

MINNESOTA STATE MOORHEAD
EARLY EDUCATION CENTER

FAMILY HANDBOOK

STATEMENT OF POLICIES



MINNESOTA STATE
MOORHEAD®

MOORHEAD EARLY EDUCATION CENTER

1104 7th Avenue South | Moorhead, Minnesota 56563

Lommen Hall | Phone: 218.477.2214

The Center has these phone lines:

Most calls should be directed to 218.477.2214 (Director)

Center Cellphone

218.443.5268

4–5 year old

218.477.2032

3–4 year old

218.477.2398

2–3 year old

218.477.2029

Toddler

218.477.2028

Gym

218.477.2770

Kitchen

218.477.2771

Teachers' Office

218.477.2031

If you have an **emergency** call, please make that clear
and ask that a message be delivered immediately.

What is accreditation?

Early childhood programs accredited by the National Academy of Early Childhood Programs have voluntarily undergone a comprehensive process of internal self-study, invited external professional review to verify compliance with the Academy's Criteria for High Quality Early Childhood Programs, and been found to be in substantial compliance with the Criteria. A copy of the Criteria can be obtained from the Academy.

The Early Education Center has been accredited since 1987. There was a lapse in our accreditation in 2007- 2008 while we went through the process to be accredited under the new NAEYC system that year. Currently we have been accredited under the NAEYC's new standards since June of 2008.

Statement of Philosophy

Our child centered curriculum is designed by the lead teachers to be developmentally appropriate and supported by the Creative Curriculum framework. This collective curriculum addresses the central aspects of child development and assessment, focusing on individual needs of children and families. (2.A.01)

The Early Education Center offers educational opportunities for young children to explore and learn about themselves and their environment. Children will be able to participate in activities designed to promote their emotional, social and physical growth.

We believe that every child is entitled to experiences and education appropriate to her/his individual needs. Therefore, we are continually striving to provide the environment and activities which facilitate optimal growth and development of the whole child.

Our Center policies and practices support diversity among children, families, and staff. We encourage the acceptance of each person as an individual. No one will be discriminated against because of race, color, sex, age, ability, or national origin. The adults and children will help each other become aware of stereotypes and biases, and they will work to eliminate them from relationships in our program.

Each group of children will have a licensed teacher plus at least one teacher aid. Our teachers are professionals with a college degree and specific training in early childhood. They are able to promote the acceptance of "self" and others, encourage problem solving, communication, and provide a caring, consistent role model for young children. The child's teacher will be the main contact for the parents. However, the Director is also available to confer with parents.

Since we believe parents are an integral part of their child's program, our goal is to have them involved in their child's activities, whenever possible. We encourage them to grow in their parenting skills through educational programs, interaction with professionals, and through sharing with other parents.

The program seeks to work with other university departments, students, and the community to meet the needs of the children enrolled and their families. We value cooperation and collaboration as effective means to solving problems and we encourage adults and children to learn and practice these skills.

Center Mission

The mission of the Moorhead Early Education Center is to promote a safe, creative, and dynamic community that nurtures and educates the whole child, while teaching the skills necessary to succeed in a changing society. We strive to transform the world by changing lives starting with the youngest members of our community. We are committed to meeting the physical, social, cognitive and emotional needs of children with a variety of ability levels, learning styles, and diverse cultural and economic backgrounds. As a part of the Minnesota State Moorhead community we will work alongside our colleagues to serve Moorhead students; supporting student achievement by offering a place for students to learn as well as a place for their children to be safe and cared for while they complete their degrees. In addition to the Minnesota State Moorhead community we also provide care to the greater Fargo-Moorhead community, making the Early Education Center an indispensable part our community.

Objectives

The following are some basic objectives for our program. The children will:

1. Enjoy learning
2. Develop socially and emotionally
3. Be exposed to a diverse population where learning respect for self and others is an ongoing objective
4. Gain skills in communicating
5. Increase auditory and visual skills
6. Develop muscular coordination (both gross and fine motor) within the limits of her/his physical maturation
7. Solve problems independently and collaboratively through play and exploration of their surroundings
8. Increase their ability to think independently, make decisions, and perceive possibilities in open-ended situations
9. Grow in basic math and prereading skills
10. Creatively participate in art and music while learning the proper use of the tools and instruments related to these areas

****All program information will be provided in another language when needed. Please let us know if there is anything more we can do to make you and your family comfortable in our Center.**

Moorhead Early Education Center

STATEMENT OF POLICIES

Absences

If your child will not be coming to the Center on a particular day, please call the Director at (218) 477-2214 or your child's classroom to let the Teacher know by 11 a.m. A message may also be sent via Procure.

The State of Minnesota requires parents to inform the center within 24 hours if a child is diagnosed as having a contagious disease or lice, scabies, impetigo, ringworm or chickenpox. The center will, in turn, notify the other parents whose children may be affected.

Accidents & Emergency information

A minor injury will be reported to parents when they pick up their child. A minor injury could include but may not be limited to: bite, scratch, bump, bruise, etc. We recognize that a minor injury may not be the same to all but Teachers and Director will use his or her best judgement to determine this; if you consider any of this a more serious injury and would like to receive follow up information immediately when the injury occurs please let your child's teacher know.

Injuries will be reported via an accident report form which can be found on your child's bulletin board at the end of each day. Teachers will also make their best effort to follow up with you in person at pick up or via a Procure message.

Accident Procedures

Because small children are active and busy, it is not unusual for them to receive scrapes, bumps, bites, cuts and bruises. As a caregiver, we must be prepared to deal calmly with both minor and major injuries. Our staff is trained on the following:

1. Do not become excited. Your behavior will affect the reaction of all the children present.
2. Accept the child's tears. Crying not only expresses pain but also fear, tension, and sometimes even relief, avoid such statements as, "Big boys don't cry," "Be brave" or "That doesn't hurt." Instead say things like, "I know you're scared - that's okay."
3. Be honest with the injured child. If treatment will hurt, say so. Explain what you'll be doing.
4. Make the treatment a learning situation, if possible. Explain why you are washing the cut or why the pad on the bandage should not be touched.
5. Be aware of the reactions of the other children and be prepared to help deal with their concerns also.
6. **Head Teachers are responsible for filling out accident reports and reporting to parents - make sure they know of all injuries.**

If Medical Attention Is Necessary For Children:

- a. Notify the Director or Teacher in charge immediately.
- b. Contact the parents, if possible, so they can take the child to their own physician.
- c. If the child is transported by ambulance, the child must be accompanied by his/her teacher or the director if the parent cannot be reached. The adult must have the yellow card or the file containing the medical release form, before a doctor will give treatment. The insurance card should also be taken.

In a serious medical emergency do not hesitate to call 911. Minnesota State Moorhead Early Education Center will not transport children in a medical emergency. If parents or emergency contacts cannot be reached an ambulance will be used.

All serious medical emergencies are reported to DHS via their serious injury report form.

If an illness prevents the child from participating comfortably in activities or creates a greater need for care than the staff can provide without compromising the health and safety of other children or if a child's condition is suspected to be contagious and requires exclusion as identified by public health authorities, the child will be asked to be picked up. Until this happens, the child is made comfortable in a location where she or he is supervised by a familiar caregiver. If the child is suspected of having a contagious disease, then until she or he can be picked up by the family, the child is located where new individuals will not be exposed. (5.A.04)

Emergency telephone numbers are posted on the wall by the telephone in each room and on the inside of the main door out to the playground. All accidents requiring treatment and all head injuries must be recorded with an accident report form. Include name of injured person, age, date, place of accident, type of injury, action taken by the staff and to whom it was reported. These accident reports are reviewed semiannually. If a child sees a physician, the Department of Human Services must be notified within 24 hours. It is important for all caregivers to be familiar with the basics of first aid. Refer to the first aid manual in the first aid kit or see charts posted in the rooms for refreshers after you've completed training.

****Medication is only administered by trained Lead Teachers or the Director. All medications must be kept in a locked container. (5.A.11)**

Ages and Children served:

The center serves children 16 months to 5 years. The center serves Minnesota State Moorhead students, faculty, and staff, as well as community members. The center is licensed for 74 children total.

Allergies:

- > If a child has a known allergy documentation is obtained before the child starts at the EEC.
- > For each child with special health care needs or food allergies or special nutritional needs, the child's health care provider gives the program an individualized care plan that is prepared in consultation with family members and specialists involved in the child's care. (5.B.05). This individualized care plan must include but is not limited to: 1. Description of allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction (medication, dose, doctor contact information). Individuals who are responsible for caring for children with allergies will review and follow Child's Individual Care plan at the start of enrollment and at least once per calendar year, documentation of this review will be kept in the child's file and on the plan itself.
- > If it is believed that there is an instance of exposure or allergic reaction parents and/or guardians will be contacted as soon as possible. If an EpiPen is administered emergency medical services will be called.
- > The program protects children with food allergies from contact with the problem food. The program asks families of a child with food allergies to give consent for posting information about that child's food allergy (name, allergy and photo) and, if consent is given, then posts that information in the food preparation area and in the areas of the facility the child uses so it is a visual reminder to all those who interact with the child during the program day. (5.B.05). Allergy information is available at all times, including on site, when on field trips, or during transportation. A child's food allergy information must be readily available to a staff person in the area where food is prepared and served to the child. **To protect children with allergies the Center is PEANUT FREE, this includes products made with peanuts and those made with peanut butter.**
- > Staff maintains areas used by staff or children who have allergies or any other special environmental health needs according to the recommendations of health professionals. (5.C.04).
- > Areas used by staff or children who have allergies to dust mites or to components of furnishings or supplies are maintained by the program according to the recommendations of health professionals. (9.D.07).

Assessment

Assessments are an integral piece of our program. Our program uses assessments to support children's learning, using a variety of methods such as observations, checklists, rating scales, work sampling and individually administered evaluations. (4.A.01)

Families are encouraged to be involved in planning and implementing assessments. (4.A.02)

A Guide to Assessment of Children at the Moorhead Early Education Center:

1. Why do we assess children?
 - To monitor development and learning
 - To guide our lesson planning and decision making
 - To identify children who might benefit from special services
 - To report information to families
 - To know what areas of the program need improvement
2. How do we assess children?
 - Informally through methods such as observation, checklists, rating scale, and work sampling
 - Other techniques such as anecdotal notes, documenting activities and achievements with photographs, and daily communication with family members
 - Engaging in conversations with parents, family and other staff to gain additional insight
3. What developmental areas do we assess?
 - Cognitive skills
 - Language
 - Social/Emotional
 - Approaches to Learning
 - Health
 - Physical development (including self-help skills)

Formal assessments are done using the TS gold assessment tools, and shared with families at conferences at least twice each year.

Bathroom Policy

We must be able to supervise children at all times, so it is our policy for all children to use the same bathroom and swimming dressing rooms. However, if your child would prefer more privacy, discuss this with her/his Teacher or the Director.

Behavior Guidance (10.B.o8)

Discipline is not to be confused with punishment, but rather considered to be behavior guidance. The purpose of discipline is to teach children appropriate behaviors. Staff members are to provide a positive model of acceptable behavior. Behavior guidance will be tailored to the developmental level of the child. We will attempt to redirect children and groups away from problems and toward constructive activity in order to keep conflict to a minimum. The staff will teach children how to use acceptable alternatives to problem behavior in order to reduce conflict. We will help children learn appropriate behavior through logical and natural consequences when there are no safety concerns. **Absolutely no form of verbal abuse (coercion), psychological, or physical punishment will be tolerated and it is means for immediate dismissal of employment at the Early Education Center. Examples of this may include but are not limited to:**

Examples of physical punishment: Shaking, hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, and pulling of arms, hair, or ears; requiring a child to remain inactive for a long period of time.

Examples of psychological abuse: shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, or frightening a child; ostracism, withholding affection.

Examples of coercion: Rough handling (shoving, pulling, pushing, grasping any body part); forcing a child to sit down, lie down, or stay down, except when restraint is necessary to protect the child or others from harm; physically forcing a child to perform an action (such as eating or cleaning up). Prone restraints (where child is placed facedown) are also prohibited.

Certain techniques have been found to be more successful in teaching the desired behavior which we follow at the EEC are:

1. Value each child as a capable person, responsible for his or her own behavior. Try to enhance the child's self-concept.
2. Be positive, recognize the desired behavior with comments or a smile.
3. When appropriate, ignore negative behavior. However, protect the safety of other children. Let children find solutions for their problems. If there is a serious disagreement, find out all the facts—hear both sides of the story, allow them the opportunity to offer suggestions as to how their problem could be avoided next time.
4. Follow-through with children. It is difficult to be consistent. However, it is extremely important. When you are getting acquainted with the children, they may try to test you. Establish your authority by being friendly and consistent.
5. As often as possible, allow for natural consequences. If a child's carelessness causes a spill, the child should clean it up.
6. If you are supervising a group of children, you must be aware of all the children within that group. Even though you may be involved in an activity with a small number of children you can still span the group as a whole with your eyes. Often you can diffuse a problem in another area by staying alert to the total situation.
7. Time out or taking a break- we try to use other methods of guidance before the child is asked to take a break or is put into time out, but this method is used if needed. Each classroom has a "Calm down" area with tools that can be used by the children to help them calm down and regulate their bodies. Children are taught about these tools and this area beforehand, during a time when they are not upset. Then as needed they may be brought to the area or asked to go to the area to regulate their bodies. Our overall goal is that the children will know how to use the area and/or tools from the calm down area and will recognize when they might need to take a break or go to the calm down area on their own. If a child is separated from the group and asked to take a time out the teacher will note this on the separation report log for that classroom. This information will include the child's name, teacher's name, time, date, and other methods used prior to separating the child.

Bills and Payments

A computerized bill will be posted to your account (either through eServices or, if unable to access eServices, printed and on your child's bulletin board) on the first of each month and is due by the 20th of that month, to Minnesota State Moorhead Business Services. If tuition is not paid by the end of the month, payment collection will be handled by the University and the child may be withdrawn from the Center.

Those with University student accounts will be able to view and pay their bill online using eservices. Community families or those without an eServices student account will be printed a bill and should make the payment via Moorhead Business Services.

Biting Policy & Procedure

We understand that biting can be an issue for young children. This can be a difficult time for a child who was bitten as well as the child who bit and the families involved. Overall we feel that each situation has different circumstances and should be handled on an individual basis. We will work with families involved to find a solution that works best for everyone and follow our persistent unacceptable behavior policy as needed.

In general when a child is bit the following procedure will be followed:

1. After a bite occurs we first make sure that the child who was bitten is okay.
2. We wash the bite, examine the skin, and place an ice pack on the bite every time (regardless of if the skin is broken or not).
3. From there a bite that leaves a mark is monitored intermittently for worsening concerns and/or parents are called if it is apparent that the skin is broken from the bite.

4. Parents of the child who was bitten will receive an accident report form, at a minimum, but also will be spoke with in person and if needed called to notify immediately after the bite as occurred. This will be determined by the extent of the injury. Follow up with the parents of the child who bit will also occur each time.

Birthdays

The Public Health Department does not allow any food to come into the Center that is made at home. All food must be prepared in a commercial kitchen. Your child's teacher may be able to provide various suggestions to the typical cupcakes.

As a program, we are encouraging **healthy celebration treats when possible**. Some examples are:

- > **Fruit and Cheese Kabobs** – Put grapes, melons, cheese cubes, and berries onto a wooden kabob stick.
- > **Make Your Own Trail Mix** – Provide bags of granola or whole grain dry cereal and dried fruit, for students to make their own trail mix.
- > **Fruit Smoothies** – Show up at snack time with a blender, frozen fruit, and yogurt! (Be sure to make arrangements with your child's Teacher first!)
- > **Yogurt Parfaits** – Layer granola, fruit, and yogurt in plastic cups.
- > **Vegetable or Fruit Platters** with Low Fat Dips

As a program, we are also focusing on nonfood ways to celebrate our children. On your child's birthday, we will celebrate them in nonfood ways, like having them wear a special hat, sash, or letting them lead age appropriate activities. Please help us promote a healthy environment and healthy kids!

Remember: To protect children with allergies, the CENTER IS COMPLETELY PEANUT/NUT FREE, this includes peanut butter. Please see the allergy section for more information.

Please also see 10 Tips for Creating Healthy Fun Events in the appendix.

Birthday Invitations

The Center will not pass out or pass on any information about birthday parties between families. If you would like to leave invitations for children you are welcome to do so using the classroom bulletin boards, however we ask that if you are not inviting all the children in a group that you pass the information on in person or through a note to the family in that child's cubbie so other children do not feel left out. This needs to be done on your own, please do not ask Center staff to help you pass information or invitations along.

Building Evacuation

When there is a fire drill or a building evacuation, all children use the closest safe exit. The attendance records are used to account for each child. That is why it is so important for you to sign your child "in" and "out". In the event that we need to leave the Center you can reach the Center staff by calling our cell phone at 218.443.5268. You can also check the University website or call public safety for information regarding our location or the situation on campus.

- > **Minnesota State Moorhead Fire Drills** –Children may go outside the Center to the lawn area during a fire drill, but our usual destination for an extended period of time, is the Library. Parents who arrive at the Center during an evacuation, should go to the Library, we will meet in the main entrance there after we leave the Center.
In the event the Center is required to evacuate to alternative evacuation sites, parents can contact the Center's cellphone by calling 218.443.5268 or contact Moorhead Public Safety at 218.477.2449 with inquiries on the current location of the Center staff and children (*See situations where we would need to leave campus below*).
- > **Tornado Drills** – If there is a tornado drill, the children will go to either the laundry room, student work room, or the kitchen of the Center depending on space.
- > **Lock down situations-** The center is located in a secure area of campus, no one will be allowed to enter or leave the center until the area has been cleared for safety. If you arrive during a lockdown situation, seek shelter and contact Moorhead Public Safety at 218.477.2449 for instructions.
- > **Environmental Hazard** – see information in the classroom for evacuation routes/shelter-in-place locations.
- > **Bomb Threat or situation where we will need to LEAVE campus-** In the event that we will have to leave campus we will walk to one of two locations (both locations have been cleared and we will go to whichever is easier to get to in that specific situation).
 1. St. Joseph's Church, 218 10th ST. S Moorhead MN. Children will remain in the Gathering Place of the church until they are given the all clear to return to campus or until parents arrive to pick up.
 2. Townsite Center Building, 810 4th Ave. S. Moorhead MN. Children will remain in the hallway of the building or in the conference room until they are given the all clear to return to campus or until parents arrive to pick up.

Once we arrive safely at our location parents will be called and asked to come pick up (if possible) at our current location. You can also reach the Center by calling the Center cellphone at 218.443.5268.

(10.B.08)

Building Security

The Center is in a secure section of Lommen Hall, only those who should have access to the Center for some reason will be let in. Those that should have access have been granted it or can call the Center main office for entry (10.B.08).

Class Assignment

Children remain with the same classroom teacher for the school year typically (August to July) unless the director, teacher and parents agree that a change is needed (10B.15). When a transition does need to be made mid-year the Center staff will work with the family to make sure the child and family are ready for the move to the new classroom. This transition would include touring the room, starting with short periods of play time with the group, and increasingly adding times of the day until the child is ready to move up completely (10.B.14).

Child Sign-In & Out policy

Children should be signed-in upon arrival and signed-out from the Center as families pick-up, it is part of the parent or guardian's responsibility to do this daily. Signing in and out will occur using the Procure app installed on the iPad in the Center's main hallway. Families will be charged \$5 per time/child if the child is unsigned in or out more than once per month (meaning the fees will start to apply on the second occurrence per month). This fee will appear on your monthly bill the following month. For example if you child was not signed in on April 4th, and not signed out on April 5th, your family would see a \$5 additional charge on their May billing.

This is extremely important for our attendance records and the safety of the children

Conferences

Each child's social, physical, emotional and cognitive progress is documented and reported to parents during fall (around October) and spring (March-April) conferences.

January can be a time to schedule an appointment to visit with your child's Teacher if you have any questions about your child's progress.

Parents are encouraged to make an appointment anytime they have questions or concerns that they would like to discuss with the Teacher or Director.

Confidentiality

Under the Family Education Rights and Privacy Act (20 U.S.C. 1232g), records related to Center children and their families, and information contained in those records, are to be shared with other staff or University officials only if that person has a legitimate educational interest (i.e., on a "need to know" basis only). Requests from third parties must have parental permission. (4.E.07)

Categories of individuals that would have access to a child's file include the following: (4.E.07)

1. Child's teacher
2. Parents/Legal Guardians
3. Student teachers (not student workers)
4. Director
5. Consultants
6. Regulatory authorities (with just cause).

All lead teachers and teacher aides are required to complete a security/privacy training course on-line.

All children's records must remain in a locked filing cabinet.

All employees are prohibited from discussing children and families with, or in the presence of, other children and families.

*As a confidentiality courtesy, please refrain from sharing any photos that have children other than your own on Facebook or through email.

Custody information

If your family has any type of custody order in place the Center must have a copy of that statement on file for your child. It will be followed accordingly, once on file.

Daily Parent Responsibilities

1. Sign your child "in" and "out" at the sign in area each day. This is critical since we use this list to account for children in an emergency situation (fire, tornado, etc.). If your child is not signed in we will not be held responsible for your child. If a child is not present, and not signed out, we proceed as if the child is a **missing person**.
2. Please notify us anytime someone else will be picking up your child. Note this on the form at sign-in and mention it to the Teacher. If this situation should arise unexpectedly during the day, please let the Director or the classroom Teacher know.
3. Take home art creations and items sent home in child's cubbie or on bulletin board.
4. Collect wet or soiled clothing and bring clean items the next morning so there is always one or more complete changes at the Center. (i.e. socks, shirt, pants, underwear—in a labeled plastic bag.)
5. Always have suitable, labeled outerwear available (i.e., cap, mittens, boots, and snow pants). We try to go outside most days. (Note OUTDOOR PLAY).

6. Pick up and read information on your child's bulletin board daily.
7. Sign up for Procure and read the information which is sent to you each day. Procure is our daily note system.
8. If a parent appears intoxicated or otherwise impaired when he/she arrives to pick up a child, other arrangements will be made for the child's transportation and care.

Daily Reports

A daily report will be available for the parents of children in every age group. The daily notes are sent electronically via Procure.

Days and Hours of Operation

We are open Monday through Friday from 7:30 a.m. to 5:30 p.m. Each family will receive our school calendar at the time of enrollment; this calendar will indicate any days that the Center will be closed for that school year. The calendar can also be found on our website:

www.mnstate.edu/childcare.

Diapering Information: (5.A.08)

- > Clothing that is soiled by urine or feces are to be immediately placed in a plastic bag (WITHOUT RINSING or AVOIDABLE HANDLING) and sent home that day for laundering.
- > Staff check children for signs that diapers or pull-ups are wet or soiled at least every 2 hours when children are awake and when children awaken from nap (Parents are welcome to check the diapering charts in the two younger classrooms for records of this).
- > Staff make sure that diapers or pull-ups are changed when wet or soiled.
- > Staff change children's diapers or soiled underwear in the designated changing areas only.
- > Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.
- > Those trained on the Center diaper changing procedures are the only people who should change a child at the Center.
- > Cloth diapers are allowed if the following guidelines are able to be followed:
 1. The diaper's outer lining is made from waterproof material that prevents feces and urine from escaping
 2. Staff are able to change both the diaper and outer lining as a unit.
 3. Families are able to provide hands-free diaper bin that can be sent home with diapers daily.
- > All diapers (cloth or disposal) are placed in a diaper bin that closes tightly using a hands-free device.

Discrimination

If you feel that you or your child have been discriminated against in the operation of this program, please discuss your concerns with the teacher or director. You may ask that other people be present at the meeting. We will make every effort to deal sensitively and effectively with these concerns.

Dress Code

Children are encouraged to dress in comfortable clothing that can be washed easily. We encourage children to participate and be creative with art materials, etc. We will use smocks, and try to use paints, etc., that are washable, unless we notify you of a special project.

Cowboy boots, dressy shoes, flip-flops, backless sandals, ballet slippers, clogs, etc. are not suitable for wear in the Center, since they may cause accidents when children are climbing and running. We encourage sensible shoes with rubber soles or tennis shoes. All shoes must have a strap across the back. Bare feet, stocking feet, and slippers are not allowed by State Fire Code (broken glass could cause serious injury in a fire). Remember this especially when your child begins to wear snow boots in the winter—you'll need to provide shoes to wear inside.

Amber bead teething necklaces are not allowed at the Center, they are considered a hazardous object and are a licensing violation.

Drop-off Information

Please refrain from routinely bringing your child to school in the middle of circle time, nap time, or other times that the Teacher might be involved with the whole group. As a courtesy to your child, other children, and the Teachers please be considerate of these specific times. We understand that appointments or situations do occur where you may need to arrive at these specific times, but please let your child's Teacher know about this in advance so we can help to make it as easy on the children as possible.

Specific times for each classroom can be given to you by your child's Teacher if needed.

Enrollment

Enrollment of the Moorhead Early Education Center is open to Minnesota State Moorhead students and faculty members as well as Fargo-Moorhead Community Members. Enrollment is done on a first come first serve basis. We start enrollment for new families each year on April 1st of the spring before. At that time enrollment will be open to new families. Children will be enrolled on a first call first serve basis. Please talk to the Director for more specific information on the process.

Fees

Registration Fee: This is an annual fee (collected with the school year registration). The money is used for art materials, field trips, Teaching Strategies Gold assessments, etc. (those expenses which occur yearly.)

Tuition: The Center is self-supporting and the children's tuition pays for the staff salaries, supplies, child meals, etc. Minnesota State University Moorhead does provide an indirect subsidy in the form of physical space, executive management, business services, etc. **Because our costs do not vary with individual absences or illness, we do not make or change the fee based on attendance.** Our fee is charged by the month, whether or not we are open full weeks or there are days within the month that we are closed, including days we may be closed for inclement weather. The monthly tuition rate is calculated over the 50 weeks that the Center is open during the year, making the tuition rate the same each month (this includes the months of August and December when the Center is open less).

If a toddler turns 3 during a semester s/he will be charged the preschool rate the following semester. Rate changes are made only at the beginning of a new semester. (August, January, or June)

All bills must be paid through Moorhead Business Services (Minnesota State Moorhead Business Office), we are not allowed to accept tuition payments at the Center.

Daily Rate Information: A full-time daily rate of \$55 per day and a part-time daily rate of \$75 will be used as needed.

Late payment fee: Your child's bill is due by the 20th each month. If paid after this date a late fee will be assessed.

Late pick-up fee: If picked up past 5:30 p.m. a fee will be assessed. See late pick-up fee policy for more information.

Sign-in and Out fee: It is your responsibility to do daily. If undone a fee may be assessed. See sign-in and out policy for more information.

Feeding Policy Information

For children with special feeding and dietary needs the Center will document the type and quantity of food the child consumes and provide the information to the child's family. This will be done via the daily note or if something additional is needed families are welcome to request that of the Center (5.B.04).

Field Trips

If the Center schedules a trip outside of the university campus, parents will be notified of the destination, date, purpose of the trip, and means of transportation in advance. Children will participate only if the parent signs the permission form.

Food Program

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
1. **fax:** (833) 256-1665 or (202) 690-7442; or
2. **email:** program.intake@usda.gov

This institution is an equal opportunity provider.

Grievance Procedure

We hope that the Center will meet the needs of each child. If you should have a grievance, the following procedure has been set up so your concern can be properly addressed.

A grievance is defined as a statement alleging a violation of the policies of the Early Education Center.

A grieved person will first attempt to solve the problem in an informal manner by talking to the Classroom Teacher or Center Director. If that approach does not end in a satisfactory solution for the complainant, the grievance must then be put into written form and submitted to the Director. They will meet with the grieved person within 5 working days and a final resolution will be made at that time. This problem cannot be solved at the Center level the Minnesota State Moorhead College of Education and Human Services Dean will be asked to assist with the grieving parties (10.B.08).

Gum and Candy

Since we are trying to promote good nutrition and dental health, we ask that children do not have gum or candy with them when they come to the center. There is also the danger of children choking on these items when they play.

Keycard Access

Families are given keycards which swipe at the entrances of the Center. Each family is responsible for their own keycards and should have them with at arrival and pick-up times. Each family may have up to 3 keycards at one time. A \$5 deposit is collected for each card which is returned to you once your card is returned at the end of your child's care with us. The building should remain locked at all times, please do not let anyone in to the Center at any time.

Kindergarten Transition

If your child will be eligible and plans to attend Kindergarten in the fall, the last day of the Center's summer session will be the last day they will be able to attend the Early Education Center. Children will not be able to register and hold a fall spot if they will be attending Kindergarten during that school year.

Late Pick-up Fees

Late fees will be charged at the rate of a \$5 minimum plus the rate of **\$1.00 per minute per child** that the family is late. This fee is charged after 5:30 p.m., for example if you arrive at the Center at 5:33 to pick-up your one child your late fee will be: \$5 minimum fee + \$3 per minutes late fee = total charge of \$8. If parents are late more than once, this fee may be increased or other arrangements may be made on an individual basis. The amount due will appear on the monthly bill.

If your child is not picked up by 6:00 p.m. public safety will be called to stay with your child and social services will be called.

Licensing

The Center is licensed by the Minnesota Department of Human Services. If you want to speak to our Licenser, call 651-431-4725. The Center's license is #801582.

Mandated Reporting

Minnesota state law created a legal mandate for professionals and their delegates who work with children. Our staff members are required to make a child protection report if we know or have reason to believe that a child is being abused or neglected, or has been abused or neglected in the past three years

If you would like additional information, please contact the Center Director or call Moorhead Police Department and ask for "Child Protection" division.

See additional information in Appendix 1.

Meals

The center serves breakfast, lunch, and afternoon snack. Please see individual classroom schedules for specific times. Our meals are catered in using campus dining services. The menu can be found on our website.

Media Use

The use of passive media such as television, film, video tapes and audio tapes is limited to developmentally appropriate programming. (2.H.01)

Medical Information

(It's the Law!)

The State of Minnesota (9503.0140) requires our Center to obtain a current physical examination, signed by the child's source of medical care, before the child is admitted to the program or within 30 days of entrance. Documentation of current immunization, a notarized statement of parental objection to immunization, or a medical exemption is also required at that time. Reexaminations are required whenever a child 24 months or older moves from the toddler to preschool age group or enters kindergarten.

Within six weeks after a child begins the program, and as age-appropriate thereafter, health records document the dates of services to show that the child is current for routine screening tests and immunizations according to the scheduled recommended, published in print and posted on the Web sites of the American Academy of Pediatrics, the Center for Disease Control of the United States Public Health Service (CDC-USPHS), and the Academy of Family Practice. (5.A.01)

When a child is overdue for any routine health services, parents, legal guardians, or both provide evidence of an appointment for those services before the child's entry to the program and as a condition of remaining enrolled in the program, except for any immunization for which parents are using religious exemption. (5.A.01)

Each school year we will update your child's record including emergency contact information (but this can be done at any time if needed). (5.A.01)

Medical Management Procedure:

If a child has a special medical management plan ordered by a physician, for medical or dental reasons, a staff member trained in that procedure will be on-site whenever that child is present.

Health Policies

The program has and implements a written agreement with a health consultant who is either a licensed pediatric health professional or a health professional with specific training in health consultation for early childhood programs. (5.A.02) The Health Consultant is required to review the written Health Policies annually. A review will be requested by the Health Consultant if a change is made to the Health Policies or if there is an outbreak of contagious reportable illness (MN Rule part 9503.0140)

Our current Health Policies include:

1. Legally, we are not allowed to care for any child with a communicable disease.
2. If your child becomes ill while at the Center, we will contact you or your designated alternate and ask that your child be taken home. Until that time, the child will be in the director's office or on a cot in a secluded spot in the classroom. You have one hour from initial phone call for your child to be picked up before fees are assessed.
3. Children with the following symptoms will be sent home until improved or until a doctor diagnoses the child as non-contagious:
 - a) any indications of childhood illnesses—chicken pox, mumps, etc.
 - b) fever (this usually indicates the presence of infection), we send home when over 100 degrees - must be fever free for 24 hours to return
 - c) vomiting – children will be excluded if they have vomited in the last 24 hours
 - d) impetigo, lice, ringworm, scabies, or undiagnosed rash
 - e) diarrhea -- child will be excluded until diarrhea has stopped and child is free of symptoms for at least 24 hours *3 occurrences is the general rule
 - f) significant respiratory distress (including RSV)
 - g) those under-immunized in the event of an outbreak of an immunization preventable disease (see Immunizations for additional information)
 - h) has unexplained lethargy
 - i) who is unable to participate in child care program activities
 - j) who may require more care than the program staff can provide
 - k) other—at our discretion
4. Occasionally the sick child may not be contagious but may be so run down that he/she is more susceptible to other illnesses or is just not feeling well enough to remain at the Center. We will then suggest that you keep your child home for his/her benefit. (5.A.04). For your child to be at the Center they should be able to participate in the normal activities of our day along with the other children.
5. A child's temperature should be normal (98.6 degrees) for at least 24 hours before she/he returns to school. Even a child with serious infection may show no signs of a fever upon waking in the morning.
6. A child should be vomiting and diarrhea free for at least 24 hours before she/he may return to the school.
7. Parents will be notified at the onset of, or exposure to a contagious illness in the group. The notification will be sent via Procure.
8. It is always best if the parent can come to the Center to administer medication to the child. However if this is not possible, we must have written permission to give medication. Proper forms are available at the sign-in area. Only prescription medicine in its original container will be given. The medication must have a legible label.

Medications must be labeled with:

1. Child's first and last name
2. The date that either the prescription was filled or the recommendation was obtained from the child's licensed health care provider,
3. The expiration date of the medication or the period of use of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it. (5.A.11)

(Lead Staff will receive training annually on administering medications.) Completed form and prescriptions should be left with a Teacher or a Director. The unused portion of the medication will be returned to the parent and a record of the administration will be kept in the child's file. This form is available to the parents upon request.

Medication will only be given to the child whose name is on the label and with a current expiration date. Medication will be stored in a locked cabinet and done according to directions on bottle.

NO OTHER STAFF MEMBERS ARE ALLOWED TO ADMINISTER MEDICATION. Please do not ask us to give cough syrup, aspirins, etc.

9. Parents must sign a permission form before the Center can use diapering products, sunscreen or insect repellent on a child. (5.A.07)

****Only when public health authorities recommend use of insect repellents due to high risk of insect-borne disease will they be used. We will only use repellents containing DEET. Staff will apply insect repellent no more than once a day and only with written parental permission. (5.A.07)**

10. Parents are required to inform the Center within 24 hours, exclusive of weekends and holidays when a child is diagnosed with a contagious reportable disease or lice, scabies, impetigo, ringworm or chickenpox. You may find the most recent listing at:

<http://www.health.state.mn.us/divs/idepc/dtopics/reportable/disease.html>

To report to the Center, please call: 218.477.2214 and leave a message if necessary. The Center will then, in turn, notify health authorities within 24 hours.

II. Sunscreens and Insect Repellents:

- > Sunscreen and insect repellent are only applied on those with written permission.
- > Teacher will apply sunscreen to children who are outdoors and in direct sunlight, during summer months. It will be applied to skin not covered by clothing. A product that is age appropriate, hypoallergenic and SPF of 30 or higher will be used. Teacher will wash hands after applying sunscreen to each child.
- > Teacher will apply insect repellent as necessary, but no more than once daily.
- > Insect repellent must contain DEET.
- > Parents will sign for permission of application of sunscreen and insect repellents on the Center's enrollment forms. Parents have the right to refuse application of these products.
- > The same bottle of sunscreen and insect repellents may be used on more than one child. They will be stored per manufactures instructions, in the original container and so that they are inaccessible to children.
- > Families are welcome to provide sunscreen and insect repellent of their choice and it will be labeled clearly with child's first and last name and applied per manufacture instructions. If you do not specify that your child needs that particular brand sunscreen will be grouped together for whole Center and labeled Moorhead.

****Only when public health authorities recommend use of insect repellents due to high risk of insect-borne disease will they be used. We will only use repellents containing DEET. Staff will apply insect repellent no more than once a day and only with written parental permission. (5.A.07)**

Food Concerns (5.A.14)

Toddlers/twos do not carry sippy cups, or regular cups with them while crawling or walking.

Teaching staff offers children fluids from a cup as soon as the families and teachers decide together that a child is developmentally ready to use a cup.

Children should not come into the Center with personal food items.

Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory sealed containers. (5.B.02)

To protect those with allergies the Center is completely peanut free, this includes any product made with peanuts or peanut butter.

All foods and beverages brought from home are labeled with the child's name and the date.

The program serves only whole milk to children of ages 12 months to 24 months. Skim milk is served to those over the age of two.

Staff does not offer children younger than four years of age these foods: hot dogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonfuls of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole. (5.B.14)

Staff cut foods into pieces no larger than ½ inch square for toddlers/twos, according to each child's chewing and swallowing capability. (5.B.14)

Illness

If an illness prevents the child from participating comfortably in activities or creates a greater need for care than the staff can provide

without compromising the health and safety of other children or if a child's condition is suspected to be contagious and requires exclusion as identified by public health authorities, the child will be asked to be picked up. Until this happens, the child is made comfortable in a location where she or he is supervised by a familiar caregiver. If the child is suspected of having a contagious disease, then until she or he can be picked up by the family, the child is located where new individuals will not be exposed. (5.A.04)

Immunizations (5.A.01) & Under-Immunized exclusion

To protect all children and the staff, and to meet state health requirements, the Center only accepts children fully immunized for their age or children with documented immunization exemptions.

In the event that a vaccine preventable disease to which children are susceptible occurs in the facility, our under immunization policy will be used.

Children who have been exempt from immunizations will not be permitted to attend child care during an outbreak of an immunization preventable disease for which they are not immunized. The under-immunized child will be excluded from the Center until the period of communicability is passed. This may range from 1 to 21 days in some cases. There will be no credit to your enrollment fees in the event that this may occur. This is for the protection of the child who has not been immunized and to reduce the spread of the disease.

Inclement Weather

In the morning we will open as long as Minnesota State Moorhead campus is open for classes. Moorhead closings are announced over every local radio station, television channels, Procure, and the Moorhead website (mnstate.edu). We will use the parent communication system to notify families of closures as soon as we know of them. If inclement weather should arise during the day, we may close early even if Moorhead does not close. Please take note of the weather as it is sometimes difficult to reach parents. Since Moorhead is very cautious about closing, use your own judgement. You may wish to pick up your child when the public schools announce closings, since this may better indicate the appropriate weather for children.

Internal Review:

To protect the health and safety of the children at the Center internal reviews will be completed and corrective actions made as they are needed. Reviews will be completed when the Center has reason to know that an internal or external report of alleged or suspected maltreatment has been made. The Center's Internal Review form will be used at this time (MN statutes section 245A.66, subdivision 1) if you have any questions about the form or a report which may have taken place please speak with the Center Director or your child's Teacher.

Insurance

As an adjunct to Minnesota State Moorhead, the Center is not allowed by regulation to carry liability or accident insurance. Each family must make arrangements for insurance. The Center is not responsible for the cost of any medical treatment that may be needed as a result of your child being at the Center.

Outdoor Play

Please send appropriate clothing so that your child can participate in outdoor activities. Children will be outside almost every day for at least a short time. We feel that outdoor play is valuable physically. Children usually eat and rest better when they have been outside.

If your child is well enough to be at school they should be well enough to go outside and participate with the group. A doctor's note is needed for any special situations that this is not possible.

Parent/Guardian Visit

You are always welcome in the Center. But, please be considerate and do not disrupt by visiting with the teacher if she/he is involved in a group activity. If you have an interest, story, or talent that you are willing to share with the children, please let us know. If your child has trouble separating from you, it would be best if you visited when she/he could leave with you. The observation windows can offer parents an opportunity to watch their children interact in our environment without going into the room.

Parking

Please use the drop-off area near the intersection of 6th Avenue and 13th Street South. Permits for this lot are available from the Director. **These permits allow for 10 to 15 minutes of parking time and do not override the meters.**

As a Center we discourage idling vehicles being left in our parking areas, except for when vehicles need to idle due to extreme heat or cold to maintain interior or engine temperatures. (NAEYC 5A.06)

Pets/Animals (5.C.05)

Classroom pets or visiting animals appear to be in good health.

Pets or visiting animals have documentation from a veterinarian or an animal shelter to show that the animals are fully immunized (if the animal should be so protected) and that the animal is suitable for contact with children.

Teaching staff supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals.

Program staff make sure that any child who is allergic to a type of animal is not exposed to that animal.

Reptiles are NOT ALLOWED in the classroom because of the risk for salmonella infection.

****NOTE**:** The use of alcohol-based hand rubs in lieu of hand washing is not recommended for early education and child care settings. If these products are used as a temporary measure, a sufficient amount must be used to keep the hands wet for 15 seconds. Since the alcohol-based hand rubs are toxic and flammable, they must be stored and used according to the manufacturer's instructions. (5.A.09)

Program Plan

The child care program plan is on file in the Director's Office and can be reviewed there. Please ask if you would like to see it or like a copy.

Peanut/Nut Free Policy

To provide a safe child care and learning environment for all children and staff, The Moorhead Early Education Center is a Peanut and Nut Free Facility. Food products containing peanuts, peanut oil, peanut butter, and tree nuts including almonds, brazil nuts, cashews, filbert/hazelnuts, hickory nuts, macadamia nuts, marzipan/almond paste, nougat, nut butters, nut oil and nut paste, pecans, pine nuts/pignolia/pinons, pistachios, and walnuts will not be allowed in the Center. Coconut, mace, nutmeg, and water chestnuts are not considered tree nuts. Food labels will be checked to make sure peanuts/tree nuts or nut oils are not an ingredient in other foods such as salad dressing, barbecue sauce, etc.

Parents/guardians bringing treats for special occasions need to check with the Director or Head Teacher to ensure that the treats will meet these restrictions. Children eating peanut butter at home should wash their hands and face and brush their teeth before entering the Center.

Persistent and Unacceptable Behavior (NAEYC 3B)

In the result of persistent and unacceptable behavior (or challenging behaviors) the Early Education Center staff will work with the child and family to stop the behaviors. When a child exhibits this type of behavior the following steps will be followed:

1. Staff will use the behavioral assessment form to observe and record the specific unacceptable behavior as well as the staff's response to these behaviors. Center Director and Head Classroom Teacher will designate a person to observe and record the behavior for the child as well as the staff person's response to the behavior.
2. The behavioral assessment form will be reviewed as need (daily or weekly) to help determine the next steps. Possible next steps could include but are not limited to: 1.) completing the behavioral plan and meeting with child's family to discuss next steps (what positive behavioral support strategies will help the child to be successful), 2.) Observations by outside consultants and professionals as needed. 3.) Services and recommendations from that outside source if necessary.
3. A plan will be made from there that is suitable for all parties.

Challenging Behaviors: "Any behavior that 1. Interferes with children's learning, development, and success at play; 2. Is harmful to the child, other children, or adults, or 3. Puts a child at high risk for later social problems or school failure."

The overall goal of this policy to eliminate suspension and other expansionary measures. In the rare case that assessments and plans made for the child are not successful or the family is unwilling to cooperate with observations, assessments, or plans needed for child success then exclusion of the child may occur. However this will not occur until all other possible interventions have been exhausted and it is agreed upon that exclusion is in the best interest of the child. If exclusionary measures must be taken the EEC will off assistance to the family in accessing services and alternate placements.

This policy is in compliance with federal and state civil right laws.

Pandemic and other National, Regional, or natural disaster policy:

If the Center is forced to close due to unforeseen circumstances (national or regional health pandemic, or natural disasters) you will not be charged during the closure. If the Center is open and your child is not attending, for any reason during, you will be charged the full tuition cost.

Parents Transporting their Children in Unsafe Conditions

Our first responsibility at the Center is to protect the health and safety of the children in our care. When families drop off and pick up their children, we want to make sure that children are transported safely. When a family member transports children under the influence of alcohol or drugs, or fails to use the correct car seat this creates an unsafe transportation situation for the child. If, in our opinion a child cannot be safely transported to or from the Center we will ask families to not transport the child and will propose alternatives in that situation. If we feel this is a concern you will be asked to complete a form listing alternative pick up for your child.

Research and Public Relations with the University

From time to time the University will work with the children of the Center for class assignments, projects, or activities. Students from the University may also observe your child's classroom at any time during the school year. These students are asked to sign a confidentiality statement before they are able to complete an observation or work with the children. Parental permission is necessary before a child can be involved in research or a public relations activity, where the child will be taken away from the group and recorded responses in anyway.

Rest and Relaxation

All children will be encouraged to rest for at least 30 minutes each day. After the 30 minute rest children who are awake will be able to get

up and do quiet activities within the room. Nap/Rest time will take place in the classroom. Each child will have a cot to rest on which will be placed in a quiet space and allow for enough space for each child. Please send a blanket or favorite rest time buddy for your child to use. These items will be sent home on a weekly basis or anytime that they have become soiled or wet; families are then responsible to launder and return items weekly or as needed. The Center does have extras if your child forgets their blanket or you are unable to provide one for them, please let your child's Teacher know.

Sick pick-up Policy

In the event that your child becomes ill while at the Center you will be called immediately to come pick them up. If we are unable to reach you we will notify the emergency contacts who you have listed for your child.

From the time that the Center makes the initial call, whether or not we need to leave a message or reach you, you will have one hour to pick up your child. If you arrive at the Center past an hour's time you will be assessed the regular late fees (see late pick up information).

Sign-in and Out Policy

Children should be signed-in upon arrival and signed-out from the Center as families pick-up, it is part of the parent or guardian's responsibility to do this daily. Signing in and out will occur using the Procure app installed on the iPad in the Center's main hallway. Families will be charged \$5 per time/child if the child is unsigned in or out more than once per month (meaning the fees will start to apply on the second occurrence per month). This fee will appear on your monthly bill the following month. For example if your child was not signed in on April 4th, and not signed out on April 5th, your family would see a \$5 additional charge on their May billing.

Social Media & Photography

Please refrain from sharing any photos taken at the Center or at a Center event or fieldtrip of the children at the Center, who are not your own, on any form of social media, including but not limited to: Facebook, Twitter, Instagram or personal blogs.

Special Needs Services

The Moorhead Early Education Center offers special needs services to children and their families who are experiencing developmental delays or accelerations, or who are in crisis or transition. Our special needs services include but are not limited to: assessment of children, individualized program plans, helping families find support and education, and resource referrals.

At times, we may find it necessary to work with other community resources in answering a child's needs. In those instances we may seek the services of the Moorhead Public School Early Intervention or the Minnesota State Moorhead Speech, Language, and Hearing Sciences Clinic to assist us in screening, assessing, and programming. It is our policy to obtain parent/guardian permission for any screening or evaluation. Results of screening/evaluations are confidential, to be kept in the child's file and released only with parental/guardian permission.

If our program is unable to serve a child's special needs, we will work closely with the family to find an appropriate program for the child. If for some reason you are having difficulty in providing for your child's needs (physical or emotional) you are encouraged to let us know. Our staff can help you find community resources that can offer assistance. We have compiled a binder full of community resources that is kept in the desk near the sign in area, please feel free to utilize this information as well.

Student Rate Information

To receive the student rate you must provide proof of current student status by submitting a copy of your registered courses from your institution. The course schedule must be provided by the second Friday of the semester to receive the student rate for that semester. Proof of student status must be provided in the Fall and Spring semesters.

Technology Statement

The classroom Teachers have Ipads and computers which are from time to time used in the classroom to enhance the learning experience and knowledge we are able to provide to the children. We believe that when technology is used intentionally and appropriately it can be an effective tool to support learning and development in the classroom. Before apps, videos, or any other form of media are used we will assess that media using the following guidelines:

1. Is it appropriate for the age and development of the children?
2. Is it meaningful to the learning experience?
3. Is it intentional and empowering to the situation?

When used, technology will enhance the situation, it will never be used to replace creative play, exploration, physical activity, outdoor experiences, or social interactions.

Teeth Brushing

At least once, daily teaching staff provide the opportunity for teeth brushing and gum cleaning to remove food and plaque. (The use of toothpaste is not required.) (5.A.16)

Toys

It is extremely difficult for us to keep track of children's toys, etc. Therefore, we ask that you **DON'T** send things from home, except a stuffed

animal to be used at rest or at times that you child may bring an item for share time. Toys should not be brought into the center, this includes being left in child's cubbie. Please don't let your child bring war toys for any reason.

Transportation

Parents are responsible for transporting their children to and from the Center. When children participate in a field trip, the Center may use university vehicles or the Metro-Transit. If university vehicles are used, child restraints or seat belts are used according to Minnesota State Law.

University Participation

Since the program is affiliated with Minnesota State Moorhead, students from Education, Health and Human Services may be involved with the children in the classrooms. Early Childhood and Early Childhood Special Education students may be assigned to the center for practicum and student teaching experiences. Students from other departments may do observations, projects or engage in research in our program (with parental permission). The Classroom Teacher will always remain the contact person for parents and will be ultimately responsible for the activities in her/his room.

Visitor Registration

The center welcomes parents, university personnel and students, as well as community professionals to Lommen Hall. All visitors, other than parents of children in our program, who want to go to the classrooms, must call the Director at 477.2214 and be let in to the building, when they arrive.

Water bottle and reusable cup policy

Due to licensing guidelines water bottles are not allowed for children to use at the Center; instead drinks from the classroom and gym water fountains are encouraged throughout the day. When traveling away from the Center (e.g. on a park field trip) the Center will provide single-use water bottles which are individually labeled to be used by each child.

When on the playground reusable cups will be provided and used by the children. The following procedure will be used to ensure the cups are cleaned properly and used by individual children:

1. Each child will be provided with a reusable cup which is labeled individually for that child using their first and last name.
2. Cups will be kept in a "drawer tote" that can be brought to the playground area with the children. Cups will be able to be single stacked in the tote so they are not touching each other and can be stored in that way. To ensure the correct cup is used by each child cups will be stored and labeled by groups and teachers or aides will help children when serving.
3. At the end of each day the cups will be washed in the sanitizing dishwasher, air dried, and replaced in the tote to be ready for the next use.
4. Cups will be used for water only. They will only be used to make water available on the playground or in other areas where a drinking fountain is not accessible.
5. As cups are washed each day labels will be checked to ensure they are remaining on and replaced as needed.

Withdrawal

By Parent: If parents withdraw their child from the program, a two week notice is required and tuition will be charged during that period.

By the Director: Upon discretion of the program director, it may be determined that the needs of a student or family may be beyond the program's service delivery capacity. In such a situation the parents will be given a three week notice that the child is being withdrawn. The parent/s may choose to have their child leave before the end of that period. Tuition will be charged through the child's last day of attendance.

If you have any questions or concerns about any of these policies, please bring it to the Director's attention.

Revised July 2024

Minnesota State Moorhead is an equal opportunity educator and employer and is a member of the Minnesota State system. This information will be made available in alternate format, or if a disability-related accommodation is required, please contact Accessibility Resources at 218.477.4318 (voice) or 1.800.627.3529 (MRS/TYY).

Appendix 1

Maltreatment of Minors Mandated Reporting

This form may be used by any provider licensed by the Minnesota Department of Human Services, except family child care. The form for family child care providers can be found in eDocs #7634C.

What to report

- > Maltreatment includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, and mental injury. For definitions refer to Minnesota Statutes, section 260E.03, and pages 3-6 of this document. Maltreatment must be reported if you have witnessed or have reason to believe that a child is being or has been maltreated within the last three years.

Who must report

- > If you work in a licensed facility, you are a “mandated reporter” and are legally required (mandated) to report maltreatment. You cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility.
- > In addition, people who are not mandated reporters may voluntarily report maltreatment.

Where to report

- > If you know or suspect that a child is in immediate danger, call 9-1-1.
- > Reports concerning suspected maltreatment of children, or other violations of Minnesota Statutes or Rules, in facilities licensed by the Minnesota Department of Human Services, should be made to the Licensing Division's Central Intake line at 651-431-6600.
- > Incidents of suspected maltreatment of children occurring within a family, in the community, at a family child care program, or in a child foster care home, should be reported to the local county social services agency at 218-299-5200 or local law enforcement at 218-299-5104.
- > Reports concerning suspected maltreatment of children in a Psychiatric Resident Treatment Facility (PRTF) should be made to the MN Dept. of Health.

When to report

- > Mandated reporters must make a report to one of the agencies listed above immediately (as soon as possible but no longer than 24 hours).

Information to report

- > A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the maltreatment (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected maltreatment occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

Failure to report

- > A mandated reporter who knows or has reason to believe a child is or has been maltreated and fails to report is guilty of a misdemeanor.
- > In addition, a mandated reporter who fails to report serious or recurring maltreatment may be disqualified from a position allowing direct contact with, or access to, persons receiving services from programs, organizations, and/or agencies that are required to have individuals complete a background study by the Department of Human Services as listed in Minnesota Statutes, section 245C.03.

Retaliation prohibited

- > An employer of any mandated reporter is prohibited from retaliating against (getting back at):
 - > an employee for making a report in good faith; or
 - > a child who is the subject of the report.
- > If an employer retaliates against an employee, the employer may be liable for damages and/or penalties.

Staff training

The license holder must train all mandated reporters on their reporting responsibilities, according to the training requirements in the statutes and rules governing the licensed program. 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.

Provide policy to parents

For licensed child care centers, the mandated reporting policy must be provided to parents of all children at the time of enrollment and must be available upon request. The definitions section (p. 3-6) is optional to provide to parents.

The following sections only apply to license holders that serve children. This does not include family child foster care per Minnesota Statutes 245A.66, subd. 1.

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; and
 - > 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 reviews completed

The internal review will be completed by EEC Director. If this individual is involved in the alleged or suspected maltreatment, Dean of College of Education and Human Services will be responsible for completing the internal review.

Documentation of internal review

The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately 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 to correct any current lapses and prevent future lapses in performance by individuals or the license holder.

Definitions

Found in Minnesota Statutes, section 260E.03

Egregious harm (Minnesota Statutes, section 260E.03, subd. 5)

"Egregious harm" means harm under section 260C.007, subdivision 14, or a similar law of another jurisdiction. Minnesota Statutes, section 260C.007, Subd. 14:

"Egregious harm" means the infliction of bodily harm to a child or neglect of a child which demonstrates a grossly inadequate ability to provide minimally adequate parental care. The egregious harm need not have occurred in the state or in the county where a termination of parental rights action is otherwise properly venued. Egregious harm includes, but is not limited to:

1. conduct towards a child that constitutes a violation of sections 609.185 to 609.2114, 609.222, subdivision 2, 609.223, or any other similar law of any other state;
2. the infliction of "substantial bodily harm" to a child, as defined in section 609.02, subdivision 7a;
3. conduct towards a child that constitutes felony malicious punishment of a child under section 609.377;
4. conduct towards a child that constitutes felony unreasonable restraint of a child under section 609.255, subdivision 3;
5. conduct towards a child that constitutes felony neglect or endangerment of a child under section 609.378;
6. conduct towards a child that constitutes assault under section 609.221, 609.222, or 609.223;
7. conduct towards a child that constitutes solicitation, inducement, or promotion of, or receiving profit derived from prostitution under section 609.322;
8. conduct towards a child that constitutes murder or voluntary manslaughter as defined by United States Code, title 18, section 1111(a) or 1112(a);
9. conduct towards a child that constitutes aiding or abetting, attempting, conspiring, or soliciting to commit a murder or voluntary manslaughter that constitutes a violation of United States Code, title 18, section 1111(a) or 1112(a); or
10. conduct toward a child that constitutes criminal sexual conduct under sections 609.342 to 609.345.

Maltreatment (Minnesota Statutes, section 260E.03, subd. 12) "Maltreatment" means any of the following acts or omissions:

1. egregious harm under subdivision 5;
2. neglect under subdivision 15;
3. physical abuse under subdivision 18;
4. sexual abuse under subdivision 20;
5. substantial child endangerment under subdivision 22;

6. threatened injury under subdivision 23;
7. mental injury under subdivision 13; and
8. maltreatment of a child in a facility.

Mental injury (Minnesota Statutes, section 260E.03, subd. 13)

“Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.

Neglect (Minnesota Statutes, section 260E.03, subd. 15)

- A. “Neglect” means the commission or omission of any of the acts specified under clauses (1) to (8), other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child’s physical or mental health when reasonably able to do so;
 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child’s own basic needs or safety, or the basic needs or safety of another child in their care;
 4. failure to ensure that the child is educated as defined in sections 120A.22 and 260C.163, subdivision 11, which does not include a parent’s refusal to provide the parent’s child with sympathomimetic medications, consistent with section 125A.091, subdivision 5;
 5. prenatal exposure to a controlled substance, as defined in section 253B.02, subdivision 2, used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child at birth, medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;
 6. medical neglect, as defined in section 260C.007, subdivision 6, clause (5);
 7. chronic and severe use of alcohol or a controlled substance by a person responsible for the child’s care that adversely affects the child’s basic needs and safety; or
 8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response, or cognition that is not within the normal range for the child’s age and stage of development, with due regard to the child’s culture.
- B. Nothing in this chapter shall be construed to mean that a child is neglected solely because the child’s parent, guardian, or other person responsible for the child’s care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.
- C. This chapter does not impose upon persons not otherwise legally responsible for providing a child with necessary food, clothing, shelter, education, or medical care a duty to provide that care.

Physical abuse (Minnesota Statutes, section 260E.03, subd. 18)

- A. “Physical abuse” means any physical injury, mental injury under subdivision 13, or threatened injury under subdivision 23, inflicted by a person responsible for the child’s care on a child other than by accidental means, or any physical or mental injury that cannot reasonably be explained by the child’s history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized under section 125A.0942 or 245.825.
- B. Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by section 121A.582.
- C. For the purposes of this subdivision, actions that are not reasonable and moderate include, but are not limited to, any of the following:
1. throwing, kicking, burning, biting, or cutting a child;
 2. striking a child with a closed fist;
 3. shaking a child under age three;
 4. striking or other actions that result in any nonaccidental injury to a child under 18 months of age;
 5. unreasonable interference with a child’s breathing;
 6. threatening a child with a weapon, as defined in section 609.02, subdivision 6;
 7. striking a child under age one on the face or head;
 8. striking a child who is at least age one but under age four on the face or head, which results in an injury;
 9. purposely giving a child:

- i. poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner in order to control or punish the child; or
- ii. other substances that substantially affect the child's behavior, motor coordination, or judgment; that result in sickness or internal injury; or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances;
- 10. unreasonable physical confinement or restraint not permitted under section 609.379, including but not limited to tying, caging, or chaining; or
- 11. in a school facility or school zone, an act by a person responsible for the child's care that is a violation under section 121A.58.

Sexual abuse (Minnesota Statutes, section 260E.03, subd. 20)

“Sexual abuse” means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child, or by a person in a current or recent position of authority, to any act that constitutes a violation of section 609.342 (criminal sexual conduct in the first degree), 609.343 (criminal sexual conduct in the second degree), 609.344 (criminal sexual conduct in the third degree), 609.345 (criminal sexual conduct in the fourth degree), 609.3451 (criminal sexual conduct in the fifth degree), or 609.352 (solicitation of children to engage in sexual conduct; communication of sexually explicit materials to children).

Sexual abuse also includes any act involving a child that constitutes a violation of prostitution offenses under sections 609.321 to 609.324 or 617.246. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes child sex trafficking as defined in section 609.321, subdivisions 7a and 7b.

Sexual abuse includes threatened sexual abuse, which includes the status of a parent or household member who has committed a violation that requires registration as an offender under section 243.166, subdivision 1b, paragraph (a) or (b), or required registration under section 243.166, subdivision 1b, paragraph (a) or (b).

Substantial child endangerment (Minnesota Statutes, section 260E.03, subd. 22)

“Substantial child endangerment” means that a person responsible for a child's care, by act or omission, commits or attempts to commit an act against a child under their care that constitutes any of the following:

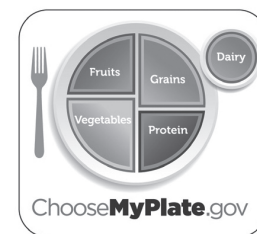
1. egregious harm under subdivision 5;
2. abandonment under section 260C.301, subdivision 2;
3. neglect under subdivision 15, paragraph (a), clause (2), that substantially endangers the child's physical or mental health, including a growth delay, which may be referred to as failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
4. murder in the first, second, or third degree under section 609.185, 609.19, or 609.195;
5. manslaughter in the first or second degree under section 609.20 or 609.205;
6. assault in the first, second, or third degree under section 609.221, 609.222, or 609.223;
7. sex trafficking, solicitation, inducement, and promotion of prostitution under section 609.322;
8. criminal sexual conduct under sections 609.342 to 609.3451;
9. sexual extortion under section 609.3458
10. solicitation of children to engage in sexual conduct under section 609.352;
11. malicious punishment or neglect or endangerment of a child under section 609.377 or 609.378;
12. use of a minor in sexual performance under section 617.246; or
13. parental behavior, status, or condition that mandates that the county attorney file a termination of parental rights petition under section 260C.503, subdivision 2.

Threatened injury (Minnesota Statutes, section 260E.03, subd. 23)

- A. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury.
- B. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care, as defined in subdivision 17, who has:
 1. subjected a child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm under subdivision 5 or a similar law of another jurisdiction;
 2. been found to be palpably unfit under section 260C.301, subdivision 1, paragraph (b), clause (4), or a similar law of another jurisdiction;
 3. committed an act that resulted in an involuntary termination of parental rights under section 260C.301, or a similar law of another jurisdiction; or
 4. committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative under Minnesota Statutes 2010, section 260C.201, subdivision 11, paragraph (d), clause (1), section 260C.515, subdivision 4, or a similar law of another jurisdiction.
- C. A child is the subject of a report of threatened injury when the local welfare agency receives birth match data under section 260E.14, subdivision 4, from the Department of Human Services.

make celebrations fun, healthy & active

10 tips to creating healthy, active events



Eating healthy and being physically active can be a fun part of parties and events. Great gatherings are easy to do when tasty, healthy foods from all the food groups are offered in a fun, active environment. Above all, focus on enjoying friends and family.

1 make healthy habits part of your celebrations

Food and beverages are a part of an event, but they do not have to be the center of the occasion. Focus on activities to get people moving and enjoy being together.

2 make foods look festive

Decorate foods with nuts or seeds or use new shapes for vegetables. Add a few eye-catching fruits to a favorite dish, serve up a new recipe, or add a sprinkle of almonds or green onions to add just an extra something.

3 offer thirst quenches that please

Make fun ice cubes from 100% juice or add slices of fruit to make water more exciting. Create a "float" by adding a scoop of low-fat sorbet to seltzer water.

4 savor the flavor

Take time to pay attention to the taste of each bite of food. Make small changes in your old recipes or try dishes from another culture to liven things up.

5 use ChooseMyPlate.gov to include foods from the food groups for your party

Offer whole-grain crackers, serve a spicy bean dip and a veggie tray, make fruit kabobs, layer yogurt and fruit to create a sweet parfait. Use whole grains and veggies to make a savory, healthy salad.

6 make moving part of every event

Being physically active makes everyone feel good. Dancing, moving, playing active games, wiggling, and giggling add fun to any gathering.

7 try out some healthier recipes

Find ways to cut back on sugar, salt, and fat as you prepare your favorite recipes. Try out some of the recipes on ChooseMyPlate.gov.

8 keep it simple

Have others participate by contributing a prepared dish, helping with the clean up, or keeping the kids active and moving.

9 shop smart to eat smart

Save money by offering foods that fit your budget. Buy in-season produce when it costs less and tastes better. Plan in advance and buy foods on sale.

10 be a cheerleader for healthy habits

It's never too early for adults to set an example. Keep in mind that children follow what the adults around them do—even at parties.





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