



Sandcastle



Child Care of:
The Church of St. Francis de Sales
of St. Paul, MN

PARENT HANDBOOK

POLICIES And PROCEDURES

749 Juno Avenue
St. Paul, MN 55102
Phone: 651-293-3945
Fax: 651-227-1881

Email: sandcastle@sf-sj.org

Website:
<http://sf-sj.org>



The following policies were developed to create a successful experience at Sandcastle for both child and parent. The purpose is to make parents aware of what can be expected from this program and to clarify what is expected from all the participating parents.

Sandcastle Child Care Center Parent Policies and Procedure Handbook

Mission Statement	2
Philosophy of Sandcastle	2
Center Goals and Objectives	3 – 5
Assessment Plan Policy	5 – 6
Transition Policy	6 – 7
Program Description	7
Ratio Policy	7 – 8
Enrollment	8 – 9
Children’s Personal Belongings	9 – 10
Parent – Teacher Communication	10
Hours and Days of Operation	10 – 11
Child Care Fees	11
Vacation, Absences, and Withdrawing	11 – 12
Arrival and Pick-Up at the Center	12
Meals	12 – 13
Allergies / Diet Restrictions / Medication	13
Nap and Rest Policy	14 – 15
Outdoor Play	15
Field Trips	15
Medication	15 – 16
Exclusion of Sick Children	16 – 18
Accident or Illness at the Center	18 - 19
Dental Emergency at the Center	19
Sudden Unexpected Infant Death and Abusive Head Trauma	19
Maltreatment of Minors Mandatory Reporting Policy	20 – 22
Emergency Closing	22
Lock-Down Procedure	22 – 23
Grievance Procedures	23
Emergency Preparedness and Response Plan	23
Miscellaneous	23 – 26
Behavior Guidance Practices	26 - 27

(Revised 04/2018)

MISSION STATEMENT

Sandcastle Child Care of the Church of St. Francis de Sales of St. Paul is a licensed child care and pre-school center that has been in operation for 30 years. Sandcastle is a non-profit corporation that welcomes children, parents, and employees without regard to race, creed, color, religion, sex, age, disability, marital status, status regarding public assistance, national origin, sexual orientation, or familial status. Sandcastle serves children from six weeks through ten years of age.

Sandcastle is dedicated to improving the lives of children and families by providing high quality Christian-oriented care that emphasizes treating one another with respect, dignity, warmth, kindness, and fairness. The staff models these values in a caring, safe, and educational environment.

PHILOSOPHY OF SANDCASTLE

“Let the Children come to me. Then He took the children in His arms, placed His hands on each of them and blessed them.” *Mark 10: 14-16*

Sandcastle Child Care is a Christian-oriented center where basic Christian values are experienced. Children from all races, creeds and religions are welcomed. We believe that each child is unique, and we will attempt to meet his/her individual needs.

In order to establish a positive self-concept, we believe each child needs:

- to achieve
- to belong
- to discover
- to love and to be loved
- to revere
- to trust

We believe in helping each child grow:

- emotionally
- mentally
- physically
- socially
- spiritually

We consider children’s family relationships to be primary in their lives. Our goal is to honor each child’s family and find ways to work together as partners for the good of the child.

We are committed to providing children with a safe, nurturing stimulating environment that supports their social, emotional, physical, and cognitive growth. We realize that our interactions with children have a profound influence on their development and learning.

Early childhood research shows that young children learn primarily through play. Play is an essential part of childhood. It offers the freedom children need to try out new ideas, practice developing skills, and imitate adult roles. It allows children to learn social skills and develop friendships. Sandcastle Child Care promotes the development of the whole child through play and we are committed to curriculum that implements this developmentally appropriate practice.

CENTER GOALS AND OBJECTIVES

Children are supervised at all times by a qualified staff member. Staff interact with the children during play and activities while providing age appropriate learning experiences for each child's physical, cognitive, social, and emotional developmental needs in a loving caring environment.

Our programs are arranged to facilitate a wide variety of activities and experiences in individual, small group, and large group settings. Staff encourage child-selected activities and experiences; participation in group activities is limited.

Classroom program plans are given to parents upon enrollment and when children transition to a new classroom. Printed copies are always available for parents and can also be found on our website (<http://sf-sj.org/sandcastle>). If at any time you feel that your needs or the needs of your child are not being met, please inform us. We want your child's stay with us to be a happy and pleasant learning experience. Parents are welcome and encouraged to visit with their child during the hours the center is in operation.

Following are Sandcastle Child Care's goals and objectives for each age level. These objectives promote social, emotional, physical, and cognitive, development.

Infant: (6 weeks to 16 months)

Staff members are specifically trained to work with children 6 weeks to 20 months and know the importance of a loving, caring, nurturing environment. Communication of progress and/or concerns is provided to parents daily. Our infant program uses the Creative Curriculum enriched program.

This program focuses on the following goals and objectives:

- a) **To learn about self and others**
 - trusts known, caring adults
 - manages own feelings
- b) **To learn about moving**
 - demonstrates basic fine motor and gross motor skills
- c) **To learn about the world**
 - sustains attention
 - understands how objects are used
- d) **To learn about communicating**
 - develops receptive and expressive language

Toddler / Young Preschool: (16 months to 3 1/2 years)

The toddler and young preschool groups are developmentally diverse. Staff members recognize and encourage differences while providing opportunities for the toddler and young preschool child to enhance his/her developmental progress. Goals are constantly reassessed in terms of

the current needs of each child. The staff works with parents on setting goals for each child based on the child's particular situation. Our toddler and young preschool programs use the Creative Curriculum enriched program.

This program focuses on the following goals and objectives:

- a) **To learn about self and others**
 - learns to be a member of a group
 - responds to others' feelings with empathy
 - uses personal care skills
- b) **To learn about moving**
 - demonstrates basic motor skills both fine and gross
- c) **To learn about the world**
 - uses problem solving strategies
 - shows an initial understanding of cause and effect
- d) **To learn about communicating**
 - participates in conversations
 - shows an awareness of pictures and print
 - experiments with drawing and writing

Preschool (3 1/2 years to 5 years)

The preschool program continues the child's development of social/emotional, language, cognitive, and physical skills through an environment introducing freedom within limits. This environment fosters an inner discipline gained from making choices, thereby developing independence, self-motivation, and increased creativity.

Our preschool program uses the Doors to Discovery Curriculum and the Early Childhood Workshop to enhance early literacy and math skills and help prepare the children for kindergarten.

This is a standards-based curriculum which focuses on the following goals and objectives:

- a) **language and literacy**
 - books
 - conversation
 - phonological awareness
 - writing
- b) **social development**
 - rules of interaction
 - social competence and relationships

c) **mathematical and logical thinking**

- recognizes numerals by name and shape
- demonstrates the ability to count in sequence

ASSESSMENT PLAN POLICY

Sandcastle Child Care assesses children's developmental progress in our center in the following ways:

Infant / Toddler / Young Preschool:

Staff members who work with infants, toddlers and young preschoolers are specifically trained to work with children ages 6 weeks through 41 months.

Formal assessments for children ages 6 weeks through 18 months are done at 6 months, 12 months, and 18 months. Formal assessments for children ages 19 months through 41 months are done three times per year; during the months of October, February, and May.

The formal assessment tool that is used is Focused Portfolios.

Sandcastle Child Care teaching staff assess the children to measure their social/emotional development, physical development, cognitive development and language development. The assessments are given to children through observations and checklists while the children are participating in classroom activities. We assess the children in these areas to help ensure that children are meeting developmental milestones for their age level.

Teachers schedule conference time with parents to review and discuss assessments and to develop plans for their child's specific needs. During conferences teachers will also discuss with parents any needs of their children specific to their culture or home language. Teachers will share with parents any possible at home activities to help enhance their child's growth.

Teachers use the assessment tool to help guide their teaching practices. They will plan for the needs and interests of the children in their classrooms and will make changes as needed to best meet the developmental needs of the children.

Children who are not meeting developmental milestones may be referred for additional services with the consent of parents. These could include services from Think Small special needs department or Early Childhood Referral of Ramsey County.

All assessment information will remain confidential between the child's parents and teaching staff of Sandcastle Child Care.

Preschool 3½ - 5-year olds:

Staff members who work with preschoolers are specifically trained to work with children ages 3½ years through 5 years. Formal assessments for children ages 3½ years through 5 years are done three times per year; during the months of October, February, and May.

The formal assessment tools that are used for the 3½ year olds are: my IGDIs Pro-LADR Individual Growth and Development Indicators 1.0 (IGDIs) Profile of Preschool Learning and Development Readiness for picture naming, letter naming, rhyming, and alliteration and my IGDIs Pro-LADR Individual Growth and Development Indicators 2.0 (IGDIs) Profile of Preschool Learning and Development Readiness for social development, emotional development, and math. These are Standards-Based Assessments which provide a description of how well students are learning.

The formal assessment tool that is used for the 4 and 5-year olds is my IGDIs Pro-LADR Individual Growth and Development Indicators 2.0 (IGDIs) Profile of Preschool Learning and Development Readiness for picture naming, letter naming, rhyming, alliteration, social development, emotional development, and math. This is a Standards-Based Assessment which provides a description of how well students are learning.

These assessments are given to children through observation in the classroom and individual testing. We assess the children to ensure that they are meeting developmental milestones for their age level. Children are assessed upon entering our preschool programs to help teachers gain a base level of understanding as to where each child is developmentally.

Teachers schedule conference time with parents to review and discuss assessments and to develop plans for their specific child's needs. During conferences teachers will also discuss with parents any needs of their children specific to their culture or home language. Teachers will share with parents at-home activities that will help to augment their child's development.

Teachers use the assessment tool to help guide their teaching practices. They will plan for the needs and interests of the children in their classrooms and will make changes as needed to best meet the developmental needs of the children.

Children who are not meeting developmental milestones may be referred for additional services with the consent of parents. These could include services from Think Small special needs department or Early Childhood Referral of Ramsey County.

All assessment information will remain confidential between the child's parents and the teaching staff of Sandcastle Child Care.

TRANSITION POLICY

Sandcastle Child Care is organized and staffed to minimize the number of group transitions experienced by individual children, teaching staff, and classrooms during the day and program year.

Every attempt is made to maintain continuity of relationships between teaching staff and children and among groups of children. In the event a teacher is absent; Sandcastle Child Care uses float staff as substitute teachers so that children are familiar with these staff members and these staff members are familiar with our program.

At the beginning portion and ending portion of each day, children may be in a large group setting. By 8:30 each morning, children are in the classrooms where they spend the majority of their scheduled day.

Daily schedules are posted in each classroom and included in the classroom program plans. Classroom schedules limit the number of transitions for the children during the day. Sandcastle Child Care provides staffing consistency. The children have the same core teaching staff in the classroom each day. Schedules for staffing are created to foster positive relationships between staff and children.

Children make age and developmentally appropriate transitions to new classrooms. These transitions would include (a) infants to toddlers, (b) toddlers to young preschool, and (c) young preschool to older preschool. Parents are notified in advance when children will be transitioning to new classrooms and are able to be involved in the process.

PROGRAM DESCRIPTION

Hours of operation: Monday through Friday
6:30 a.m. to 6:00 p.m.

Ages and licensed to serve:

- Infants: 6 weeks through 16 months - 32
- Toddlers: 16 months through 32 months – 42
- Preschool: 32 months through kindergarten – 120
- School Age: kindergarten through 10 years - 26

Sandcastle I Programs

- Toddlers: 16 months through 32 months
- Preschool: 32 months through 4 years
- Pre-kindergarten: 4 years through kindergarten

Sandcastle II Programs

- Infant I: 6 weeks through 6 months
- Infant 2: 6 months through 12 months
- Infant-Toddler: 12 months through 16 months
- School Age: kindergarten through 10 years

This serves as a guideline of the age breakdown for each group; enrollment and each child's individual development may cause it to vary.

RATIO POLICY

Sandcastle Child Care maintains developmentally appropriate teaching staff / child ratios within each group so that adult / child interactions and constructive activity among children can be facilitated. Sandcastle staff / child ratios are listed in all classroom program plans.

Staff / child ratios within group are maintained during all hours of operation; including indoor time, outdoor time, transportation, and field trips. When there is the need to combine groups the staff / child ratio will reflect the youngest age-group that is present. In the event that staffing fluctuates due to unforeseen circumstances, Sandcastle will maintain the minimum guidelines as stated by Minnesota State Licensing Rule 3.

- The staff / child ratio for Infant 1 (Dolphin Group) and Infant 2 (Seahorse Group) is 1:3
- The staff / child ratio for Infant 3 (Clownfish Group) is 1:4
- The staff / child ratio for Toddlers (Sea Lion Group, Sea Crab Group, and Sea Turtle Group) is 1:6
- The staff / child ratio for Preschool (Whale Group, Penguin Group, Sea Star Group, and Jellyfish Group) is 1:8
- The staff / child ration for Pre-kindergarten (Stingray Group, and Puffer Fish Group) is 1:8

ENROLLMENT

We encourage you to visit the center with your child. A pre-admission tour is scheduled at which time we will show you the facilities, introduce you to teachers, share our philosophy and policies, and answer any questions you may have.

In order for your child to begin the program, we will need the following forms from you (as required by the state licensing) **before** your child begins:

- Registration Form
- Enrollment Contract
- 2 Emergency Cards
- Health Care Summary
- Immunization Form
- Allergy Information Form

You will receive these forms during your admission tour.

Once we have these forms, along with your \$70.00 registration fee, your child may start at the center.

Additional forms we ask you to fill out are:

- Child Enrollment and Household Income Statement for the Adult and Child Food Program
- E-mail information
- Infant Formula Choice (*Infant's only*)
- Medical and Dental Provider Information

- Non-Prescription Medication Products Authorization Form
- Parent Handbook Acknowledgement
- Media Release Form
- Child Information Form (*specific to age group*)

These forms will all be in the welcome folder that you will receive upon starting.

A new Health Care Summary is required yearly for infants and when your child moves from infants to toddlers, toddlers to preschool, and preschool to school age.

Sandcastle Child Care requires all children to be fully immunized. Updated records should be provided to Sandcastle each time your child has an immunization.

It is the parents' responsibility to fill out new Emergency Cards if there are any changes to the contact information.

Each family will be issued 2 key fobs on the child's first day of attendance. A parent is required to sign a key fob agreement to receive the key fobs.

When you are issued your key fob, these guidelines must be followed:

- Your key fob cannot be handed to anyone else; the purpose of the fob system is security. Every key fob has a specific number and that number will be assigned to a specific family. This is how we will keep track of who is entering our buildings.
- If you lose your key fob, you must notify the office immediately so that it can be deactivated, and you will need to pay \$10.00 for a new key fob.
- When your child is no longer attending Sandcastle, your key fob must be returned to the office. You will be charged \$10.00 per fob that is not returned.
- Never let someone else in the building when you are entering or exiting the building.
- If someone else is picking up your child, please let them know that they will need to ring the doorbell so that a staff member can let them in.

CHILDREN'S PERSONAL BELONGINGS

Each child is provided with a place (cubby and coat hook) to call his/her own. It is the parents' responsibility to mark all their child's belongings with the child's first and last name. Parents are responsible for dressing children appropriately for the weather conditions.

Infants - Parents are asked to provide:

- 3 clean bottles/nipples daily (more if needed). (Bottles must be labeled with the child's first and last name.)
- pre-made bottles/nipples for the day if you chose not to use formula provided by Sandcastle
- feeding schedule
- diapers and wipes, ointment if needed
- several changes of clothes to be left in the diaper bag or cubby
- sunscreen, if your baby is 6 months or older, for summertime use

Toddlers - Parents are asked to provide:

- diapers and wipes, ointment if needed
- several changes of clothes to be left in school bag or cubby
- blanket for naptime (blankets are kept at the center during the week and sent home each Friday to be washed and returned with your child on Monday)
- sunscreen during the summer months
- boots, hat, mittens, jacket and snow pants for the winter months

Preschool - Parents are asked to provide:

- blanket for naptime (blankets are kept at the center during the week and sent home each Friday to be washed and returned with your child on Monday)
- several changes of clothes to be left in your child's cubby
- sunscreen during the summer months
- jacket, boots, hat, mittens, and snow pants for the winter months
- diapers, wipes, and ointment if needed

Unless requested by a teacher, we discourage toys from home. The center does not assume responsibility for lost or broken items.

PARENT/TEACHER COMMUNICATION

Parents of infant and toddlers will receive a daily written report on their child's day. Parents can find information about the center and menus on the parent boards located near the sign in tables. We welcome parent phone calls throughout the day. If you are wondering how your child's day is going or have questions for your child's teacher, please feel free to call.

A center wide newsletter is sent out at the beginning of each month with monthly calendars for the Toddler and Early Preschool programs. In addition to the newsletter our Pre-K rooms send home weekly lesson plans.

HOURS AND DAYS OF OPERATION

Days Closed:

A yearly calendar will be handed out when your child begins at the center and each subsequent year. Sandcastle will be closed on the following days: (The center will be closed up to 16 days each calendar year, not including days closed to inclement weather.

- | | |
|--|-----------------------------|
| • New Year's Day | • Labor Day |
| • Presidents' Day | • Thanksgiving |
| • Good Friday | • Friday after Thanksgiving |
| • Memorial Day | • Christmas Eve |
| • Independence Day | • Christmas |
| • The Thursday and Friday before Labor Day –
Staff In-service | • New Year's Eve |
- Three (3) additional days may be added at the discretion of the Director

There is no reduction in fee for the holidays or days that the center is closed.

Hours:

This center is licensed from 6:30 a.m. to 6:00 p.m., Monday through Friday.

There is an overtime fee of \$5.00 for every five minutes, or fraction thereof, that a child is in the center after the 6:00 p.m. closing. In the event that no one has arrived to pick up your child by 6:00 p.m., the staff person in charge will begin to call you or persons authorized by you to pick up your child. If no one can be reached by 6:30 p.m. Child Protection / Police will be contacted.

CHILD CARE FEES

Child care fees are due on Monday of each week for the current week. Checks should be made payable to "Sandcastle Child Care Center" and placed in the locked box on the wall at the sign in table. Cash should be in an envelope marked with your name and amount enclosed and given to a staff person in the office or placed in the locked box. Envelopes can be found at the sign in table. Any time payment is in arrears a second week, we reserve the right to remove your child from our enrollment.

Please note: the second child discount only applies to accounts that have no outstanding balance.

Generally, the bookkeeper sends out bills once a month to those who are behind in payment. Delinquent bills will be turned over to a collection agency if payment is not made in a reasonable amount of time or a payment schedule has not been arranged and followed.

There is no reduction in fees for absent days, holidays or days the center is closed.

Please indicate on the check or envelope if payment is included for Growing with Music, activity fee (if applicable), etc.

A \$10.00 fee will be charged over the bank's charge for any checks returned.

VACATION, ABSENCES, AND WITHDRAWING

Because our program and licensing regulations require us to provide staff based on the number of children enrolled, we cannot give payment refunds for days your child is absent.

Each family is allowed one week of tuition-free vacation during the calendar year. A calendar year runs from January 1st through December 31st. No child care fee is charged for the vacation when the child is not in attendance. (The week is defined as the number of days per week that your child normally attends.) The week is taken at one time as opposed to a day-by-day basis. Vacation time does not carry over from year to year. To use your vacation time, please fill out a vacation request form (located at the sign in tables) and turn it into the office in advance. Please check with our bookkeeper if you would like to make certain you have vacation time available.

If you would like to take your child out for the summer months, there is a fee of \$70.00 per calendar month to hold the spot until the fall.

A Contract Change form must be completed two weeks prior to withdrawing from the center. These forms are found at each sign in table.

To assist the staff who plan for each day, please notify the center if your child will not be attending.

ARRIVAL AND PICK-UP AT THE CENTER

Your child must be signed IN and OUT each day. We are not responsible for a child before he/she is signed in and brought to a staff person, or after the child is signed out for the day. Please check your child's file daily, when signing him / her out.

If you wish to have someone other than the parent pick up your child, you must notify the center beforehand. Parents are required to give the center written permission to have anyone else pick up their child. When an unexpected situation arises, and written notice cannot be given, permission must be given by phone. In the event an unknown person arrives to pick up a child, the staff will request to see identification.

Should a person who is incapacitated or suspected of abuse attempt to pick up a child, the center staff will protect the child by calling the parent or an authorized person and / or police, if the staff has reason to believe the child is in danger.

It is the policy of Sandcastle Child Care, that staff never transport children in our personal vehicles.

MEALS

As part of the Federal nutrition program, Sandcastle meets the child's nutritional needs for the part of the day the child spends in the center; we provide breakfast (8:30), lunch (11:30) and an afternoon snack (3:00). Menus are posted in each building by the sign-in table.

Sandcastle participates in the Child and Adult Care Food Program (CACFP) through the State of Minnesota Department of Education, Food and Nutrition Services. Sandcastle is operated in accordance with U.S. Department of Agriculture. In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees and institutions participating in or administering USDA programs are prohibited with discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW,
Washington D.C. 20250-9410
2. fax: (202) 690-7442
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

Every October and at enrollment, all families are required by the CACFP Program to fill out a Family Size and Income Data Sheet and Enrollment Form. All information on this form is kept completely confidential and is only used to determine their rate of reimbursement for meals served at Sandcastle.

Infants:

Sandcastle will supply *Nestle Good Start* formula. Parents choosing to provide a different type of formula will supply daily formula in capped bottles, labeled with the child's first and last name. Infants will be fed on individual schedules. The program provides baby food, including multigrain fortified cereals, fruits and vegetables (containing no sugar, salt or preservatives), whole milk and juices. Semi-solid and solid foods are provided by the program and will be introduced to infants after consultation with the parents.

Infants (12 months -16 months) are given vitamin D whole milk. Toddler and preschool children are given 1% milk.

ALLERGIES / DIET RESTRICTIONS / MODIFICATIONS

Licensing requirements mandate that before enrollment, we obtain information regarding children with known allergies, special eating or nutritional needs. An Individual Child Care Program Plan (ICCPP) will be developed with the parents / guardians, physician, and administration and maintained in the child's file. The plan is required to be updated at least annually or following any changes made to allergy-related information in the child's record.

Children's allergy information, ICCPP, and medication will be available at all times including on site, when on field trips, and during transportation.

Staff will be informed of any of the children having food allergies. This information will be posted where the children eat and in the food preparation area.

The program will contact the child's parent / guardian as soon as possible of any instance of exposure or allergic reaction that requires medication or medical intervention. 9-1-1 is always called when epinephrine is administered to a child.

The center may request that a family provide food for their child if it is determined that this would be the safest option for the child. This will be decided on a case-by-case basis.

NAP AND REST POLICY

It is the policy of Sandcastle Child Care Center to follow Licensing requirements for nap and rest periods.

The parent of each child will be informed at the time of enrollment of the center's policy on naps and rest.

The nap and rest policy is consistent with the developmental level of the children enrolled in the program.

- **Infants:** An infant's nap schedule is determined by the individual child's needs. We will do our best to keep infants on the nap schedule parents' request. This is not always possible, due to more activity at the center than at home.
- **Confinement limitation:** Rest is a basic human need. A child who no longer takes a nap is still required to have a quiet rest period. Nap / quiet time is 1:00 – 3:00 every afternoon for toddler and preschool children. A child who has completed a nap or rested quietly for 30 minutes will not be required to remain on a cot or in a crib.
- **Placement of equipment:** Cribs and cots will be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each crib or cot. Cribs and cots are placed directly on the floor and are not stacked when in use.
- **Bedding:** Separate bedding will be provided for each child in care. Bedding is washed weekly and when soiled or wet. Blankets brought from home are sent home every Friday to be washed and returned.
- **Crib standard:** A crib is provided for each infant. The crib is of safe and sturdy construction and conforms to the Code of Federal Regulations and Minnesota Statutes, section 245A.146. Cribs are inspected weekly and a record of inspections is maintained. All cribs have a firm mattress. Fitted sheets that are appropriate to the mattress size are used. No pillows, quilts, comforters, sheepskin, pillow-like stuffed toys, or other soft products are placed in the crib with the infant.
- **Infant sleeping position:** Pursuant to Minnesota Statutes, section 245A.1435 an infant is placed on his/her back unless we have documentation from the infant's physician directing an alternative sleeping position for the infant. An infant who independently rolls onto its stomach after being placed to sleep on its back will be allowed to remain sleeping on its stomach if the infant is at least six months of age or if we have a signed statement from the parent indicating the infant regularly rolls over at home. If an infant falls asleep before being placed in a crib, the infant will be moved to a crib as soon as practicable.
- **Swaddling:** It is currently the policy of Sandcastle that we will not swaddle any children.
- **Sleeping outside of crib:** If an infant falls asleep before being placed in a crib, a staff member will move the infant to a crib as soon as practicable. If an infant falls

asleep while being held, the staff member will consider the supervision needs of other children in care when determining how long to hold the infant before placing the infant in a crib to sleep.

OUTDOOR PLAY

Outdoor play is an important part of your child's day and total health. The children go outside every day that the weather permits. It is important that parents send weather-appropriate outdoor clothing for their children. As a rule, children who are well enough to be at the Center will be expected to participate in outdoor activities.

Infants go on walks and play in the courtyard when possible. Please have a sun hat and outside clothing for your infant.

FIELD TRIPS

Field trips are considered an important part of the educational program for the older Preschool and School Age (summer) groups and are taken periodically to nearby places. Sandcastle will provide the same adult supervision for these excursions as is provided children while in attendance at the center. At least one person trained in pediatric CPR and infant / child first aid will accompany children on field trips. Written parental permission will be obtained from each child's parent / guardian before taking a child on a field trip. Permission forms will be posted, notifying parents of date, time, mode of transportation, and the purpose and destination of the scheduled field trip.

Staff will take emergency back packs, attendance records, and a cell phone on all field trips. The back packs hold first aid supplies, emergency medication, and emergency cards.

Walks to Palace Playground, Monroe School Playground, and around the neighborhood by all groups will not require a parent's permission.

The Preschool Programs and School Age groups participate in a planned Summer Program which includes a number of field trips in and out of the city. Transportation is provided by city or chartered bus. Staff is not able to transport children in their personal vehicles.

MEDICATION

- **Infants**
 - ◆ For children 12 months and under, all medication, whether prescription or over-the-counter, requires a physician's authorization.
 - ◆ Prescription medicine must be current and in the original container with the pharmacy label stating the physician's instructions. The pharmacy label indicates physician's authorization.
 - ◆ In order for a staff person to administer medication, parents must fill out a *Prescription Medication Authorization/Administration* Form (PMAA). These forms are located in the files on the sign-in table.

- ◆ Over-the-counter medication for infants 12 months and under requires a physician's signature and instructions on either a physician's prescription form or on the PMAA form. A PMAA form must be completed by the parent, if not already done so by the physician, to allow staff to document the medication administration. A PMAA form may be obtained from any infant staff member.

- **Toddlers and Preschoolers**

- ◆ Over-the-counter medication can only be administered by staff if a *Non-Prescription Medication Authorization/Administration* Form is filled out and signed by the parent. Staff cannot administer over-the-counter medications in larger doses than the label states nor can they go beyond the number of days recommended without a physician's signature.
- ◆ In order for the staff to administer prescription medicine to toddlers and preschoolers, prescription medicine must be current and in its original container with the pharmacy label stating the physician's instructions. The pharmacy label indicates physician permission. In order for a staff to administer this medication, parents must fill out a PMAA. These forms are located in the files on both sign-in tables.

- **Infants, Toddlers, and Preschoolers**

- ◆ Parental permission is required for: diaper wipes, diaper creams and ointments, skin lotions and creams, Vaseline, baby oil, special soap, sunscreen, lip balm, etc. A *Non-Prescription Medication Products Authorization* form is to be filled out upon enrolling your child. This form provides for all of the above products and will be updated when children change primary age classifications (infant to toddler and toddler to preschool). This form will be in the welcome folder that you will receive on your child's first day at the center. These products will be used in accordance with the labels instructions, unless different, written instructions are provided by a physician. Containers must be labeled with your child's first and last name.

EXCLUSION OF SICK CHILDREN (AND STAFF) MINNESOTA RULES 9503.0080

A child with any of the following conditions or behaviors is a sick child and must be excluded from a center not licensed to operate a sick care program.

The license holder must exclude a child:

- a) with a reportable illness or condition (as specified in part 4605.7040) that the Commissioner of Health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk to others;
- b) with chicken pox until the child is no longer infectious or until the lesions are crusted over;
- c) who has vomited two or more times since admission that day;

- d) who has had three or more abnormally loose stools since admission that day or has a loose stool that cannot be contained by their diaper/pull-up;
- e) who has unexplained lethargy;
- f) who has contagious conjunctivitis or pus draining from the eye;
Readmission guidelines are:
 - ◆ If the child is prescribed eye drops, he / she may return to the center after using the drops for 24 hours.
 - ◆ If no eye drops were prescribed, he /she may return when there is no discharge from the eye.
- g) who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antibiotic therapy;
- h) who has lice, ringworm, or scabies that is untreated and contagious to others;
Sandcastle has a **No Nit** policy regarding lice. Readmission guidelines are:
 - ◆ Successful treatment with an anti-lice shampoo or with a non-conventional treatment such as mayonnaise, gel, oil, etc.
 - ◆ Removal of all lice, lice eggs, and the egg cases following treatment.
- i) who has a 100-degree Fahrenheit auxiliary or higher temperature of undiagnosed origin before fever reducing medication is given;
Readmission guidelines are:
 - ◆ Children must be fever free (less than 100-degree Fahrenheit auxiliary) for 24 hours without being administered fever reducing medication before they may return to care.
- j) who has an undiagnosed rash or a rash attributable to a contagious illness or condition;
- k) who has significant respiratory distress;
- l) who is not able to participate in child care program activities with reasonable comfort; or who requires more care than the program staff can provide without compromising the health and safety of other children in care;

If a child becomes ill during the day, he / she will be kept isolated from the other children. A staff member will remain with the child and make him / her as comfortable as possible. A parent / guardian will be notified and asked to pick up the child. The ill child must be picked up from Sandcastle within one hour of the parent / guardian being notified of their illness and should be kept home until well enough to benefit from the program.

If illness prevents your child from attending, please notify the center. All contagious diseases should be reported to the center within 24 hours. In this way, you alert us to watch for similar symptoms in other children. Contagious illnesses will be reported to all parents the same day the information is received. The information will be posted on all three sign-in tables and will include the name of the illness, the incubation period, early signs to watch form and exclusion recommendations.

Behavior or health issues which may affect the safety, health, and general well-being of other children at Sandcastle Child Care may result in limited exclusion or termination of enrollment.

ACCIDENT OR ILLNESS AT THE CENTER:

All teachers are certified in first aid and CPR. The center's source of emergency medical care is paramedics (9-1-1).

- **Minor Injury or Illness**
 - a) Isolate the sick child and keep within sight and sound of a caregiver at all times.
 - b) Keep the child lying down on a cot and protected from excessive cold and heat.
 - c) Notify the parent of the illness/injury, advising them of care given and informing them of the policy for care of children who become ill or injured at the center.
 - d) If neither parent is available, the individual listed under emergency contact on the child's emergency card will be contacted.
 - e) An Injury Report is filled out and signed by the teacher, explaining the circumstances of the situation and sent home.

- **Severe Injury or Illness**
 - a) Trained staff will provide immediate first aid. 9-1-1 will be called and parents notified.
 - b) If parents cannot be reached, the center will notify the emergency contacts on the emergency card.
 - c) If the child is to be transported by paramedics, a staff member will accompany the child to the hospital. We will use the services of St. Paul Children's Hospital or the nearest hospital in case of emergency. Staff cannot transport children in their personal vehicles.

All Injury Reports will be kept on file. Serious injury, or health concerns, will be reported to the Department of Public Health. In the event of injury or illness, parents / guardians are responsible for the cost of all health care provided to the child.

- **Poisoning** If for any reason we suspect poisoning, we will:
 - a) Discover what it was that poisoned the child.
 - b) Contact the Poison Control Center (1-800-222-1222).
 - c) Explain how and with what the child was poisoned.
 - d) Contact the parents to pick up the child immediately or use an emergency medical care source.
 - e) Fill out an Injury Report.

DENTAL EMERGENCY AT THE CENTER

If there is a dental emergency and no dental contact information is listed on the child's emergency card, Sandcastle will contact Associated Dentists located at 1371 W 7th St. The contact number is (651) 222-0351.

SUDDEN UNEXPECTED INFANT DEATH AND ABUSIVE HEAD TRAUMA

In accordance with Rule 3 licensing requirements, all staff working at Sandcastle Child Care Center in our infant program are required to have two hours of Sudden Unexpected Infant Death (SUID) training upon hire and annually. All staff are also required to watch the following videos upon hire and annually: *The Doctors – Shaken Baby Syndrome, Forever Shaken, and Never Shake: Preventing Shaken Baby Syndrome*. These videos educate staff about Abusive Head Trauma (AHT). Sandcastle Child Care provides these trainings.

The following policies will also be in effect:

- All babies will be placed on their backs to sleep (unless there is a documented order by a physician) on a firm mattress in a crib which meets the standards set by the United States Consumer Product Safety Commission.
- Babies will be allowed to assume a comfortable position when they can easily turn themselves from the back position.
- Soft items such as pillows, quilts, blankets and comforters are not allowed at Sandcastle for children less than 12 months of age.
- Sandcastle provides sleep sacks for children when sleeping.
- Infant's heads will never be covered when sleeping.
- All crib sheets will be fitted to the mattress, with no loose materials.

Sandcastle Child Care contracts with Health Consultants for Child Care which provides a monthly consultation to insure and promote the health and safety of the children, to reduce disease, to provide health information and to assist

MALTREATMENT OF MINORS MANDATORY REPORTING POLICY FOR DHS LICENSED PROGRAMS

It is the policy of Sandcastle to fully comply with state and local reporting procedures related to the maltreatment of minors. Minnesota Statutes require all professionals who work with children, including staff of Sandcastle Child Care Center, to report child maltreatment. We must also provide a copy of our reporting policy to parents and guardians of the children for whom we care. Additional copies of this policy are available on request.

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 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Minnesota Department of Human Services, Licensing Division's Maltreatment Intake line at **(651) 431-6600**.
- 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 **(651) 266-4500** or local law enforcement at **(651) 291-1111**.
- If your report does not involve possible abuse or neglect but does involve possible violations of Minnesota Statutes or Rules that govern the facility, 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 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 to weekends and holidays.

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.

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.

Internal Review

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

- related policies and procedures were followed,
- the policies and procedures were adequate,
- there is a need for additional staff training,
- the reported event is similar to past events with the children or the services involved,
- there is a need for corrective action by the license holder to protect the health and safety of children in care

Primary and Secondary Person or Position to Ensure Internal Reviews Are Completed

The internal review will be completed by the Director. If this individual is involved in the alleged or suspected maltreatment, the Assistant Director will be responsible for completing the internal review.

Documentation of the Internal Review

The facility must document completion of the internal review and provide documentation of the review to the commissioner upon the commissioner's request.

Corrective Action Plan

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

Staff Training

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, Section 626.556). The license holder must document the provision of this training in 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.

EMERGENCY CLOSING

The decision to close the center due to inclement weather will be based on decisions made by the St. Paul Public Schools. If the announcement is made that St. Paul Public Schools will close, Sandcastle Child Care will be closed also. WCCO radio (830 AM) as well as various television stations will announce the closings.

In the event that Sandcastle is closed for inclement weather, regular tuition fees apply. In the case of a severe blizzard, the children will be kept safe and overnight if parents are not able to get to the center.

LOCK DOWN PROCEDURE

Lock-down procedures will be issued in situations involving dangerous intruders or incidents in the neighborhood that may result in harm to persons in the building.

The Director, Assistant Director, or Administrative Assistant will initiate lock-down procedures by announcing a "Code Yellow" warning over Sandcastle Child Care's intercom system. The announcement will state that students and staff are to commence lock-down procedures.

Infant Building Staff Will:

- make sure all doors are secure
- close windows
- pull shades
- move children away from windows and doors

Toddler Building Staff Will:

- make sure all doors are secure
- move all children to the muscle room and away from the door
- close the muscle room door

Preschool Building Staff Will:

- make sure all doors are secure
- close windows
- pull shades
- move children away from doors and windows
- close and lock classroom doors

Staff will bring children from the play yard into the building. Children using the School Age play yard will be brought into the Infant building; children using the toddler and / or preschool play yard will be brought into the toddler / preschool building. Staff with children on walks will be notified by administration as to how to proceed.

The Director, Assistant Director, Administrative Assistant, and / or Building Coordinators will secure outside doors, check the hallways and bathrooms and monitor all people requesting entry to the building; this includes parents, staff, specialists, and delivery people.

Students and staff will remain in quiet mode until the all-clear has been given. Extra precautions will be taken at the end of the day before sending children home.

GRIEVANCE PROCEDURES

If a parent has a complaint or concern about some aspect of the child care program, the parent should first try to settle the grievance with the teacher. Policy matters or unresolved conflicts should then be discussed with the Director. If any conflict remains unresolved, the parent may request that the matter be reviewed by the Sandcastle Policy Board. The parent will receive a response within 5 business days. If conflict remains unresolved at this level, the parent may request that the matter be reviewed by the Pastor of St. Francis de Sales of St. Paul.

Sandcastle is licensed by the State of Minnesota to provide child care. Therefore, you may also direct complaints or questions about any of our procedures to the state. Our current licenser is Kaysie Furlong. She can be reached at **(651) 431-5755** or by mail at:

Department of Human Services - Division of Licensing
444 Lafayette Road, St. Paul, MN 55155-3842

EMERGENCY PREPAREDNESS AND RESPONSE PLAN

A written emergency plan for emergencies that require evacuation, sheltering or protection of a child, such as fire, natural disaster, intruder, or other threatening situation that may pose a health or safety hazard to a child, is included in the welcome folder that you will receive upon starting. The Emergency Preparedness and Response Plan is posted by each entrance.

MISCELLANEOUS

Birthdays

Birthdays are a special time for children. You may send a special treat on this day if you wish. Treats must be purchased commercially and be nut-free.

Fire Evacuation

Children will be evacuated from the building by means of the nearest fire exits. Primary exits to the outdoors are located in each of the rooms of the center. The Fire Department will be contacted. Monthly fire drills are held in each building. A log is kept of these drills and is available for parents to see.

Insurance

Sandcastle carries General Liability insurance which provides coverage for Bodily Injury, Personal Injury, and Property Damage for \$500,000. Umbrella excess liability is \$1,000,000. Sandcastle also provides secondary liability insurance coverage for your child in the event of an accident. Full information is given upon request.

Multicultural

We offer multicultural opportunities, striving to create a program that truly reflects the lives of our children, families, staff, and community. We seek to recognize, appreciate, and respect the uniqueness of each child.

Non-Smoking Facility

The indoor and outdoor environment is designated as non-smoking.

Pets in Classrooms

Parents will be informed at the time of admission that a pet is present and before pets are brought into the center for “show and tell” or for special occasions. The pet will be properly housed, cared for, inoculated and licensed in accordance with the local health ordinance.

Private Babysitting

Sandcastle neither encourages nor prohibits staff from entering into private babysitting arrangements with families who independently choose to engage in such relationships. However, Sandcastle assumes no liability whatsoever for any injury, damages, liability, or loss of any kind resulting from or occurring during the private child care or babysitting provided by any Sandcastle staff member who is not on duty at Sandcastle Child Care Center.

Public Relations

Before involving your child in academic research, experimental procedures, or public relations activities, we will obtain written parental permission. Upon starting at Sandcastle, you will be given a permission slip to sign which allows us to take videos and photos of your children for promotional use. Please return this permission slip even if you are not granting permission.

Special Needs

Children with special needs will have an individual child care plan coordinated with the child's Individual Education Plan.

Tornadoes

Only the Infant and Preschool programs practice tornado drills. The toddlers are in a safe zone and can continue their day as normal.

- Preschoolers will walk down to the lunch room area, where there are no doors or windows, and will position themselves away from any stairways.
- Infant 1 and 2 children will be moved to the hallway. Infant 3 children will move into their nap room.
- In the event of building destruction, staff will evacuate the children to the nearest safe building. Staff will use attendance sheets to account for all children. Police and paramedics will be notified as deemed necessary.
- All classes will have their emergency kits and the Director, Assistant Director or Administrative Assistant will have emergency cards. Parents will be notified of their children's safety by the Director or responsible person.
- Tornado drills are held monthly, April through September. All drills are logged.

Visitors

Parents of enrolled children may visit the center any time during the hours of operation. Anyone other than a parent who comes to visit a child during the day will not be allowed to visit unless written notice from the parents has been given to the teachers in advance. If the teachers in the classroom do not know the visitor(s), they will ask for photo identification at arrival. If written *notification about the* visit has not been given, the visitor(s) will not be allowed in the center.

Volunteers

Volunteers are sometimes in the classroom helping us with activities and clean up. They are always supervised and carefully screened.

Resources

Should you have difficulty in providing for your child's emotional or physical needs, you are encouraged to ask for help. Our staff can help you find a community resource which can offer assistance.

Some 24-hour community resources which can help you when you find that you are experiencing more stress than you can handle include:

- Crisis Nursery 651-641-1300
- Prevent Child Abuse Minnesota 651-523-0099
- Ramsey County Child Protection 651-266-4500

In a rare instance when we feel your child's needs are consistently not being met, our staff will work with you to identify your child's needs and assist you in meeting needs, as described above. Our staff is mandated by Minnesota State Law to file a report with Ramsey County Child Protection of possible abuse or neglect. See our Policy on Maltreatment.

BEHAVIOR GUIDANCE PRACTICES

The overall safety of all of the children in the program is our highest priority. Sandcastle Child Care strives to maintain a positive approach to managing children's behavior at all times. Staff members establish and enforce clear and consistent limits and expectations for developmentally appropriate behavior for each age level served in the center. Staff members deal with inappropriate behaviors through different techniques which include:

- Modeling – Teachers model the appropriate behaviors for children.
- Distractions – Teachers change the focus of the activity or behavior.
- Positive Redirection – Teachers substitute a positive activity for a negative activity.
- Adjusting the environment – Teachers arrange the environment to enhance the learning of behaviors that are acceptable.
- Cooperative problem solving – Teachers use natural and logical consequences to and ask questions to encourage problem solving.
- Removal from the activity or area is a last resort - Separation occurs when a child is removed from the group and is temporarily unable to participate in the program activity. No child will be separated from the group unless other less intrusive methods of guiding the child's behavior have been tried and the behavior is threatening the well-being of the child or other children at the center. All separations will be documented. If a child is separated from the group 3 or more times in one day, the child's parent will be notified. If a child is separated 5 times or more in one week or 8 times or more in two weeks, the procedures for persistent unacceptable behaviors will be followed.

Sandcastle Child Care staff members will document unacceptable behaviors by using a *Behavior Incident Form*. These documentations will be sent home with the parents as the incidents occur. We believe that parents and the child care staff must work together to address unacceptable behaviors. In the event of *persistent unacceptable behavior*, the teaching staff will create and implement a *Behavior Plan*. The teaching staff will then ask the parents/guardians to participate in a conference with their child's teachers and the Director/Assistant Director. During this conference the teaching staff will ask parents/guardians for any input towards the *Behavior Plan*. If the *Behavior Plan* does not result in improved behavior, the child may be removed from the program. It is the responsibility of the center to provide a safe and nurturing environment

for all of the children in the center. If a parent is called to pick up a child from the center due to safety concerns regarding inappropriate behavior, the child must be picked up within an hour.

This child care center complies with all federal, state and other relevant laws that prohibit corporal or abusive punishment in child care settings. Additionally, staff members are expressly prohibited from using unproductive or shaming methods of punishment.

Sandcastle Child Care staff members continually monitor the development of all children in our care through ongoing observation and recording. We want the best outcomes for all children. Child care providers are considered a primary referral source for early intervention under federal IDEA special education law. We are required to refer a child in our program who has been identified as having developmental concerns or a risk factor that warrants a referral as soon as possible, but in no case more than seven days after the identification. While this is a mandate, we want to keep open communication with parents and caregivers about their child and any concerns we have before a referral is made. We can assist the parent with the referral or partner with them in the referral process.

Sandcastle Child Care contacts St. Paul Intake (651-744-8094) and / or The Center for Inclusive Child Care (651-603-6265) to make referrals.