

**Trinity First**

**Child Life Center**

**Handbook**

**2010-2011**

**Trinity First Lutheran School**  
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# **TABLE OF CONTENTS**

<b>TABLE OF CONTENTS .....</b>	<b>2</b>
<b>PURPOSE AND MISSION .....</b>	<b>4</b>
GOALS .....	4
ADMINISTRATION OF .....	4
TRINITY FIRST LUTHERAN CHILD LIFE CENTER.....	4
LICENSING.....	4
<b>ENROLLMENT and ADMINISTRATION .....</b>	<b>5</b>
PARENT CONFERENCES / COMMUNICAITON .....	5
PRE-ADMISSION FORMS and CONFERENCES:.....	6
REGISTRATION and TUITION FEES.....	6
SCHOLARSHIPS .....	7
DATE PRIVACY.....	7
DISMISSAL OF CHILD .....	7
DEVELOPMENT and EVALUATION .....	7
<b>PROGRAM STRUCTURE .....</b>	<b>8</b>
HOURS and HOLIDAYS.....	8
CHIDLREN'S ARRIVAL and DEPARTURE .....	8
DAILY CLOSING TIME POLICY.....	9
RELEASE OF CHILDREN.....	9
VISITATION.....	10
CHILDREN'S BELONGINGS .....	10
REST TIME – For Those Children Staying For Afternoon Extended Care .....	10
SCHOOL CLOSING / SNOW DAYS.....	<a href="#"><u>11</u></a>
PERMISSION FORMS / FIELD TRIPS.....	11
OUTDOOR PLAY .....	11
<b>HEALTH AND MEDICAL INFORMATION .....</b>	<b>12</b>
INSURANCE COVERAGE .....	12
HEALTH CONCERNS.....	12
NOTIFICATION OF ILLNESS .....	12
ATTENDING A SICK CHILD .....	12
EXCLUSION OF A SICK CHILD.....	12
COMMUNICABLE DISEASES .....	13

EMERGENCY CARE.....	13
EMERGENCY MEDICAL HEALTH CARE PERMISSION.....	13
ADMINISTRATION OF MEDICINES .....	14
ADMINISTRATION OF IPECAC SYRUP.....	<b>Error! Bookmark not defined.</b>
ADMINISTRATION OF FIRST AID .....	14
HAND WASHING .....	15
<b>PROGRAM PLAN .....</b>	<b>16</b>
GROUPS.....	16
LANGUAGE STATEMENT .....	16
LEARNING CENTERS.....	17
TOUCHING AND NURTURING.....	19
<b>BEHAVIOR GUIDANCE PLAN .....</b>	<b>20</b>
DISCIPLINE.....	20
GOAL.....	20
TECHNIQUES.....	20
<b>OTHER.....</b>	<b>21</b>
MEALS and SNACKS .....	21
PETS .....	21
<b>REPORTING POLICY FOR PROGRAMS PROVIDING SERVICES TO CHILDREN.....</b>	<b>22</b>
CLIENT GRIEVANCE PROCEDURE .....	24
PRIVACY ACT STATEMENT .....	25
WIC: Nutrition program Facts .....	26

## **PURPOSE AND MISSION**

Trinity First Child Life Center, a ministry of Trinity First Lutheran Church and School, offers a program providing children with a wide variety of learning experiences in a safe and secure environment. In an atmosphere of caring, Christian education, the child will be free to explore his / her environment and receive guidance in participating in activities which will allow the child to experience God's love. The activities and curriculum are carried out in ways that are designed to meet the individual needs of children.

### **GOALS**

#### ***For the child:***

- ❖ To provide opportunities for being with other children in a Christian setting conducive to the developmental needs of the child.
- ❖ To provide learning experiences and activities which help each child attain a healthy self-concept.
- ❖ To provide each child with a setting and program which maximizes growth potential in the intellectual, physical, emotional, social, and spiritual areas.

#### ***For the Parents:***

- ❖ To provide parents with the security of knowing that their child is in a happy, healthy, nurturing environment.
- ❖ To provide opportunities for parents to improve skills which promote the growth and development of their children.

## **ADMINISTRATION OF TRINITY FIRST LUTHERAN CHILD LIFE CENTER**

Trinity First Lutheran Child Life Center is a privately run preschool / day care center maintained and supported by Trinity First Lutheran Church, a member of the Lutheran Church – Missouri Synod.

### **LICENSING**

Trinity First Child Life Center is licensed by the Human Services Department of the State of Minnesota. The division of licensing telephone number is (651) 296-3971.

## **ENROLLMENT and ADMINISTRATION**

This program is designed to serve the needs of preschoolers ages 3 years through day one of Kindergarten. Trinity First Child Life Center accepts children of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded made available to the children at the Center. It does not discriminate on the basis of race, color, religion, national and ethnic origin in the administration of its education policies, admission policies, and school administered programs.

At the time of enrollment, a conference with a parent or guardian and the principal is required. A non-refundable registration fee will be received at this time. The child will have a 30 day period in which to adjust to the preschool and an evaluation will be made after this time to ensure the child's need are being met. If at this time, the teaching staff finds that the program and the child are not compatible, they reserve the right to recommend the parents / guardians find another program.

## **PARENT CONFERENCES / COMMUNICATION**

In addition to the required pre-admission conference, parent conferences are required twice a year, in the fall and spring of the year for all children enrolled. We encourage parents to contact the teacher or principal with any concerns throughout the year.

Before the school year begins in August, a home visit is scheduled for the preschool teacher (s) to visit the family at home. At this time parents and children meet with the teachers and receive school schedules, calendars and important papers for the coming school year. Home visits are a very positive component to the beginning of the school year. A visit is beneficial to parents, child and teacher.

Parents are kept informed of activities through letters and newsletters, and a daily note posted on the parents board outside the door.

Parental involvement is necessary in the continuing success of the program. Parents are encouraged to share time and talents, go on field trips and visit the program. We welcome your suggestions and participation in events and activities.

Feedback from parents is very important to us, and will be sought on a regular basis. If you as a parent have a concern or a complaint, we ask that you contact the principal or your child's teacher immediately to solve the problem to everyone's mutual satisfaction.

## **PRE-ADMISSION FORMS and CONFERENCES:**

Before a child can be admitted into the program, the preschool will obtain a written informational sheet covering the following items:

- ❖ Child's name, birth, and current address
- ❖ Name and address of the parent, parents or legal guardian responsible for the child
- ❖ Telephone numbers where the parent, guardian or a responsible friend or relative may be reached during the day. *This needs to be kept current.*
- ❖ Cell phone number and e-mail address
- ❖ Names of persons AUTHORIZED to take the child from the Center and their address and phone number
- ❖ Names of persons NOT AUTHORIZED to take the child from the Center  
*Where there is a court order against any individual picking up a child, the parents or legal guardians are asked for a copy of the information to be kept in the child's file.*
- ❖ Name, address and phone number of the health care source to be called in case of an emergency
- ❖ Health statement and immunization date records
- ❖ Signed authorization giving permission to the Center to get emergency medical help
- ❖ Special diet needs of the child or allergies
- ❖ Signed authorization giving permission to the Center to use your child's picture in publicity and presentations to obtain operation and scholarship funds

Following the written informational sheets, a **pre-admission** conference will take place between the director, parents / guardians, and the child. Parents / Guardians will have the opportunity to review the Center's child care program at the pre-admission conference. An abbreviated outline of the child care plan will be available in the Center's brochure.

## **REGISTRATION and TUITION FEES**

There is an annual registration fee of seventy five dollars (\$75.00) per child. This fee is non-refundable.

We only take full-day – 5 days a week students. The parents / guardians are responsible for the payments of the tuition. This includes those days the child is ill or on vacation.

Tuition can be paid monthly, bi-monthly or weekly. The parents / guardians **MUST** let the principal know how they wish to pay the tuition. Tuition being paid monthly is due the first of each month. Tuition paid bi-monthly is due the 1<sup>st</sup> and 15<sup>th</sup> of each month. Should there be a

problem in paying the tuition on time, parents / guardians are asked to talk to the principal and work out a tuition payment schedule.

\*If tuition is **NOT** received by the stated deadline, your child **WILL NOT BE** allowed to attend until tuition is paid.

## **SCHOLARSHIPS**

Scholarship money is available for families needing tuition assistance. Scholarship money availability continually changes. Parents / Guardians need to contact the Principal to learn of the current funding available. A scholarship request form is available upon request from the Principal.

## **DATA PRIVACY**

Records concerning your child: enrollment forms, health records, observation records and written parent teacher conference reports and all other information about your child is confidential information and will only be accessible to you, the principal, your child's teachers, and a person designated by the state licensing department to review our records for licensing purposes. The Center requires written permission from the child's parents/ guardians before information will be shared with anyone other than the above listed people.

## **DISMISSAL OF CHILD**

Trinity First Child Life Center makes every effort to provide a program that meets the needs of every child. However, at some times it may be impossible to meet the needs of a child and family. If after working with the child and the family, we do not believe it is in the child's best interest to remain at the Center, we will ask the family to make other arrangements for care. The principal may require a parent to take his or her child out of the program if the parent refuses to follow the policies as described in this handbook.

## **DEVELOPMENT and EVALUATION**

The child care program plan shall be reviewed by the principal of Trinity First Child Life Center one month before the anniversary of its opening date on an annual basis. The principal shall review the plan with the center's staff members, obtaining their evaluations of the plan and suggestions they might have for additions to, deletions from and / or rearrangements of the child care program plan. The principal shall make any revisions in the written plan deemed necessary and present it to the governing board for approval.

## **PROGRAM STRUCTURE**

Our preschool program is operated on a school year basis. The maximum number of children enrolled at any one time shall be 28 children per session.

### **HOURS and HOLIDAYS**

Trinity First Child Life Center shall operate Monday through Friday following the school calendar.

The hours of the center are 8:00 am – 3:30 pm

According to the staff-to-child ratio requirements, there needs to be one staff member for every 10 children. In order to meet this requirement, your child must be picked up at the time designated by the director in your enrollment conference.

### **CHILDREN'S ARRIVAL and DEPARTURE**

**Parents must accompany their child into the program at arrival and departure time. Be sure that the teacher is aware of your child's arrival or departure. (This procedure is for the child's protection.) Parents must sign time in and sign out on the designated sheet. We ask that you write down any messages for us so that the staff is kept informed.**

If you are going to be away from your place of work or home for the day, be sure to leave a phone number where you can be reached in case you are needed for a medical emergency.

Please call the program by 8:30 am if your child will not be attending that day. If your child has not arrived by 10:00 am, they will not be admitted that day; unless prior arrangements have been made with the teachers or principal.

## DAILY CLOSING TIME POLICY

Our Center closes at 3:30 pm and we expect all children to be picked up at this time. A late fee is charged after closing time, it is \$5.00 for every 15 minutes. If an emergency delays you and you are going to be late picking up your child, please call the Center before closing time. The number to call is 612-870—9488 and we suggest you carry this with you at all times.

In the event that your child is still at the program after closing and we have not heard from you, we will take the following steps (in order):

1. Attempt to reach you at home, work, or school
2. Call the people listed on the Emergency Authorization Card
3. Call the authorities and child protection after 45 minutes

**In order to avoid the staff having to carry out the above step, please call the Center to let the staff know you will be late and how soon you will pick up your child.**

**A Late Fee of \$5.00 per 15 minutes  
will be charged at the time of pick-up  
to be paid to the teacher. Children may not attend  
until this fee is paid.**

A staff member shall remain with the child until the situation has been resolved by one of the above means. A record of such an event shall be noted in the child's file.

## RELEASE OF CHILDREN

At the time of enrollment, parents will provide us with the names and telephone numbers of persons authorized to bring / pick up the child. It is the parent or guardian's responsibility to notify the program of any changes in this authorization. If someone other than the authorized person (as indicated of child's emergency card or in the child's file) is to pick up the child, notification must be in writing to the program. We will release children to authorized persons only.

**THIS INFORMATIN MUST BE KEPT CURRENT.**

## VISITATION

We have an open door policy at our program; all parents of children are welcome to visit and participate at their convenience. It is courteous for parents to arrange this with the teacher ahead of time. Visitors (other than enrolled parents who are authorized to be at the program) must check in at the office.

## CHILDREN'S BELONGINGS

**Your child will be assigned one day a week to bring an item to share with the class. It is on this day only that they are to bring items from home such as books, toys, photos, etc.**

We recommend that your child does not bring items of high value as we can not assume responsibility for any of the materials brought to school. In the event an item gets lost, please talk to your child's teacher and check the lost and found box located in the office.

**A complete set of clothes  
(including socks and underwear)  
is to left at the Center  
and replaced as they become soiled.  
All items and belongings should be labeled  
with the child's name.**

Children should wear clothing to school that is comfortable and appropriate for floor and messy experiences. Unless the temperature is below zero or it is raining, the children will spend some time outside every day, and should be properly dressed for the weather (i.e. hats, mittens, and warm coats when it is cold and boots in wet or snowy weather). **Girls should wear shorts under dresses or skirts. Also, please do not have children wear flip-flops.**

## REST TIME

All children in the program participate in a time of rest or sleeping. Each child is assigned a cot and will be expected to remain quietly on it during rest time. Restful music is played during this time and a staff member will give backrubs to those resting children wanting one. *We suggest that each child bring a small blanket for nap time.* These items are kept in a bag and are stored in a cabinet outside the classroom. They will be sent home every Friday to be washed, however you may take it home whenever you wish.

## **SCHOOL CLOSING / SNOW DAYS**

If Trinity First Child Life Center should need to be closed for the day because of severe weather conditions, announcements will be reported to KSTP Ch. 5. If Minneapolis Public Schools are closed, we are also closed. If for any reason Trinity First should cancel school or day care, this will also be voiced on KSTP Channel 5.

## **PERMISSION FORMS / FIELD TRIPS**

Written parental permission will be obtained before each field trip, and research or experimental procedures involving the child. First hand experiences are a very important part of our program. Advance notice and details will be given and written parental permission is required along with any money needed for the trip. No child will be taken on a field trip without written permission from parent or guardian. Transportation for such events will be done with, a bus, or cars. Seat belt and safety rules will be followed.

## **OUTDOOR PLAY**

Outdoor play is a very important part of your child's day. The fresh air and movement is something that each child needs daily for general well being and healthy development. In winter, we will go out as long as the temperature or wind-chill are 0 degrees Fahrenheit or above. It is our policy that children who are well enough to come to the program are well enough to go outside.

You can help your child enjoy this time outdoors by being sure that he or she is dressed appropriately for the weather conditions. In winter, this includes boots, hats, mittens, snowsuit or snow pants with coats.

## **HEALTH AND MEDICAL INFORMATION**

### **INSURANCE COVERAGE**

The Center is covered by the maximum amount of insurance coverage offered by the insuring body.

### **HEALTH CONCERNS**

Prior to admission into the Center, the child must have a physical examination and must have received proper immunizations. All children are required to have a Health Care Summary signed by the child's source of medical care. Up to date immunizations are required and the form must be in by the first day of enrollment. It is the parent's responsibility to inform the Center of any special medical conditions, needs or allergies for their child.

### **NOTIFICATION OF ILLNESS**

If a child becomes ill during the day, the parent will be contacted immediately. Arrangements must be made to pick the child up from the Center as soon as possible. Parents are required to leave at least 2 emergency contact numbers besides their own phone number.

### **ATTENDING A SICK CHILD**

A sick child will be place on a mat or a cot in a quiet corner of the room. Here, he or she will be observed by a staff member at all times.

### **EXCLUSION OF A SICK CHILD**

A child will not be admitted to the center if he or she displays the following symptoms:

Chills	Communicable diseases	Coughing
Diarrhea	Earache	Eyes, inflamed or swollen
Face, flushed or pale	Fever	Headache, severe
Joints red or swollen	Sore throat	Nausea or vomiting

A child may return to the Center after being absent due to an illness when their temperature has remained normal for a 24 hour period. This is to prevent the child from having a relapse and becoming more ill than the first time.

If any symptoms occur during the day, the parent will be contacted immediately.

## **COMMUNICABLE DISEASES**

Parents / Guardians must notify the Center within 24 hours, during the Center's opening hours, when a child is diagnosed by the child's source of medical or dental care as having a contagious disease or lice, scabies, impetigo, ringworm or chicken pox.

The Center will send home written notice to parents of exposed children the same day a parent notifies the Center their child has a contagious disease. Parents will also be notified by word of mouth by a staff member when the child is picked up in the evening.

## **EMERGENCY CARE**

First Aid will be provided to an injured child. In case of an emergency, every effort will be made to contact the parent or designated adult responsible for the child. If neither can be contacted, 911 will be called and transportation may need to be provided by the local emergency resource, with a staff person accompanying the child to the hospital if possible. Should the child's health be in immediate life threatening danger, 911 will be called immediately and then the parents will be notified.

**Parents shall provide emergency phone numbers  
to be kept in their child's file**

These numbers should include HOME and WORK phone numbers, phone numbers of a relative or friend, and the number of the child's doctor. If the parents / guardians do not have a phone, phone numbers of two relatives or friends should be given to the Center.

*\*Names and phone numbers (beeper and cellular numbers) must be kept up to date. Please inform staff members of these changes, as soon as they occur.*

## **EMERGENCY MEDICAL HEALTH CARE PERMISSION**

An emergency medical health care permission card signed by the child's parents / guardians, with emergency phone numbers on it, shall be kept on file at all times. This form shall be taken along with the child in the event the child needs emergency medical care. The emergency cards will be taken along on any field trip.

## **ADMINISTRATION OF MEDICINES**

### ***NO MEDICINES WILL BE ADMINISTERED WITHOUT THE FOLLOWING REQUIREMENTS:***

- ❖ Written permission signed by the parent / guardian and the doctor's authorization must be on file at the Center before administering prescriptive and non-prescriptive:
  - Medicine
  - Diapering products
  - Sunscreen lotions
  - Insect repellents
  - Inhalers / nebulizers
- ❖ Non-prescriptive medicines, diapering products, sunscreen lotions and insect repellents must be administered according to the manufacturer's instructions unless written instructions are provided by a licensed physician or dentist.
- ❖ The Center must have written instructions to follow from a licensed physician or dentist before administering any medicine. Medicine with the child's name and current prescription information on the label will provide the required written instructions.
- ❖ All medicine must be in its original container and will be stored according to the directions on the container in an area inaccessible to the children.

## **ADMINISTRATION OF FIRST AID**

- ❖ First aid will be administered by a staff member who has been trained and certified in First Aid.
- ❖ Minor cuts, scratches, scrapes, and burns will be cleansed with water and a protective bandage will be applied. Parents will be notified of the event when the child is picked up at the end of the day. The incident will be recorded in an accident log.
- ❖ When a child displays symptoms of fever, listlessness, complaints of feeling ill, the child will be permitted to lie down and rest on a cot where a staff member can observe the child. Parents will be called and a notation made in the daily log.
- ❖ In cases of more serious and life threatening injuries, emergency care will be provided, 911 and the parents will be called immediately.

## **HAND WASHING**

Each child will wash his / her hands with soap and water after the use of the toilet and before eating a meal or a snack. The staff will monitor and assist any child needing help. The staff will wash his / her hands with soap and water after changing a child, using toilet facilities, and before handling or eating food.

## **PROGRAM PLAN**

We believe that play is a child's work and the most natural way to learn. Therefore our classroom is designed to draw out and guide the overall development of your child.

At Trinity First Preschool, we are building a foundation for your child in all areas, such as: social, emotional, creative, spiritual, mental, and physical. The experiences that we provide are fun and interesting for children in a positive Christian climate.

### **GROUPS**

Our program is set up for age appropriateness. There are certain predictable sequences of growth and changes that take place in a child's life. We recognize these stages and have prepared the learning environment accordingly. Our program is also set up on individual appropriateness. Each child is a unique creation of God and with this in mind, the curriculum and interaction of adults must be responsive to individual differences.

### **LANGUAGE STATEMENT**

Language is how children communicate and it is essential for learning – it is the foundation for listening, speaking, reading, and writing.

Through an environment immersed in and filled with print, your child will become aware of the meaningful use of language and develop along predictable sequences for speaking, reading, and writing. Our environment includes such things as:

labels	records	journals
tapes	dictated stories	finger plays
circle times	show and tell (sharing)	calendar
singing	taped stories	discussion
dramatic play	brainstorming	puppets
play house	flannel boards	telephones
signs	magazines	book area
attendance charts	pictures	story time
big books	paper	writing center
pencils	mailboxes	and much, much, more!!!

The use of real books and literature is highly valued and your children will be exposed to a great number of stories throughout our day. Some examples are: Mother Goose, adventure, jokes, poetry, humor, nonsense, folklore, and biography.

## LEARNING CENTERS

Our classroom is divided up into areas called learning centers. The areas are set-up and changed weekly and children are free to explore each center. These centers provide self-directed learning opportunities where each child can explore their own special interests at their own pace.

The centers are as follows:

**ART AND WRITING:** Fine motor activities and materials are available for fun, learning, and creativity in both group and individual experiences. Examples include: scissors, crayons, paint, pencils, markers, magazines, various types of paper, and many other tools used to build these skills. This is also time for the children to become proficient in the skills of cutting, pasting, folding, tearing, copying, marking, putting together and pulling apart.

**DRAMATIC PLAY:** This area not only gives children an opportunity to make believe and use their imagination, but it gives them a chance to communicate and learn to get along with others as they play. This area includes our play house and puppet stage, and it is constantly changing to fit with our units (grocery store, post office, jungle, etc.).

**MATH AND SCIENCE:** The materials in this area are designed to foster your child's growth and love for these subjects. Patterning, sorting, graphing, counting, measuring, and experimenting are just some of the ways your child learns in this area.

**PUZZLES AND GAMES:** Working together, following rules, learning colors, shapes, and animals are things that go on in this area of our room.

**BLOCKS AND MANIPULATIVES:** There is no end to the number of things in this area that facilitate learning. Constructing, building, designing, comparing, adding, subtracting, along with both fine and large motor skills are combined to make this area a wonderful tool for learning.

**LIBRARY AND LISTENING:** This area is set up to help make reading and listening fun. We keep our books up in the book loft where the children may pick and read their book in a soft and quiet atmosphere. The listening center has a variety of taped stories so that the children can sit and listen to a story on their own.

**SENSORY TABLE AND EXPERIENCES:** This area provides many different experiences for the children. Using their senses, the children can explore a variety of mediums, such as water, sand, corn, rice, cotton, ice, macaroni, etc. The skills that are learned here are measuring, apportioning, dividing, scrubbing, floating, sinking, mixing and so much more!

Along with the learning centers in our room, we also have certain times during the day where we go over certain subjects. They are as follows:

**MUSIC:** We enjoy, sing, dance, and play instruments as we learn musical concepts like rhythm and melody. We experience all sorts of music – from classical to jazz to our own songs – and we play musical games.

**LARGE MOTOR / PHYSICAL EDUCATION:** This time of the day has the children working on developing their large muscles and skills in a variety of ways. Here are just a few of the things that we do: ride bikes, explore space with the parachute, play ball, use bean bags, play on the jungle gym, work on balance, and play organized games. All of this not only develops their skills but it also teaches the children how to work together and get along.

**RELIGION / JESUS TIME:** *Faith* development is the core of Trinity First Child Life Center's curriculum. Activities that we do will add in some way to the spiritual life of the children. Faith development will be more than our isolated Jesus Time in our daily schedule. Integrated into the curriculum are lessons that will help a child understand God's love for all people. The staff will, in daily activities and relationship, show the love and forgiveness of Jesus. Through these activities and relationships, the children can: see themselves as God's children, enjoy worship activities, see their world as God's creation and grow in a desire to care for it, respond to God's love by loving and caring for others, and developing their God-given talents and skills. Our Jesus Time of the day usually includes: Bible stories, applications to our daily lives, puppet shows, songs, and prayers.

**MULTICULTURAL ACTIVITIES:** Trinity First Child Life Center shall have a multicultural perspective in which the staff will help the children understand and respect the many cultures within their own local community and within a more global perspective. Similarities will be stressed showing that all children play games, eat, celebrate holidays, live in some type of family, enjoy music, have religious beliefs, etc. It will be shown how cultural diversity has given the children a rich heritage and provided positive influences and opportunities for them to live their lives.

## TOUCHING AND NURTURING

Physical touching is an important part of the care and nurturing of young children. Children feel loved, accepted and supported through the sensations of touch by nurturing adults and peers. However, physical touch should be respectful of children's body cues and only occur with their permission. Staff members are sensitive to the children's responses and requests for physical interaction and model appropriate nurturing touches. Except for safety or cleansing, children will always have the right to refuse touch. Children are also taught to respect adults' and other children's touch preferences. It is our policy to inform parents of the nature and type of routine physical contact that your child will experience. Please feel free to discuss or question anything you read in this document.

- ❖ *Nurturing touch* is necessary for every child's emotional growth. Affectionate nurturing touch includes: hugging, holding on lap, rocking, carrying, rubbing or patting backs, cuddling and holding. Children always have the right to refuse these touches. While tickling may be an appropriate form of playful touch, it is kept to a minimum because of its potential for getting out of hand.
- ❖ *Personal care touch* includes cleaning, dressing and nap time routines, and is done in a gentle and respectful manner. It will also include face and hand washing, assisting with toileting, examining rashes and unusual marks, nose blowing and assisting with necessary clothing changes. Genital areas are touched gently for the purpose of cleansing only. First aid is administered as gently as possible and is always accompanied by verbal explanation and appropriate comfort.
- ❖ *Physical interaction* is used only to protect the safety of children and staff or to provide the least restrictive guidance necessary in a given situation. Children are taught through modeling and verbal guidance to use words rather than physical interaction to settle their differences with others.

# **BEHAVIOR GUIDANCE PLAN**

## **DISCIPLINE**

Methods of discipline used will center on communications, stressing positive behavior, verbalization, redirection or possible removal from a negative situation. Physical punishment will not be used. No child will be shamed or humiliated, left unsupervised, shouted at or denied food for inappropriate behavior. No child will be punished for lapses in toilet training.

## **GOAL**

The goal of using guidance techniques in early childhood programs is to help children develop safe and appropriate ways of interacting with others and with the environment.

One of these goals of discipline is to help children develop tools to problem solve. Discipline is the external tool to help children develop internal control. Young children learn by experimenting, testing limits and experiencing the consequences of their behavior.

In the process of setting and enforcing limits, our teachers assist the children in developing self control and respect for the rights and property of others. Children need to learn the rules of getting along in a group, and adults need to balance the need for individual rights and self expression with the needs of the group. Rules and limits in a preschool setting are likely to differ from those in a child's home because of the need to protect the rights and safety of our children.

Children new to the Center are not expected to immediately understand or fully comply with all the rules. Rather, they are reminded and redirected.

## **TECHNIQUES**

Guidance and discipline techniques that will be used with the children include:

- ❖ setting clear and enforceable limits
- ❖ modeling acceptable behavior
- ❖ structuring the environment and schedules to maximize good behavior
- ❖ recognizing the children's efforts
- ❖ redirection
- ❖ good timing of teacher intervention
- ❖ giving child an opportunity to choose

Children may be invited to work independently for a short time in order to regain self control and in those cases the child has an open invitation from the teacher to return to the group when he / she feels ready. Any separation from the group will always be within sight and hearing of the staff, and the length of time will be related to the child's age and maturity. In extreme cases (crying fits, temper tantrums, hitting...), the child may be removed from the classroom and set with another staff member. This will be recorded in a log, and the parent will be informed.

**It is the policy of our program that teachers will record any and all disciplinary actions in a classroom log and that these actions can be reviewed with a parent at any time.**

All forms of corporal punishment are prohibited. Corporal punishment includes, but not limited to, rough handling (roughly grabbing and jerking) or roughly pulling of arms, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting and spanking.

Staff members shall not subject a child to emotional abuse.

The staff shall not withhold or threaten to withhold food, light, warm clothing or medical care as punishment for unacceptable behavior.

The staff shall use no physical or mechanical restraint other than to physically hold a child when containment is necessary to protect a child or others from harm.

## **OTHER**

### **MEALS and SNACKS**

Breakfast and lunch are offered daily through our Trinity First meal program. Breakfast consists of fortified cold cereal with milk and juice. A nutritious and delicious lunch is catered by Caravan Kids Catering. For those choosing to participate in the food program, you will receive a bill at the end of the month for those meals your child ate. Milk is included in the meal price. Lower lactose milk available on request. Please inform us if your child has a food allergy.

For those who have not paid their bills, their children will be served an alternate meal such as: a peanut butter sandwich, milk, and possibly one other item from the current day" menu. Parents will still be accountable for these meals.

Free and reduced priced meals are offered for those families who qualify through the food and Nutrition Services of the Minnesota Department of Education. To receive this benefit, the school must receive an application form **before** meals can be counted free or reduced.

In the operation of the food and nutrition services, no child will be discriminated against because of race, sex, color, national origin, age or handicap. If you believe you have been discriminated against, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

### **PETS**

Pets are not allowed to be brought to the Center unless the parents receive written permission from the Center. In the event that permission is given to allow the child to bring his / her pet to the Center, the parent must accompany the child with pet. The pet must then be taken home by the parent at the agreed upon time.

## REPORTING POLICY FOR PROGRAMS PROVIDING SERVICES TO CHILDREN

### Who Should Report Child Abuse and Neglect

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

### Where to Report

- If you know or suspect that a child is in immediate danger, call 9-1-1.
- 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 (651-297-4123).
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at \_\_\_\_\_ or local law enforcement at \_\_\_\_\_.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 296-3971.

### 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.

## **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 reporting policies and procedures must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request. The Division of Licensing recommends that parents with children currently enrolled in your child care program are informed of the development of the reporting policies and procedures, and provide them with an opportunity to request the information.**