



BEGINNINGS
child care center

PARENT HANDBOOK

Welcome to Beginnings Child Care Center!

Parents are an integral part of a successful child care and preschool program. Through parental involvement we are better able to meet the needs of children. As child care 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, please feel free to call us at 701-356-3939 or your child's classroom cell number.

We sincerely look forward to serving you and your child.

MISSION STATEMENT

At Beginnings Child Care Center, 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 – Beginnings Child Care Center, 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 child care 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 701-241-5765 (Attn: Ruby K.). Reports can be made in person, by telephone or in writing. Beginnings admits students of any race, color, and national or ethnic origin.

2. CHILD ABUSE AND NEGLECT LAW – Beginnings Child Care recognizes the basic human and legal rights of each individual 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 (Mandated Reporters) 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/5-point harness and children age 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 Beginnings Child Care Center staff utilizing our van or bus. Our buses are equipped with 5-point harnesses and seat belts. Ages 1 year and older may ride in the buses without additional car seats or boosters. Children under 1 year will need a car seat for any transportation.

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. If you do not want your child photographed at the Center, that must be submitted in writing to the Director. By enrolling your child, you are granting permission to Beginnings to take photos to be used in the classroom or on private social media sites shared within Center families, or at the discretion of Beginnings.

7. **LIABILITY INSURANCE** - Blackridge Insurance provides insurance for Beginnings Child Care Center.

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.

We will be closed the following holidays: **NEW YEARS DAY, MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, THANKSGIVING DAY, BLACK FRIDAY** and **CHRISTMAS EVE & DAY**. 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.

ADULT - CHILD RATIOS

The Center serves children ages 6 weeks-12 years old. The Center meets or exceeds the adult/child ratios established by the North Dakota Department of Human Services. The ratios are:

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

ENROLLMENT PROCEDURES

Parents may enroll their child at the center office located at 521 32nd Ave W, West Fargo, ND 58078 or on our website www.beginningschildcarecenter.com. A **\$50.00 per child (\$80 per family) non-refundable registration fee along with 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:

- Enrollment Packet
- Age appropriate "All About Me" form
- Certificate of Immunization (updated as new immunizations are given)
- Parent's statement on health of child (annual form)
- Tuition Express form
- Authorization for non-prescription/prescription/OTC products
- 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)
- CACFP - Child Participation form (annual form)
- Birth Certificate (copy)
- SPARK! Bible study form (Ages 2-5)

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

Before your child attends Beginnings, 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.

WAITING LIST

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

1. Beginnings Child Care Center 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 Center must be submitted to the Director two (2) weeks in advance of withdrawal. You will be billed for two (2) weeks if a proper notice is not given.

Parents are responsible for tuition for two weeks after the notice is given, whether or not your child attends Beginnings Child Care Center during that time. Re-admission will be on space available and a new registration fee must be paid before re-enrollment.

BILLING PROCEDURE

Tuition due is listed on the check-in screen. Payment of each bill is due every other Friday by noon following that year's billing calendar. Payments not received by noon will be assessed a late fee of \$20.00 per child. If payment, together with the late fees, is not received by 4:30p.m. the following Monday, child care services will be terminated.

Payments will be made by automatic withdrawal. Checks and credit cards are not be accepted. If you have any questions regarding payments please see the Director.

The Center will provide an itemized yearly statement via email of child care payments by January 31st for tax purposes. If you would like a paper copy, please inform the Director.

Families receiving Child Care Assistance are responsible for notifying the Director. Payments are due 2 weeks in advance of care. You will be reimbursed on your account with Beginnings once we receive the check from Social Services. Monthly paperwork will be handed out to your child's classroom for you to complete -we are happy to send this form to your case worker.

Beginnings Child Care Center is constantly improving its facility and resources. Families currently attending our Center will be given at least a 30 day notice of any changes in tuition, and 7 days for other fees.

TUITION Tuition is based on the age of the child enrolled in the program.

Infants (0-2)	\$225/week
Toddlers (2-3)	\$215/week
Preschoolers (3-5)	\$195/week
Before/After School	\$110/week
Schoolage-Summer	\$190/week
School Out Days	\$ 35/day

FEES/DISCOUNTS/ SPECIAL CHARGES

Fees are based on the age of the child enrolled in the program. No refunds are given for tuition or deposits under any circumstance.

SUPPLY FEE Each child will be charged an annual supply fee of \$50 (\$80.00 per family) for lesson plan items.

LATE PICK-UP Parents whose children remain in the Center past the 6:00pm closing time **will be charged \$1.00 per minute past 6:00pm** on the first offense, \$2.00 per minute on the second offense,

\$3.00 per minute on the 3rd offense and will continue to rise on each occurring offense. The correct time will be determined by the center's atomic clocks.

MULTI-CHILD DISCOUNT Beginnings will offer a five dollar (\$5) discount for most multi-child families whose children are enrolled in the Center. The discount is applicable on a bi-monthly basis (\$10 monthly maximum) and is subject to the following criteria:

- The five (\$5) dollar discount is applicable only to the child over the age of two (2).
- A family having two (2) children will receive a five (\$5) dollar discount on the tuition of the oldest child.
- All multi-child family units enrolled in the Center must reside in the same household.
- The multi-child discount does not apply to employees

5/10 HOUR MAXIMUM Parents whose children remain in the Center past the five hour (PT and ten hour (FT maximum will receive **one** reminder. The second and thereafter over time limits will result in a **\$1.00 per minute** late fee per child. 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 \$1.00 per minute** past the designated closing time.

ILLNESS Sick children will pay full tuition for one to ten consecutive days of illness. If your child is gone for more than ten consecutive days, each day beyond the tenth day will be a 50% tuition rate charge if accompanied by a doctor's statement for a maximum of 1 week. Without a doctor's statement 100% tuition fee will be charged.

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 ten consecutively following the request/recommendation will be 100% tuition. Starting on the tenth consecutive day, 50% tuition will be charged until the Center reopens. If your child is unable to attend, but Beginnings is open, the illness policy will be in effect.

NSF CHECKS/ACH DECLINE We will charge a **\$25.00 handling fee** for the processing of any returned check due to insufficient funds. Upon receipt of **second NSF check**, all future child care tuition payments must be paid by **cash, cashier's check or money order**.

OTHER Absences for parent illness, maternity leave, vacation 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, Labor Day, Thanksgiving Day, Black Friday and Christmas Eve and Day. 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.

FORMULA Beginnings provides Gerber GoodStart Gentle formula to children 6 week – 12 months.

TELEVISION EXPOSURE

We believe that active learning is a very vital part of a child's development. Therefore, we do not allow watching television or videos in our center for any child under the age of 3 years. If a video is shown for our preschool classrooms or older it must be involved in a lesson plan and be "G" rated and less than 30 minutes per week.

PARENT-TEACHER COMMUNICATION

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

- **NEWSLETTER**- 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 may be 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 INVOLVEMENT**- 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 keep your child with you at all times. 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 8:00a.m.** on the days your child will not be in attendance in order 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 or within 20 feet of Beginnings Child Care Center 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 keep your child with you at all times, 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. Beginnings can override any health care provider's orders.

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

Fever classification:

- **Axillary** (Under the arm): 100° (not adding a degree)
- **Oral** temperature: 101
- 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 child care.
- 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 child care 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 child care, 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
- Apparent signs of pain or discomfort
- MRSA, exclusion should be decided by the health care provider. If the child or staff is allowed in child care, then all open or draining boils/sores must be covered and dressings must be dry.

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** 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.
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- 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, child care 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 bring in the Certificate of Immunization form from your doctor so that we can update our files.

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 a health care provider and a parent. Care plans must be update yearly. Emergency medication/supplies specified in the care plan must be provided by the parents to have available at all times during care hours (on and off site).

STATEMENT OF GUIDANCE/DISCIPLINE POLICY

Beginnings Child Care Center 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 be in charge of 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 Beginnings Child Care Center:

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, water, 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

If and 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 in spite of the use of the plan, the child may be suspended or terminated from the program.

All children and staff of Beginnings Child Care Center 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 others 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 Beginnings Child Care Center staff and management.

BITING AND HITTING

Unfortunately, biting/hitting will occur in any child care settings. This happens periodically in even the best child care 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 maintained at all times (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 Beginnings Child Care Center 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).

Beginnings Child Care Center 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 Beginnings Child Care Center 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.

ACCIDENTS/INCIDENTS

If your child is involved in an incident or accident at school, the teacher will tend to the children involved immediately. The parent will be contacted if necessary and a program accident/incident report will be completed. A copy of the form will be signed by parents of each child involved as well as a copy kept in the Center's file. If the injury is such that we feel the child may need care or treatment beyond what we are able to provide at school, parents will be contacted immediately to determine a course of action for remedying the situation. Emergency medical care will be summoned if we deem it necessary for the welfare of the injured child. Repeated incidents involving the same child will result in a conference with the parent to determine a plan of action. Beginnings will NOT provide medical subsidy for accidents or injuries- please be ensured that you have proper medical insurance information on file. **Americans with Disabilities Act (ADA)** The ADA is a federal civil rights law that went into effect in 1992. The Act states that people with disabilities are entitled to equal rights in employment, state and local public services, and the public accommodations such as preschool, child care centers, and family child care homes. ADA presents an exciting opportunity to plan for and include children with disabilities in early childhood settings. Children and families benefit from inclusion. Children with disabilities share learning opportunities with their peers. Inclusion also fosters caring attitudes and teaches children about interdependence and understanding for human differences. For early childhood professionals it is an extension of continuing efforts to meet the individual needs of each child and family.

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 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.

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.

- In the event that 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 wear shoes at all times 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: www.beginningschildcarecenter.com 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/Lockdown 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 list 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.

In the event that 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 curriculum is based on 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 on “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 summer time. We will not use swimming pools, as they are too dangerous and can harbor bugs and germs. The teacher’s 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.

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 child care. We require a written order from a health care provider if you do not want your child to go outside.

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 spring time 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 Beginnings Child Care Center. A fieldtrip is considered to be 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/bus 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 supervised at all times 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). 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 located in our toddler room and restrooms are located 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 actually delay the process. Children have control over their bodies and they want to stay in control. Children need to feel wet in order to realize the feeling of needing to go to the bathroom. Although time consuming for adults, children need to have accidents in order 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. The kitchen manager 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, have to follow the food program's guidelines and have to 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 Beginnings Child Care Center, 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.

OUR STAFF: Beginnings Child Care Center has a team of experienced teachers who enjoy working with young children. Our team implements a program that is child centered by planning activities that are engaging and educational. The following are important facts for you to know about our team: Our staff has vast experience working with young children. We consult a child care health consultant on a regular basis to ensure our policies and procedures are always a priority and up to date. All staff are required to participate in ongoing curriculum training and enrichment opportunities for professional development. Our teachers are trained in CPR and First Aid. Our teachers have thorough background checks prior to beginning employment in our center. We follow all mandated staffing requirements set forth by the State of North Dakota.

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 Beginnings Child Care Center 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 coming in contact with 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 each room.

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
- We follow Child Care Aware's recommendations regarding both breast milk and formula.
- 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. A sleep permission form must be completed for Center records.

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. Infant sleeping areas are monitored by camera and by staff every 5 minutes.
- 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 discontinued 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 worn at all times even when playing on mats
- Mats may be moved around the gym for tumbling as long as 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.

Aquatic Activity Policies:

Aquatic activity is any activity in or on a body of water, either natural or man-made, including rivers, lakes, streams, swimming pools, and water slides.

- Written parental permission is required for any aquatic activity.
- Staff are responsible solely to ensure children's safety while on aquatic field trips.
- There will be additional staff on hand to observe the activity, and not interact with the children in play.
- Staff will be in the water with the children during their activity
- Approved life vests and age appropriate flotation devices are REQUIRED on any field trip involving water that is greater than "zero depth"
- Children may not participate in the water activity if they are not provided with a life vest by their parents
 - Those children must still attend the activity, as we are unable to leave staff behind to watch just one or a few children
- Ratios for water activities are strictly followed:
 - Infants & Toddlers: 1 to 1
 - Preschoolers: 4 to 1
 - School Age: 6 to 1

At least one staff member will be First Aid and CPR certified on all aquatic field trips

PROGRAM EXPECTATIONS

- For Children: Children can expect to be in a safe and supportive environment. Children can expect to use all of the program equipment, materials and facilities on an equal basis. Children can expect to have respectful treatment. Children can expect to have discipline that is fair and non-punitive. Children can expect to receive nurturing care from staff members who are actively involved with them. Children can expect to experience learning activities that are fun and creative and appropriate to the developmental level of the individual child.
- For Parents: Parents can expect that their children will be cared for in a safe and supportive environment. Parents can expect to have the opportunity to talk to the teacher or the program coordinator about concerns related to their child or the program. Parents can visit the program at any time. Parents are always welcome to help in the classroom or attend field trips, if they wish. Parents will be regularly informed about the program activities. Parents will have open communication with the classroom staff. Parents will inform the center of changes in the child's enrollment status, living status, or other areas that could affect the well-being of the child.