection board is located at the east end of the entryway, this will be where all main communication will be regarding important dates, changes to our center policies & handbook etc. please check daily as this is where all important information will be communicated.

### **INCLEMENT WEATHER POLICY-SAFETY IS PRIORITY.**

Sheyenne Learning Academy understands that our decision to open, close or delay school opening during inclement weather often disrupts family schedules. Our top priority is the safety of our children and staff, so the decision to close or delay opening is not an easy one. The process is complex and involves a decision made by all SLA owners. Please understand that we make the decision to open or close the center in bad weather based on a careful analysis of all relevant factors, including:

- Information on road conditions from transportation staff and from local news and road crews
- Amount of snow and/or ice accumulated
- Whether precipitation will continue throughout the day
- Temperature and wind chill
- Weather predictions (including those from a weather alert service)
- Storm timing, trajectory, and projection
- Building conditions (such as whether our building's electricity and/or heat service is disrupted)
- Road conditions

### **WHEN IS THE DECISION MADE?**

We strive to make decisions on delays and closings as many hours in advance as possible, in consideration of families who require time to make arrangements. **The decision could be made automatically if West Fargo Schools close (We will still close if West Fargo schools choose to go virtual) or the night before, or in uncertain conditions, no later than 6:00 a.m. on the morning of the closing.** This time is estimated on the updated news from the schools or Valley news live. The owners have the ultimate decision on closing early or for the day and will also base decision making off safety for staff and families. Owners will also confirm with centers nearby on their decisions. **Essentially all decision making based on any type of closing will be done very carefully and be considerate of all involved.** Please remember that communications will be sent as quickly as possible following a decision, please check our parent website for any closures and stay in contact with your child's teacher through ProCare. Please make sure your contact information is up to date in My ProCare at <https://www.myprocare.com/>.

### **OPEN AND CONDITIONS WORSEN?**

Even if the weather conditions worsen, we cannot reverse our decision in the morning without endangering the children and staff. If Sheyenne Learning Academy opens and a winter weather advisory warning appears and conditions worsen throughout the school day, we may need to have an early dismissal, but we will give as much notice as possible through the previously mentioned methods of communication. However, it is very important for parents to have plans in place in case the decision needs to be made later. We encourage you to consider driving conditions. Always allow yourself plenty of time in the afternoon to pick up your child when the center closes early. Sheyenne Learning Academy is a flat rate, and tuition fees are still due on the required pay scheduled days even if winter closures occur.



Although we do our absolute best in this process, we know that often no perfect decision exists. If you do not feel that it is safe for your child to attend, use your best judgment whether or not he or she should attend. We prefer to exercise flexibility in these situations as opposed to an inflexible policy.

## **STAFF DEVELOPMENT DAY**

Sheyenne Learning Academy follows all ND state law regarding training requirements. All teachers are required to complete 14 hours of Growing Futures trainings this includes Safe Sleep/SIDS Required Training and Physical activity training yearly and within 90 days upon the date they are hired. All Teachers will take CPR and First Aide training every 2 years upon the expired date of their last class. Additionally, Sheyenne Learning Academy will close early or for the day 4 times out of the year, we will try to choose these days closer to holiday closings, so these days aren't so random. These staff development days will be days for SLA to do additional trainings with our team of teachers.

**FORMULA:** We offer the basic Costco brand for formula

## **PARENT-TEACHER COMMUNICATION**

Parent-Teacher communication is achieved through several methods including but not limited to:

- **NEWSLETTER-** A quarterly newsletter will be available for parents. Information will be made available on parenting, happenings in the rooms, community activities, and various other items of interest.
- **PARENT BULLETIN BOARDS-** Menus, information regarding the program and parent education notices will be posted.
- **DAILY ACTIVITIES-** Each room provides daily information on your child regarding activities, physical care, supplies needed and special events.
- **PARENT-TEACHER CONFERENCES-** Scheduled conferences are held 2 times each year. Parents will be notified of dates in advance. Other conferences may be held throughout the year at either the parent or teacher's request.
- **PHONE CONTACTS-** Classroom teachers and the Center Directors will be very happy to discuss any questions or concerns with you. You should feel free to call them; however, the teacher may need to call you back at a more convenient time so she/he can give you the attention you deserve.
- **EMAIL-** Parent feedback and newsletters can be emailed. You may also receive emails regarding recall notices and events for the center.
- **DAY TIME VISITS-** The center has an open-door policy to all parents of registered children and to those individuals listed as "Authorized to Pick Up" on the child's emergency card. The Center welcomes and encourages parent visits and involvement.
- **PARENT INVOLVMENT-** The center welcomes parent involvement. Whether it be activity ideas, suggestions for visitors, coming to join us for a meal or snack, helping with field trip supervision, helping the room with busy work (cutting, coloring, etc...), helping to plan or run a fundraiser, helping to plan, or run a staff appreciation event, inviting us on a fieldtrip to your work or coming on site to do a presentation that involves your work or hobby, etc.

**ARRIVAL AND DEPARTURES-** This is a great time to share information with teachers, other children, and families in the center. Please remember that the teachers, although want to talk with you are not relieved of their responsibility for the safety and care of other children while you are there to visit. While trying not to be rude, they may need to cut conversations short, or you may move with them to an area where they can still interact and supervise the children. For the children's safety it is very important for you to speak to one of your child's teachers to let them know that your child has arrived or is leaving with you. It is also important to remember that when you have picked up your child, he/she is now your responsibility; please always keep your child with you. An adult authorized on the child's registrations forms must check the child **IN** and **OUT** daily. In case of an emergency, it is important for us to have an accurate count of children.

**CHILDREN NOT IN ATTENDANCE-** Parents need to **call us by 8:30a.m.** on the days your child will not be in attendance for us to get an accurate meal count. It is also helpful for teacher's planning purposes to inform them of any extended days in which your child will be gone and to inform them when your child will be arriving later than usual or will be having a change in their normal pick-up time. If we do not receive a call - we will call you to ensure you child is safe.

### **SMOKE FREE POLICY**

Smoking is prohibited in Sheyenne Learning Academy to protect the health of children and employees. Employees are prohibited from smoking during work hours (breaks) even if off the premises.

### **PARKING/PEDESTRIAN SAFETY**

Please use the parking spaces in the front of the building for a maximum of 15 minutes when dropping off or picking up your child. To prevent injuries in our parking lot, please always keep your child with you, drive slowly, and watch closely.

### **ILLNESS POLICY**

We take every precaution to protect the children's health. The following are parental responsibilities that help us protect the health of ALL the children.

1. All health forms must be completed and on file thirty (30) days following registration. The child will be withdrawn from the program documentation is not provided within this time.
2. A record of immunization must be on file at the time of admission to the Center.
3. Children may NOT attend the Center with symptoms of illness or a communicable disease. If a question exists as to the health of a child, a health professional's approval for the child to attend Sheyenne Learning Academy must be provided in writing but will not supersede our set policies.
4. If a child becomes ill at the center, the child will be isolated from the other children while being supervised and the parent will be called for the child to be picked up within the hour. If the child has not been picked up within an hour the emergency contacts will be called.
5. Should the children be exposed to a communicable disease, the center will notify parents of the possibility of exposure, symptoms, and incubation period. This information will be shared via a note posted in the rooms.
6. There will be no exceptions made regarding health and a child going outside. The child that is well enough to attend childcare is well enough to go outside. The center does not have enough staff to monitor a child left inside while the class goes outside. Research has shown that a child that is exposed to fresh air daily has fewer colds and respiratory infections than a child that typically stays indoors. We require a written order from a health care provider if you do not want your child to go outside.

Parents should exercise every caution to keep their child home should other unusual symptoms occur. The child will not be allowed to attend if any of the following conditions exist:

- A. The illness prevents the child from participating comfortably in activities as determined by the childcare provider.
- B. The illness results in a greater need of care than the childcare staff can provide; therefore, compromising the health and the safety of the other children as determined by the childcare provider.
- C. The child has any of the following conditions: Fever with behavior changes or other symptoms.

**Fever classification:**

- **Axillary** (Under the arm): 100° (adding a degree)
- **Oral** temperature: 100.4
- **Forehead** temperatures: 100.4 (NOT adding a degree)
- Symptoms and signs of possible severe illness such as lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, wheezing, or other unusual signs for the child.
- **Diarrhea** (if stool is not contained in the diaper, if causing “accidents” for toilet-trained children if stool frequency exceeds 2 or more stools above normal for the child). When a child is teething, their stools may become looser, but diarrhea is not associated with teething. Children can return once diapered children have their stool contained by the diaper, when toilet-trained children do not have toileting accidents, or once stool frequency has reduced to fewer than 2 stools above normal for that child.
- **Persistent abdominal pain** (continues more than 2 hours) or intermittent pain associated with fever or other signs or symptoms.
- **Rash with fever or behavior change**, until a health care provider determines that these symptoms do not indicate a communicable disease
- **Head lice**, from that day until after the first treatment.
- **Scabies**, until after treatment has been completed.
- **Active Tuberculosis**, until a health care provider or health official states that the child is on appropriate therapy and can attend childcare.
- **Impetigo**, until treatment has started.
- **Strep throat**, until child has been treated for 24 hours and no longer has a fever.
- **Chickenpox**, until all sores have dried and crusted over.
- **Pertussis (whooping cough)**, until 5 days of antibiotic treatment.
- **Mumps**, until 5 days after the onset of parotid gland swelling.
- **Hepatitis A virus**, until 1 week after onset of illness, jaundice, or as directed by the health department when immune globulin has been given to appropriate children and staff members.
- **Measles**, until 4 days after onset of rash.
- **Rubella**, until 6 days after onset of rash.
  
- **Unspecified respiratory illness** (including the common cold, sore throat, croup, bronchitis, runny nose, or ear infection), only exclude a child if their illness is characterized by one or more of the following conditions:
  - The illness has a specified cause that requires exclusion, as determined by other specific performance standards listed above.
  - The illness limits the child’s comfortable participation in childcare activities
  - The illness results in a need for more care than the staff can provide; therefore, compromising the health and safety of other children.

- **Vomiting illness** (2 or more episodes in the previous 24 hours)-more than spit up. One episode if other symptoms are present or if child has history of recent head injury.
- **Shingles**, exclusion should be decided by the health care provider. If child or staff member is allowed in childcare, all sores must be covered by clothing or a dressing until all sores have crusted over. The virus is present in small, fluid filled blisters, and is spread by direct contact
- **Herpes simplex** if child is drooling and mouthing toys/items. In selected situations, children with mild disease who are in control of their mouth secretions may not have to be excluded if recommended by a health care provider.
- Blood in stools
- Mouth sores with drooling (except for hand-foot-and-mouth disease, canker sores, thrush), unless a health care provider determines that the child is noninfectious
- **Hand-Foot & Mouth** –
- Apparent signs of pain or discomfort
- MRSA, exclusion should be decided by the health care provider. If the child or staff is allowed in childcare, then all open or draining boils/sores must be covered and dressings must be dry.

**\*We do have the right to override a doctors note, meaning that if you bring a doctors note stating your child is fine to be here, but they don't look good we have the right to turn the child away until symptoms look better\***

## MEDICATION POLICY

**THE TERM “MEDICATIONS” APPLIES TO ALL PRESCRIBED AND NON-PRESCRIBED PRODUCTS, ALL TOPICAL MEDICATIONS, OINTMENTS, ETC.**

When a child in the Center requires medication, parents **MUST** fill out a medication permission form.

All medications **MUST** be labeled and given to a staff member so the medication may be properly stored. Refrigerated medications are kept in a **covered & locked** container in the kitchen/room refrigerator away from the food.

All prescribed medications need to be kept in the original container labeled by a pharmacist with the following information:

- 1- the child's first and last name
- 2- the date the prescription was filled (must be current)
- 3- the name of the health care provider who wrote the prescription
- 4- the medication's expiration date
- 5- the manufacturer's instructions of prescription label with specific, legible instructions for administration, storage, and disposal
- 6- the name and the strength of the medication

- The period of use of the medication will be for a **limited time** and not to be given “**as needed**”.
- Over the counter products need to be kept in the original container as sold by the manufacturer and labeled with the child's name.
- OTC products will be given according to the instructions on the container unless there is a physician's note provided.
- OTC medication will only be given for a maximum of 3 days without a written order from a physician.
- Over the counter products will be given only with written parental consent.

- No OTC cold medications will be given to children under 6 years of age without a doctor's note.
- The measuring device that comes with the product will be used to measure exact dosage.
- The measuring device that comes with the product will be used to measure exact dosage.
- Diaper ointment will be provided by parents and each tube is only for the specified child.
- Every year the center will obtain new authorization forms for sunscreen, insect repellent, and over-the-counter products such as diaper ointment/cream, skin lotion, toothpaste, etc. Staff will notify parents as to when each of these items was applied to their child. Sunscreen will be applied at least 30 minutes prior to children going outside. Insect repellent will be applied to the children outside and will not be sprayed on their bodies, it will be patted on. If parents have not signed a new permission slip, we do have on file an all-inclusive permission statement and children will have sunscreen on before going outside.

### **Unimmunized Children**

Due to ND law, childcare programs cannot refuse to provide care to unimmunized children who are otherwise eligible if they present a valid exemption from immunization requirements. It is recommended for our program to discuss with an attorney the liability risk of enrolling unimmunized children. If a vaccine preventable disease to which children are susceptible occurs at the Center, it is required for unimmunized children to be excluded for the duration of the possible exposure.

### **IMMUNIZATIONS**

You are required to keep your child current with all immunizations. Each time your child is immunized, please notify us so that we can update our files. We prefer the printed handout that your healthcare provider can supply during your immunization visit.

### **CHILDREN WITH SPECIAL NEEDS**

All children diagnosed with special needs (food allergies, diabetes, asthma, ADHD, etc...) are required to have a **care plan** signed by their parent/guardian or a health care provider. Care plans must be updated yearly. Emergency medication/supplies specified in the care plan must be provided by the parents to always have available during care hours (on and off site).

### **STATEMENT OF GUIDANCE/DISCIPLINE POLICY**

Sheyenne Learning Academy uses guidance as a means of helping the child learn acceptable ways of dealing with their feelings and desires. Our primary goal is to help children develop self-control. This sets the foundation for children as they learn to oversee themselves. We teach children to show respect for themselves, others, and property. Our staff will not allow children to hurt themselves, others, or the environment.

The following types of "discipline" will **NOT** be allowed at Sheyenne Learning Academy:

1. Corporal punishment including, but not limited to: rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting and spanking.
2. Emotional abuse including, but not limited to, name calling, ostracism, shaming, making derogatory remarks about the child or child's family, and using language that threatens, humiliates, or frightens the child.

3. Punishment for lapse in toilet training.
4. Withholding of food, warmth, light, clothing, or medical attention as punishment.
5. Use of any physical restraint, other than to hold a child when necessary to protect themselves or others.
6. Use of mechanical restraints

We will direct children towards acceptable ways of behaving. Guided by the needs of child and family, the methods include:

- praising, encouraging, and modeling positive behaviors
- setting clear, reasonable, and consistent rules and explaining them to the children
- planning developmentally appropriate activities
- observing the environment and children for possible causes of behavior
- allowing flexibility within routines
- encouraging problem-solving skills in children
- maintaining developmentally appropriate expectations of children

When unacceptable behavior occurs, staff will use one or a combination of the following guidance techniques:

- ignoring minor misbehaviors
- verbally reminding children of the rules
- redirecting children to another area
- providing natural and logical consequences for behaviors
- working with parents in a partnership to develop guidance technique

The center has a responsibility to protect the safety of all children as well as that the staff. Therefore, when a child engages in persistent unacceptable behavior (e.g., violent behavior, and inappropriate language), the following procedure will be followed:

1. Staff will observe and record the behavior of the child and staff response to the behavior.
2. Staff will work with parents and other professionals (if needed) to develop a plan to address the unacceptable behavior.
3. If the unacceptable behavior persists despite the use of the plan, the child may be suspended or terminated from the program.

All children and staff of Sheyenne Learning Academy will follow the model of character development that focuses on the values of respect, caring, honesty and responsibility. All children will be respectful and caring to other children and staff. If children hurt others, call other names, or harm another child or staff person in a degrading and vindictive manner, the child and parent will receive a written warning, or incident report, indicating the details of the incident. We ask that parents follow through at home explaining proper manners and respect for others. If on-going and excessive behaviors continue a conference will be called to discuss a plan of action with parents. Removal of any child is always done at the discretion of Sheyenne Learning Academy staff and management.

## **BITING AND HITTING**

Unfortunately, biting/hitting will occur in any childcare settings. This happens periodically in even the best childcare programs and is an unavoidable consequence of group care. When it happens it can be scary, frustrating, and very stressful for children, parents, and teachers. It is not something to blame on the children, parents, or teachers and unfortunately there are no quick or easy solutions.

What teachers do when biting or hitting occurs:

1. Focus attention on the child who was injured and apply first aid (if necessary).
2. The aggressive child will be redirected.
3. Simple language is used "Biting hurts!"
4. Explain to the child that they need to use gentle touches. Explain what our mouth is used for.
5. Accident/Injury/Incident Report will be given to parents of child who bites, and the child bitten. It is recommended that parents of both the child who was bitten and the child who did the biting to notify their child's physician for advice if the skin is broken. Staff will track occurrences of biting or hitting by listing time of day, reason (if known), and staff response.
6. Conference with parents will be scheduled at teacher's discretion.
7. Strategies will be developed to reduce hitting/biting behavior.
8. Strategies will be evaluated.

Confidentiality will be always maintained (ex. name of the child who bites will not be released to the parents of a child who is bitten). Biting is a developmentally appropriate infant/toddler phenomenon. A child who bites other people is not on the path towards being a discipline problem. This behavior is not the fault of the home, the parents, or the teachers. Learning not to bite is part of the socialization process. Infants and toddlers do not connect an event of one time of the day to be a consequence of an event, activity, or action of an earlier time of the day. Young children's understanding of cause and effect is very short-term oriented. Rather than correlating their parents' disapproval to the biting incident, a child may associate the disapproval with his or her current action. This can be very confusing to the child. Teachers address the biting incident when it happens and assist the children in appropriate alternatives at that time. We discourage parents from punishing or reprimanding their child later in the day/evening for a biting incident, which occurred at the Center.

### **ASSESSMENTS/OBSERVATIONS/ INTERVENTION**

Informal assessments and observations will be performed daily. Formal observations will take place using the Creative Curriculum Assessment tools and for children attending Sheyenne Learning Academy and any other assessment tools the Director may find to be necessary. Assessments will be conducted formally twice a year, once upon arrival into a room to develop a baseline and then once before transitioning to record the progress, if any made. Goals will be developed from the assessments and shared with the child's family. All information gained in the assessments and observations is confidential and will only be shared with the child's parents (guardian).

Sheyenne Learning Academy opens our door to allow screenings, assessments, and therapy to take place on site to aid parents' busy schedules. Parents are always welcome to join for these activities.

It is the intention of Sheyenne Learning Academy to help every child and to offer them the best learning environment, to the best of our ability the center also recognizes our environment may not be the best fit for every child and with input from family, teacher, director and any outside agencies, a different placement for the child may be necessary.

### **ACCIDENT PROCEDURES**

Injuries at the Center will be documented and kept on file. If your child is injured while at Sheyenne Learning Academy you will receive a written report telling you what happened and what action was taken by the staff. Parents must read and sign the incident report. This report will be stored at the Center in the child's file and a copy will be given to you.

The staff members are required by law to have first aid and CPR training. All injuries will be cleaned with soap and water and covered with sterile bandage when necessary. First Aid kits are readily available in each room, van and taken on any field trips. We are not able to use first aid creams or gels due to possible skin allergies and adverse reactions.

## **EMERGENCY PROCEDURES**

### **Injury to a Child:**

- If an injury should occur, a staff member will administer First Aid procedures.
- If the injury is life threatening, **911** will be called and the Director will be contacted immediately.
- If an injury involves possible broken bones, First Aid procedures will be initiated and again the Director contacted.
- A staff member will then attempt to contact the child's parents/guardian or emergency contact person.
- If they cannot be reached and the child needs to be taken to the clinic/hospital, the following procedures will be followed:

1. The **CHILD EMERGENCY INFORMATION** form from the file will be obtained before transporting.
2. The child will be properly secured and transported in a seat belt or approved car seat.
3. Depending on the needs of the child, one or two people will take the child to the clinic/hospital or an ambulance will transport the child.
4. Staff will keep trying to contact the parent/guardian or emergency contact person.
5. A staff person will stay with the child at the clinic/hospital until the parent/guardian arrives.
6. An incident report form will be completed for parent's signature.
7. All Accidents/injuries that require medical attention WILL BE reported to the licensor within 24 hours

### **Ingestion of Poison:**

In the unlikely event that a child ingests a poison, staff will immediately call the **Poison Control Center (1-800-222-1222)** or **911** and follow their recommendations for action. The Director will immediately be contacted along with the parent/guardian.

- If a child stops breathing, staff will:

- Initiate lifesaving **CPR** procedures
- Call **911** for emergency care and Continue **CPR** until medical help arrives and takes over
- Another staff member will contact the Director and Parent/Guardian.

## **EMERGENCY PROCEDURES**

**Fire** Upon hearing the fire alarms sound, staff will immediately exit the building with **ALL** children. The center has an evacuation plan posted. If evacuation is necessary our fall-out shelter is Madison School, located two blocks south of the center. Children must always wear shoes in case of fire. Infants will be transported out of building in an evacuation crib.

**Tornado** The director and teachers will monitor threatening weather conditions. In case of danger and/or a tornado warning, staff and children will seek shelter in the designated area. Older children will be positioned with backs against the wall, head down and hands over their heads. Staff will place infants in their laps and shield them with their arms. We will remain in the designated area until the threat of a tornado has passed.

**Winter Storm** When the Center is open and weather situations appear serious, the Center



Director will monitor weather reports and conditions and whether the West Fargo Public Schools close or the West Fargo/Fargo Police Department issue a no travel advisory within city limits. If the Center needs to close, the Center Staff will call the parents and notify you of our early closing. Monitor the radio, local television channels, and website: for any closing or late opening announcements. If we need to close before the center opens, we will make the decision before 7:00a.m., and notify radio, television channels, and post it to our website.

**Safety Drills** Safety drills will be practiced with the children. A written notice will be placed on buildings front door when a safety drill has occurred. Fire drills will be practiced monthly; Tornado drills will be in the months of April through September. Lockdown will be practiced randomly.

## **AUTHORIZATION TO RELEASE CHILD**

Parents are required to complete an Authorization to Release Child Form in an event that you, a spouse, or emergency contact person cannot pick up your child. This form will be kept in each room for easy access. This form must be completed "**each time**" a person not on your emergency card picks up your child. After completion, the form will be placed in your child's Center file. We will require a photo ID before releasing your child.

If an unauthorized person attempts to pick up your child from the Center, staff will:

1. Inform the person that he/she is unauthorized to pick up the child.
2. Show a copy of the authorization.
3. Contact the authorized person(s) and the Director to inform them of the problem.
4. Call the police if unauthorized person does not leave.

## **CURRICULUM**

Our creative curriculum is based on teaching strategies and the development of the children. We do a variety of activities in our day including sensory, social/emotional, cognitive, fine/large motor, music/language, creative and science. We also feature an anti-bias curriculum which teaches children to respect their own culture as well as that of others and encourages children to experience people of diverse cultures working together as unique parts of a whole community. Along with our anti-bias curriculum we use the word "friends" to get the attention of our class instead of "guys" and we address the teachers as Miss, Ms., or Mr. Our art/creative projects emphasize the "process" not the "product." Therefore, you may not know exactly what your child has made and is bringing home. Ask your child about the process of how they made the project, not "what is it?" You will be amazed at the imaginative answers you will hear! As your child goes through our program, we introduce numbers, colors, letters, and other academic information. Through the Creative curriculum, we start teaching the children in our infant room by utilizing teachable moments and incidental teaching. We add words onto the children's sentences: "Teacher, I have a truck." "Yes, I see you have a red truck. What else do you see that is red?" Or "What does your red truck do?" "How many hops does it take to get to the gym?" "I bet if you count to five, I will be done wiping the table and you can use it." These are all techniques that our teachers use. We will not use any worksheets or coloring books in the younger age groups. Many parents may not realize that these items not only do not help children learn, but also may hinder a child's learning. We focus on what a child should be doing instead of what they should not be doing. Instead of saying "please do not throw the books" we say, "we need to leave the books on the shelf." When you focus on what a child should not be doing it has the opposite effect of what you want, so focus your statement on what you want. As the children progress through the center the teachers will emphasize learning "school skills" working on where we live (address and phone

numbers), the alphabet, writing names, learning shapes and numbers. We will also work on self-help skills such as zipping, snapping, dressing self and tying shoes.

## **WATER PLAY**

We use water play with the children outdoors and in. Inside water play is used in the sensory tables. Sensory tables will be emptied and sanitized daily. Children's hands will be washed before and after any water play to cut down on the spread of germs. Outdoors, we use sprinklers and various types of water play in the summertime. We will not use swimming pools, as they are too dangerous and can harbor bugs and germs. The teachers will post any upcoming water play activities so you can bring the necessary items. Water play can also be in the form of spray bottles and paint brushes as the children "paint the deck or fence" not each other. Each child needs an updated aquatics form every year.

## **OUTDOOR PLAY**

Outdoor play is a regular daily activity in which all children in the Center are expected to participate. Parents are expected to supply weather appropriate clothing. If your child is not feeling well, please do not bring him/her to the Center and expect a staff person to stay indoors with the child. We do not have enough staff to allow this. Children who do not feel well should not be participating in childcare.

We believe outdoor play is valuable to children's physical well-being. Doctors have stated that fresh winter air is healthier for young children than the "stuffy closed up rooms." The staff will determine the length of time spent outdoors based on the weather conditions and children's interest. The National Weather Service temperature and wind-chill chart will be used to determine whether the exposure risks are too great. National Standards for Child Care recommend that children are taken outside when temperatures are above 15 degrees F (wind chill or temperature) and below 90 degrees F (heat index).

During springtime when the snow is melting and our playground gets pools of water and mud, the children will still go outside and play. Children will not be allowed to walk, sit or play directly in the water or mud but will be allowed to scoop, pour and touch the elements since natural elements in nature are excellent teaching tools and learning experiences.

## **FIELD TRIPS**

Fieldtrips are planned for the children throughout the year at Sheyenne Learning Academy. A fieldtrip is any supervised trip with the children that are outside the viewing area of the Center. They may be walking or riding in the center van to visit people or places of interest.

Center staff will always inform parents of the field trip by posting a notice with the destination, departure, and return times. Children will be always supervised and if transportation is needed, staff will maintain the ND Child Passenger Safety Laws. A written consent form for your child to participate in field trips is included in your enrollment packet. First Aid kits are always available on field trips.

## **REST TIME**

A cot or crib is provided for each child during rest time. All children attending full days will rest. Children who attend only in the afternoons will be expected to rest for a short period of time. Infants and toddlers nap according to their individual schedules. Infants will always be placed to sleep flat on their backs in a crib unless a Health care provider provides a note to specify otherwise (medical reason, specific instructions, and length of time to follow order must be included. We reserve the right to refuse enrollment

or ask you to find other care if we do not feel comfortable following the order). A crib sheet needs to be provided for cribs and cots. Children who are not able to sleep but who have rested on their cot for 30 minutes may get up and play quietly. Children who have slept and get up before their friends will be allowed to get up and play quietly. Parents are asked to bring a blanket, a pillow (if desired) and a backpack for their child. Nap bags/back packs are for your child's belongings to allow for storage, ease of transportation and to limit the spread of germs. Your child's nap items, including blanket(s), pillow, and soft washable comfort item, all need to fit inside the bag. If all items can not fit inside the bag, you will not be allowed to bring them. All nap items need to be labeled with your child's name. Nap bags are to go home at the end of each week to be washed.

## **TOILET TRAINING**

Learning to use the toilet begins when the child is ready. Child size bathrooms are in our toddler room and restrooms are in the Center for the older, potty-trained children. Children will be frequently asked to use the bathroom and to at least try when they show interest in toileting. Children will not be forced to use the toilet since forcing a child can delay the process. Children have control over their bodies, and they want to stay in control. Children need to feel wet to realize the feeling of needing to go to the bathroom. Although time consuming for adults, children need to have accidents to learn how to prevent them in the future.

## **CLOTHING**

Play is children's work, so children need to wear clothes appropriate for their work such as washable, comfortable clothing and nonskid shoes. Expect clothes to get dirty. (All children will have a labeled storage container provided by the center for extra clothes.) Each child should have two **(2)** complete changes of clothing (underwear, socks, shirts, and pants) **LABELED** with their name to be stored at the center. During the winter months send snow pants, 2 mittens, a hat, and winter boots for outdoor play. Center staff will be responsible for bundling your child up, but you need to be responsible for sending the appropriate number and items of clothing. Please send children in shoes safe for outdoor play (tennis shoes, rubber soled, etc....) Flip flops, cowboy boots, dress shoes, etc. are not allowed.

The Center for Disease Control recommends that Child Care personnel **NOT** rinse out soiled clothes before they are put in a plastic bag. The procedure of rinsing soiled clothes increases the chance that germs will be spread. Therefore, soiled clothing will be bagged immediately after removing them from the child.

## **PERSONAL ITEMS FROM HOME**

We willingly adhere to parental requests for the use of individual attachment objects such as favorite blankets, stuffed animals, pacifiers, and items that are washable and soft. We realize the adjustment to the Center, rest time, and new situations create the need for extra comforting for a young child. If these items provide extra security, we are pleased to accommodate.

**PLEASE DO NOT SEND ANY TOYS, PETS, CANDIES OR GUM TO THE CENTER**, as they are too easily broken, lost, or difficult to share with other children. If a child wants to bring a special picture, souvenir, book, tape, nature item or "found treasure" to share with the group, that is acceptable. Once the item is shared it needs to be stored in the child's cubby. Please be sure it is labeled with the child's name. The Center will not be responsible for breakage or lost items brought from home.

## **FOOD PROGRAM-ALLERGIES**

The Center will provide breakfast, lunch, and an afternoon snack in accordance with the USDA Food Program. Our kitchen manager will prepare the meals and snacks. A site supervisor will prepare meals on a monthly rotation with changes implemented for summer and fall menus. Parents of infants are encouraged to continue to breastfeed and when and if parents start to use formula, they should bring the brand of their choice. Staff will check with parents before serving any food to infants. Home-made baby foods will not be served to the infants. Food served at the Center helps to fulfill your child's minimum RDA requirement for essential nutrients. Copies of the menu are available for you to take home. Menu items are subject to change and that day's menu will be posted in the rooms. Parents must notify the Center in writing of any food allergies or modifications in diet for their children.

## **BIRTHDAYS AND CELEBRATIONS**

The Center staff is willing to help celebrate a child's birthday by serving your treats at lunch or snack time if desired. We encourage parents to join us for the party to help make the birthday child feel extra special.

If you wish to bring treats for your child's birthday, please let us know in advance (in case of food allergies). All treats must be sealed, and store bought. We do, however, must follow the food program's guidelines and must serve the center's snack first.

The Center is **NOT** to be involved with children's home birthday parties. Distribution of birthday invitations at the Center is not permitted. Invitations will need to be mailed to the children's home. We find many reasons to have special celebrations. Christmas, Kwanzaa, winter celebrations, events of the world (such as Olympics); Hanukkah, Halloween, July 4th, Mardi 'gras, Valentine's Day and Thanksgiving are times when we often have center parties. Parents are encouraged to help us celebrate these days and any other times that are important to your family. We are always looking for other cultural and ethnic celebrations that we could include in our program.

## **STAFF BABYSITTING POLICY**

As a client of Sheyenne Learning Academy, you are notified that the Center supervises its employees and programs within the confines of the facilities. Our employees are not supervised by the Center during off-duty hours and are not acting within the scope of their employment.

## **PARENTS GRIEVANCE POLICY**

If you have a grievance concerning something regarding our program, you should follow the following procedure. If you do not feel that you have reached satisfaction, then you must continue through the process stopping when you feel you have satisfaction on the matter. Final decision lies with the Director.

1. Room Teacher(s)
2. Center Director

It is inappropriate for parents to discipline another child in the center if that child has done something inappropriate. Please refer the matter to the teacher in charge of the child at that time.

## **ANIMALS VISITING THE CENTER**

Prior to animals visiting Sheyenne Learning Academy Staff will ensure children do not have allergies and will obtain a copy of the animal's vaccinations. Staff will supervise all interactions between children and the animal and instruct the children on safe behavior when interacting with animals to ensure safety of the

children and the animal. Reptiles will not be allowed as visitors to the center because of the risk of salmonella. Children will wash their hands if they touch the animal.

## **INFECTION CONTROL AND DISINFECTION**

### **Hand Washing:**

Children's hands are washed:

1. Upon arrival at center
2. Before helping set the table for meals or snacks
3. Before and after all meals
4. After toileting or having diaper changed
5. After sneezing, coughing, or wiping noses
6. Before and after using water tables or play dough
7. After art activities (painting, gluing, etc.)
8. After playing outside
9. After handling pets, pet cages, or other pet objects
10. Whenever hands are visibly dirty
11. Before going home

Provider's hands are washed:

1. Upon arrival at work
2. Whenever entering classroom to cover breaks, or if staff leave classroom and re-enter.
3. Before handling food, preparing bottles, or feeding children
4. Before setting the table for meals or snacks
5. After handling mouthed toys
6. After using the toilet, assisting a child in using the toilet, or changing diapers
7. After encountering a child's bodily fluids-blood, urine, stool, vomit, saliva, mucus, etc. (including wiping noses)
8. Before and after eating
9. After handling pets, pet cages or other pet objects
10. Whenever hands are visibly dirty
11. After cleaning up or handling garbage
12. After playing outside
13. After removing gloves for any purpose
14. Before giving medications
15. Before going home

## 16. Before and after diapering

### **Cleaning:**

1. All toys are sanitized weekly or when dirty. Infant/toddler toys are sanitized as mouthed.
2. Toilets and sinks are cleaned and disinfected daily.
3. Tables are sanitized before and after each meal
4. Blankets and sleep toys are sent home each week for cleaning
5. Cots are disinfected each week and between uses
6. Floors are swept and vacuumed daily
7. Bathrooms are disinfected daily.

## **CLOTH DIAPERS**

We applaud your effort of trying to help the environment, but reusable diapers are against the North Dakota Licensing Rules and Regulations and therefore are not allowed in the Center.

## **NO SHOES IN INFANT ROOM**

Since infants are on the floor and put everything in their mouths, the carpet area in the infant room is a no outside shoe area. Please help the infant teachers by either removing your shoes before entering the room or put on the shoe booties that have been provided for you.

## **DAILY SCHEDULES**

The room's daily schedules are posted in the room and will be a part of your welcome letter.

## **INFANT ROOM SPECIFICS**

### **Diaper changes**

Diapers are changed every two hours and as needed.

### **Feeding**

- Bottles are labeled with name and time warmed or prepared
- Bottles once warmed or served are only good for one hour
- Bottles are given approximately every two to three hours depending on the child.
- Bottles of formula are warmed using the crock-pot.
- Breast milk is warmed separately in a cup of warm water
- All infants are held when given a bottle

### **Infant Sleep Policy**

We follow the recommendation of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for safe sleep environments to reduce the risk of SIDS.

Our written policy is as follows:

- All infants (under one year of age) will be placed completely flat on their backs in a safety approved crib or playpen unless a written note from the infant's health care provider is provided stated the medical reason and the specific time frame that an alternate sleep position or alternate sleep surface is required. Once a child is placed on his/her back, the child may reposition themselves to a comfortable sleeping position, which may include their stomach.
- All infants will not sleep on water beds, sofas, soft mattresses, car seats, swings, bouncy seats, or other soft surfaces.
- All infants must be removed from their car seats (and have any outer clothing removed) by their parents.
- All infants' heads will remain uncovered.
- Soft materials such as pillows, stuffed toys, loose bedding, bumper pads, quilts, and comforters will not be placed in infants' sleep environment.
- Infants will not share cribs/playpens at the same time.
- Supervised "tummy time" will be observed while infant is awake.
- Infants will remain lightly clothed and room temperature will be kept between 68-72 degrees F.
- Bibs, necklaces, and hats will be removed before laying an infant down for sleep.
- Pacifiers will not be tied around an infant's neck or clipped on to an infant's clothing.
- Infants will only sleep on a firm tight-fitting mattress with a tight-fitting fitted crib sheet.
- Positioning devices will not be used unless a written note from the infant's health care provider is provided stating the medical reason and the specific time frame that the positioning device must be used.
- All infants will be closely monitored when they are sleeping, by listening to and directly observing them.
- Infants being swaddled, only one blanket that is thin will be used and it will come no higher than the infant's shoulders. Swaddling will be discontinuing once infant can roll over.
- Teachers will check the crib before laying an infant down to make sure the mattress is down to the lowest level appropriate for the child's age and abilities.
- Teachers and staff in the room with sleeping infants will position themselves to enable sight and hearing of the sleeping children while engaged with actively playing or feeding infants.

## **LARGE MOTOR RULES**

### **Large Motor Room Rules**

- No more than 25 children allowed in the room at one time.
- Shoes must be always worn even when playing on mats
- Mats may be moved around the gym for tumbling if the climber is not in use
- Watch out for smaller children
- No pushing or hitting our friends
- All toys need to be picked up when your group leaves the room, unless the next room's children are using those toys.
- Children will not be allowed to leave the room by themselves to go to the bathroom.
- Respect each other, children, and adults

### **Outside Rules**

- Children walk up the ladder and down the slide
- Feet first when sliding down the slide
- Sand and snow stay on the ground
- Sand stays in the sand box

- No Pushing or Hitting our Friends
- Use nice words
- No tag or chasing games when younger children are present
- Children may not climb on or hang on any fence
- Children's hands need to stay off the windows
- Adults must walk around the playground and observe
- Children will not be allowed to go the bathroom by themselves
- Children will not be allowed to go outside the fenced area to retrieve a toy without adult accompaniment
- All toys must be picked up and put away everyday
- First Aid kit must be accessible
- Teachers will do head counts going outside, head counts during play and head counts when coming inside.