



# Brainerd Family YMCA

## New Discoveries Child Care Toddler & Preschool Enrichment

### Parent Policy Handbook

*Revised 03/20*

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FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

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## WELCOME TO NEW DISCOVERIES CHILD CARE CENTER!

This policy handbook has been prepared for the parents and guardians of our child care program.

New Discoveries Child Care Center is licensed by the State of Minnesota. The Minnesota Division of Licensing phone number is (612) 296-3971.

New Discoveries Child Care Center is a year-round program. The center is open from 6:30 am to 5:30 pm, Monday through Friday.

Children attending New Discoveries Child Care Center can be between the ages of sixteen months and six years old, or up until their first day of Kindergarten.

Our daily program concentrates on strengthening the process of learning while offering a strong socialization environment for young children. **Our preschool, and toddler programs are supervised by state certified teachers.**

We look forward to the opportunity to care for and educate your children. Parents of enrolled children are invited at all times to visit the center and ask any questions to the staff or director. ***You are always welcome!***

These are our current child care policies. Policies will change as deemed necessary. Parents and guardians will be notified of any policy changes.

We look forward to watching your child grow in many ways!

## ADMISSION AND REGISTRATION

A pre-registration and admission conference will be scheduled with the director to discuss:

1. Details of Registration – Admission and medical forms will be provided by New Discoveries and must be returned upon admission. Proof of full immunization must be provided before the child's start date along with the Health Care Summary that needs to be signed by your family health care source within 30 days of enrollment.
2. Rates and Payments – The payment schedule, rates and automatic debit system. Any extra charges not covered by county assistance will be the parents responsibility to pay. Our center has the right to suspend care for nonpayment.
3. Billing and Payment Agreement – Each family will have an agreement concerning due rates and late fees.

A \$30.00 non-refundable registration fee per family is required to be on our waiting list and accepted into the program of New Discoveries.

## RATES AND PAYMENTS

<u>Full time 5 Days</u>	YMCA Member	Community Member
Toddler	\$35.00	\$38.00
Preschool	\$33.00	\$36.00
<u>Part time 3 Day Minimum</u>	YMCA Member	Community Member
Toddler	\$36.00	\$38.00
Preschool	\$34.00	\$36.00

IF YOU ARE ON CHILD CARE ASSISTANCE, YOU ARE RESPONSIBLE TO COVER WHAT THEY DO NOT.

*Minimum membership requirement is One Adult Family Membership.*

A Deposit is required. Bank Draft Payment is preferred.

1. Deposit Amount - \$100.00 per family is paid upon entry. A two week written notice is required upon termination to receive full credit of this deposit that is deducted from the final bill. Vacation and sick days may **not** be used during this two-week period.
2. Bank Draft or Automatic Debit – Automatic debit from a checking or savings account will be drafted every Friday prior to care given. This amount includes sick/vacation days and holidays that occur while the child is attending the center. This may vary some each year, depending on when the holidays fall during the week.

Bills go out every Monday and should be paid upon receipt, or within 4 business days(Friday) prior to care being given.

Please make arrangements with the director to accommodate billing needs. **A late fee of \$10.00 will be added to the current balance each week the bill is late.** All non-electronic payments such as cash or check should be paid at the YMCA Member Services Desk. Bills past due will put a hold on the child's enrollment until paid in full or a payment plan is worked out

with the director. At the end of each year, you will receive the total amount paid for the year along with the Tax I.D number that is required to file with your taxes.

**Vacation/ Sick Days** – Each full time child receives five vacation/sick days per year from the child's start date. These days renew each year and do not roll over. Full time is 5 days per week. Only two vacation days can be used within one billing cycle, quarterly. Part time children will not receive any sick days. The holidays remain unpaid days for parents. Parents need to notify the director verbally or in written form when using these days. If notification is not made, you will be billed for absent days.

**Scheduling and Payments** – It is necessary for parents to secure your spot in the schedule even if your child comes alternating weeks. Payment of the day the child is not scheduled will ensure keeping the space in child care.

### **Holidays**

We will be closed on the following non-paid holidays: MEMORIAL DAY, FOURTH OF JULY, LABOR DAY, THANKSGIVING DAY, CHRISTMAS DAY, NEW YEARS DAY. CHRISTMAS EVE and NEW YEAR'S EVE will be assessed yearly for enrollment as needed. Families will be charged at the full daily rate for each child.

***A family will be charged \$10.00 if you arrive after 5:30 p.m. then an additional \$5.00 for every 5 minutes. This is not covered by county assistance; the parent will be responsible for paying this charge.***

Parents will be notified one month in advance if there is a change in rates or fee related policies. Some special events will require a small fee for your child to participate in, e.g. Pizza Day.

### **HEALTH CARE POLICIES**

New Discoveries is not licensed for the care of sick children. The staff will decide if a child can remain at the center using the following guidelines:

- A temperature of 100 degrees- A child who is ill or had a persistent illness may not be at the center with a fever controlled by medicine. The child is still contagious we require children to be fever-free without medication for 24 hours.
- Vomiting- A child who vomits will be sent home immediately.
- Persistent nasal discharge- We realize this is inevitable, but we ask that parents provide a medicine to control nasal discharge to prevent spreading.
- Strep Throat- If Strep Throat is diagnosed by a physician; a child needs to be on antibiotics for 24 hours before re-admittance to the center will be allowed.
- Diarrhea- A child who experiences diarrhea more than 3 times in a day will be sent home.
- Chicken Pox- A child must remain home until all blisters have dried and formed scabs. This is usually 7-10 days after the pox start.
- Ring Worm- A child may be readmitted after 24 hours of treatment.

- Pink Eye- A child with pink eye or conjunctivitis will be sent home. If the physician prescribes drops, they need to be administered a full day's dosage (24 hours) before child is readmitted.
- Head Lice- Daily inspection by a staff will take place before a child may return. The notification to parents will provide information that will help get rid of head lice. A parent needs to be present during child's re-inspection.

Any child who experiences the above symptoms of illness should be diagnosed by a physician. A persistent fever of over 101 degrees is not a sign of teething but other bodily infection. These guidelines are set up through the State of Minnesota to protect your children from spreading infectious diseases. Please cooperate with the staff if you are contacted to pick them up as fast as possible. If your child is not picked up within 30 minutes, your provided emergency contact will be notified for pickup of the child. If you have questions concerning any of the information, call the center in advance. The center will post all communicable diseases.

A yearly health inspection takes place by a staff from a medical professional. This consultant goes through a checklist regarding supplies, first aid, cleanliness, diapering and staff training. Per strong suggestion, our policy on toilet training is to wear disposable undergarments until there are 6 consecutive successful toilet training days.

All poisons and toxic substances are kept out of reach of children. If for any reason, a child was to be exposed to, or swallow a toxic substance, the Poison Control Center would be contacted at (1-800-222-1222). Procedures will be followed as indicated by the Poison Control.

If your child needs medication, please notify the teacher or director. You need to complete and sign a medication sheet with the name of the medication, dosage and time of administration. *There should be a new form filled out with each new prescription.* Prescriptions and nonprescription medicines need to be kept in the *original container and clearly marked.* The child's first and last name needs to be labeled on the medicine container. **Staff will not administer medication if these guidelines are not followed.** The state requires parents to provide written permission for us to apply sunscreen lotion or insect repellent to children.

Immunization records need to be kept current! We will need to send annual reports to the state to verify the immunization of our enrollees and must keep our own records current. New Discoveries requires a physical reexamination of children annually signed by a medical source.

Hand washing, food prep, diapering and cleaning guidelines are mandated by the state for our center to follow. Cleaning and disinfecting tables, toys, play areas; bedding, cots, etc. are also state guidelines that we follow.

## **EMERGENCY AND ACCIDENT PROCEDURES**

Fire Evacuation Plan: In case of fire, we will follow the fire emergency procedure as posted in the child care rooms and hallway. The children would be led out of the building and go to the blue YMCA garage.

Tornados: In case of a tornado, the children will be taken downstairs to the Kid's Club area along with a portable radio, flashlight, and the sign in sheet/tablet. A first aid kit is located downstairs.

Blizzards: In the event of a blizzard occurring before the center opens, the closing will be announced by the local radio stations. WJJY and KLIZ will be the first two stations called. If a storm occurs during the hours of operation, all parents will be notified to come and pick up their children. If a parent cannot be reached, a staff member will remain with the child until contact can be made and the parent arrives.

Missing Child: New Discoveries has missing child procedures posted in the child care rooms.

Lock Down/ Active Shooter: New Discoveries has lockdown and active shooter safety procedures posted in the childcare rooms. As well as staff trainings annually or as updated.

First Aid: There is a staff person with all groups at all times. In case of emergency, if the need arises, staff will use basic First Aid to the best of their training and abilities. Emergency numbers will be called as needed or necessary.

*New Discoveries teachers are certified in CPR and First Aid.*

## **RELEASE OF CHILDREN**

**For safety measures, children will only be released to the parents unless otherwise indicated by parents.** If you arrange to have someone other than people listed on the registration forms, to pick up your child, please let us know in advance. The Front Desk will need to enter your data and take a photo of all parents and pick up persons. This is to ensure the safety of all parties concerned. Please inform us of any person other than a parent is picking up your child. Please provide a description of the person and inform them we will be asking for identification. A teacher will never release a child to a person incapacitated or suspected of abuse. Emergency numbers (provided by the parents on the registration forms) will be called until a capable adult can pick the child up.

## **SAFETY DOORS**

For safety purposes, our center has security doors placed at both hallway entrances. There will be a code provided to the parents for entry to the childcare center. This code will be changed periodically to maintain the safety of our center. Authorized pickups will be required to provide a photo ID and prior written or verbal consent from parent/guardian to gain access to code via the Member Services Desk. As a secondary precaution, our teachers will also verify the photo ID before releasing the child.

## **BEHAVIOR GUIDANCE AND TEACHING METHODS**

Our staff believes all children are special. We will do our best to meet their needs in a warm, affirming and caring environment.

We stress development in three main areas:

1. We concentrate on *social-emotional development*, helping the child develop a healthy self-concept and a rewarding relationship with others.
2. We promote the *physical development* of the child by providing nutritious snacks, milk and numerous opportunities for exercise through play (indoor, outdoor and in the pool) and regular rest periods.

3. We help the child realize his/her *intellectual potential* reflected in language development, use and understanding of ideas and creative imagination.

Our staff members are experienced and well-trained individuals who are committed to the goals of providing support to families and enriching social, physical and intellectual experiences for all children.

Positive reinforcement is an important part of our center. We assure that each child is provided with a positive role model of acceptable behavior. We redirect the children away from the problems toward constructive activity in order to reduce conflict. We teach children how to use acceptable alternatives to problem behavior in order to reduce conflicts. We protect the safety of children and staff members. Our Behavior Guidance and Behavior Action Plan may be used to combat consistent unacceptable behavior. This plan will follow up and validate all methods used to alter behavior which includes parent acknowledgement. When necessary, we provide immediate, directly related consequences for a child's unacceptable behavior.

When all methods of discipline have been tried and the behavior does continue, we have the right to deny further care. If injury to other children or staff reoccurs, alternative care may be needed to be sought.

Separation from the group: *No child may be separated from the group unless the center has tried less intrusive methods of guiding the child's behavior. If this is ineffective and the child's behavior threatens the well-being of others in the center, the parent will be addressed with a behavior plan.* A child who requires separation from the group must remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a staff person. A child between the ages of six weeks and sixteen months will not be separated from the group as a means of behavior guidance. When separation from the group is used as a behavior guidance technique, the child's return to the group must be contingent on the child's stopping or bringing under control, the behavior that precipitated the separation abates or stops. All separations from the group are noted on a log located in the child's file in their room. When there are 3 or more separations in a day or 5 or more in 1 week, the parent will be notified to carry out the Behavior Action Plan.

We prohibit subjecting a child to corporal (bodily) punishment, emotional abuse, punishments for lapses in toilet training, or withholding food, light, warmth, clothing or medical care. We do not use physical or mechanical restraints. Any time we need to discuss behavior with a parent, it will be documented and then put in each child's file.

## **CENTER AND TEACHER COMMUNICATION**

Parent/Teacher Conferences will be scheduled two times per year. ***Please feel free to discuss situations as they arise during the year.*** Our conferences are used to let parents know how their child is adjusting, and to help parents understand where their child is developmentally. Assessments will be done concerning physical, social-emotional, cognitive and verbal development. Our staff uses the same assessment as ISD #181 and are trained to conduct them regularly. We believe in open communication with parents and staff daily to ensure quality care

for your child(ren). Remember to check your child's cubby daily for notices. A daily activity sheet is done for all children. A monthly calendar and newsletter is made for parents use to make you aware of important information and activities such as field trips.

## **DAILY SCHEDULES AND CALENDAR**

A daily schedule for each age group is posted in their respective rooms. Students have individual daily sheets that will be given to the parent at the end of each day. All schedules are subject to change to meet the needs of individuals and the group. Schedules are also posted for each age group in their respective rooms. All plans describe general educational methods used, activities and schedules. **Please post where you can check it daily!**

## **SIGNING IN AND OUT**

**It is a state law that all children are signed in and out each day.** Sign in and out tablets are conveniently located for the parent(s) at the kiosk sign in table or with a teacher. Please read any notices put near the check in/out system for program updates and reminders. Please seek teachers as you are dropping off and picking up to confirm the safety of the child.

## **YOUR CHILD WILL NEED:**

## **PLEASE LABEL ALL ITEMS!**

**If items are unlabeled, our center will be labeling those items for you as it is required per licensing.**

**Toddlers** – An extra set of clothing including socks is needed for each child. If they are potty training, 2 or more sets of clothes is a good thing to supply. Please bring wipes, diapers or pull-ups, blanket(s), and any other personal items they use. (Pacifiers, sleeping needs) If providing your child, a lunch, please pre-cut hot dogs, grapes and other choking hazards into small pieces to avoid choking. Milk, disposable cups, bowls, and utensils are provided by the center. If you choose to supply these items from home, they will have rinsed and returned daily for adequate washing.

**Preschoolers** – An extra set of clothing, a swimsuit to keep here for swim days, blankets and a travel pillow for nap/rest time. If providing your child, a lunch, please pre-cut hot dogs, grapes and other choking hazards into small pieces to avoid choking. Milk, disposable cups, bowls, and utensils are provided by the center. If you choose to supply these items from home, they will have rinsed and returned daily for adequate washing.

**All children** – Your child's comfort and safety is important to us. Gym shoes are required for safety; as open toed shoes may become a safety hazard. To care properly for our gym floor, no outside gym shoes are allowed in the gymnasium. Please have weather appropriate clothing at all times. If your child runs out of diapering materials a \$1.00 charge per change needed will be added to the final bill to replace any materials needed to maintain your child's comfort and hygiene.

## **NAPPING**

**Bedding must be brought home each week for laundering or every 5 days of attendance, this is a state requirement.** The State of Minnesota requires 30 minutes of quiet rest time. With a parent's request, we allow children to get up after 30 minutes and play quietly. Remember to have sleeping items small enough to fit in their square cubby in the hall. **NO BED PILLOWS, PLEASE.**

## **PERSONAL ITEMS**

Our staff requests leaving personal items at home unless it is a show 'n' tell day. No coins, breakable items or any other choking hazards, please. All items should be labeled with at least first or last name.

## **SWIMMING**

As part of our program, the potty trained children swim on Wednesday and Friday for one hour. Authorization to partake in this activity is required in writing, our waiver is included in our registration. All swimmers must remain accident free for 6 consecutive days to partake in swimming days. If an accident occurs the child must restart the 6-day count. Children under the age of 4 are required to wear an I-Play to participate. Our center can take children to and from a swimming lesson, if you sign them up for this opportunity through our aquatics department.

## **MEALS**

New Discoveries has nutritious morning and afternoon snacks. Daily lunches with at LEAST 3 food groups are a requirement from the State of MN. Please supply ketchup/ranch, napkins, or any silverware you wish to. Please have all items in a covered microwave safe container and limit microwave time to 1 minute. Please limit the amount of glass containers used due to safety reasons. No Easy-Mac, Ramen noodles, or frozen dinners due to the lunch time availability set in our program schedule. We will label your child's lunch box and containers if you have not. We have a refrigerator and microwave in each room. Milk, disposable cups, bowls, and utensils are provided by the center. If you choose to supply these items from home, they will rinse and returned daily for adequate washing. Our center offers catered lunches daily at \$3.00 per day per child. These meals offer your children a variety of nutritious choices. Each week this will be added to and drafted with your total childcare bill.

## **SNACKS**

Parents are required to bring a snack for your child's group once a month. Last names A-M on the 1<sup>st</sup>-15<sup>th</sup> and N-Z on the 15<sup>th</sup>-30<sup>th</sup> of each month. Fresh fruit, vegetables, juice, cheese, and heart healthy foods are preferred. Acceptable food items must have equal to or less than 35% sugar intake. No homemade items will be accepted to help ensure the safety of our children.

Please label the snack you bring in. Reminders will go out if you have not sent out a snack for the month.

## **PARENT GRIEVANCE POLICY**

When there is a grievance or complaint the parent wishes to address, there are three steps to take action.

1. First, let the teacher of the child in New Discoveries be aware of that grievance.
2. Then tell the Child Care Director of that grievance, if it is not resolved.
3. Lastly, inform the CEO of the Brainerd Family YMCA of that grievance.

## **PHOTOGRAPHS**

Any photographs taken will not be released for public use without the parental written or verbal consent. A photo/social media waiver is included in the enrollment paperwork, please ask for a copy if needed.

## **TRANSPORTATION AND FIELD TRIPS**

All field trips will be taken on foot. The parent/guardian will transport to and from the center. Parent volunteers are welcome on fieldtrips!

## **FUNDRAISING AND VOLUNTEERS**

The YMCA is a nonprofit organization; therefore, a portion of our revenue is generated through fundraising. We conduct fundraising activities through book clubs, photo shoots and miscellaneous other events. Enrolling your child in our center will place parents on an active status to help our fundraising efforts with a time or financial donation. We welcome parents, interns, foster grandparent, school volunteers, and those interested in volunteering.

## **INSURANCE**

The YMCA has a General Aggregate Insurance liability limit of \$100,000 on each occurrence, with a total limit of \$500,000.

## **REPORTING POLICY FOR PROGRAMS PROVIDING SERVICES TO CHILDREN**

### **Who Should Report Child Abuse and Neglect**

- Any person may voluntarily report neglect or abuse.
- If you work with children in a licensed facility, you are legally required and mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

## **Where to Report**

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6500.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local community social services agency at 824-1140 or the local law enforcement at 828-2805.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rule that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 431-6500

## **What to Report**

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

## **Retaliation Prohibited**

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

## **Staff Training**

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

## **Failure to Report**

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a

mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

**The above reporting policies and procedures are provided to parents of all children at the time of enrollment in the child care program. Definitions of maltreatment are contained in the Reporting of Maltreatment Minors Act (Minnesota statutes, section 626.556).**

**References:**

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**Phone numbers are available upon request.**

***THANK YOU FOR ALLOWING US TO ASSIST IN THE DEVELOPMENT OF YOUR CHILD. IT IS OUR PRIVILEGE TO SERVE THE NEEDS OF YOU AND YOUR CHILD.***

***NEW DISCOVERIES STAFF***