FCDC

family child development center

PARENT HANDBOOK

Updated May 2022

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PROGRAM INFORMATION

Mission Statement

FCDC's mission is to nurture children's development through play-based experiences designed to support them on their life-long learning journey. As a community- based center, we provide exceptional early childhood education by supporting the potential of every child through active partnerships with parents and families. It is our vision to create a place where all children are free to grow and learn at their own pace. Our program is purposely flexible as we value environments that support playful learning. This allows our teachers to consider each child's individual needs and meet them where they are at developmentally and emotionally.

Program Philosophy

Family Child Development Center is an educational non-profit, non-denominational program which provides services to the community in the area of Early Childhood Education. We offer childcare and early childhood educational programming for children ages 6 weeks and until they enter kindergarten. We believe that every child has the right to nurturing care and education that will stimulate their growth and foster their social-emotional, physical, language and cognitive development. Family Child Development Center also has a strong commitment to early intervention and serving children with special needs. Additionally, FCDC is accredited by NAEYC and has a 4 Star Parent Aware Rating.

The **Educational Philosophy** of the program is based in developmentally appropriate practice and grounded in the theory that children learn best through play. FCDC uses *The Creative Curriculum,* which is a research-based curriculum that provides the framework for creating developmentally appropriate programming focused on experiences and routines for infants and toddlers and well-organized interest areas for preschoolers. As part of *The Creative Curriculum,* the teachers observe and record the children's development and complete regular assessments based on these observations. This information is shared with parents during face-to-face conferences every six months. By using the *Teaching Strategies GOLD assessment tool*, the teachers create a record of each child's development as they transition through each classroom. This record shows where each child is at in meeting developmentally appropriate objectives across multiple learning domains. Teachers then modify the environment as needed to meet each child's needs. FCDC encourages parent participation and a strong working relationship between families and teachers. Suggestions from staff and parents are encouraged and integral to the quality of the program.

FCDC is licensed by the Minnesota Department of Human Services (651-431-6500) and is accredited by the National Association for the Education for Young Children (NAEYC). Family Child Development Center has voluntarily participated in the Parent Aware Rating System and earned 4 Stars, the highest possible rating. Staff at FCDC utilize the Pyramid Model, an evidenced-based framework to foster positive social emotional development of all children. The Center contracts with Health Consultants for Child Care (952-472-3915) for oversight of its health and safety policies and practices.

History

Our organization was founded in the mid-1970s as a nondenominational childcare program that operated in the St. Mary of the Lake Catholic Church in Minnetonka, Minnesota. As the Child Development Center outgrew its rented space, it officially changed its name to the Family Child Development Center and incorporated as an independent nonprofit organization in 1990.

PROGRAM OPERATION

Program Services

FCDC is currently licensed to serve 91 FTE (full time equivalent) children: 21 infants, 28 toddlers, and 42 preschoolers in its childcare center located at 100 Nathan Lane, Plymouth, Minnesota. FCDC chooses to follow the less than state mandated ratios as often as we can. Transitions to the next classroom are contingent upon date of birth, availability, and developmental readiness.

FCDC operates the following classrooms:
Infant I – Cuddly Caterpillars

- 9 infants: ages 6 weeks to 8-10 months
- Staff to child ratio 1:3

Infant II – Darling Dragonflies

- 12 infants: 8-10 to 16-18 months
- Staff to child ratio 1:4

Toddler I- Little Ladybugs

- 12 toddlers: ages 16-18 to 22-26 months
- Staff to child ratio 1:6

Toddler II – Growing Grasshoppers

- 16 toddlers/preschoolers: ages 22-26 to 32-38 months
- Staff to child ratio 1:5

Preschool I – Helpful Honeybees

- 20 children: ages 32-38 months to 45-48 months
- Staff to child ratio 1:10

Preschool II (Kindergarten Readiness) – Fantastic Fireflies

- 20 children: ages 45-48 months to kindergarten age
- Staff to child ratio 1:10

Daily breakfast, lunch and afternoon snacks are prepared onsite according to USDA guidelines.

Affirmative Action Statements

FCDC does not discriminate based on race, color, national, or ethnic origin in administration of its educational policies, admissions or other school programs. FCDC complies with the Americans with Disabilities Act.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program

information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410 (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov This institution is an equal opportunity provider. (*updated September 2016)*

Times of Program Operation

Family Child Development Center opens at 7:00 am and closes at 6:00 pm, Monday through Friday. Children may be at the Center for **up to 9 hours** during these hours of operation. Children's time will be tracked through the HiMama App by the classroom teachers and monitored by the Admin staff. Continually having your child at the center over 9 hours can lead to termination of care.

Arrival and Departure

Upon arrival to FCDC, you will enter our building through a security door with an access code you received upon enrollment. Once you arrive to your child's classroom, parents and children must wash hands (per NAEYC accreditation standards). Parents must have a conversation with a staff person in the room to transfer responsibility of care from the parent to an authorized FCDC staff member. Teachers will then check the child in through the HiMama App.

Upon departure, a parent must inform the child's teacher that they are leaving the center to transfer care from FCDC to the parent. Once a parent is present, the child is no longer the responsibility of FCDC staff. Children are not permitted to run in the center or open doors. Parents are expected to enforce this rule. Upon leaving, the teachers will check your child out through the HiMama App.

ADMISSION POLICIES

Registration

Parents must meet with the Executive Director or Assistant Director prior to enrollment to review enrollment requirements.

To secure a space in our enrollment, we require the completion of the Registration Form and signatures on our Tuition Policies and Parent Handbook Acknowledgement. A current copy of our parent handbook is available for review at any time on our website at www.fcdc.org under "For New Families". By signing the parent handbook agreement, you agree you will abide by FCDC's policies and procedures.

The registration process requires:

- Completion of the following registration forms (in person or by mail):
    - Registration Form
    - Tuition Policies
    - Parent Handbook Acknowledgement

- A non-refundable registration fee ($50 for the first child; $25 for the second child).
- A non-refundable deposit:
    - Infants- One month of pre-paid tuition. Of the one month prepaid tuition, FCDC will retain $500.00 as a New Family Deposit (the balance of the prepaid tuition may be used to pay tuition upon start). Upon one (1) month notice of disenrollment or upon preschool graduation, FCDC will refund the $500.00 New Family Deposit. If the Center does not receive one month's notice of termination of enrollment, FCDC reserves the right to retain this deposit.

    - Toddlers and Preschool- One week of pre-paid tuition and a $300 new family deposit.

    - These deposits are refundable only when parents provide the center 30 days' notice **and** FCDC can enroll another child into the program to take this space.

Enrollment Forms

One month before your child's start date, the enrollment forms will be emailed to parents for their review and completion. These forms must be completed prior to your child's start date. DHS Licensing requirements prohibit the enrollment of a child without a signed physician's statement declaring the status of the child's health care and immunization schedule consistent with current medical records.

Parent Orientation and Visits

To learn more about your family and to ease your transition to childcare, FCDC staff will schedule visit dates for you and your child to visit your assigned classroom prior to your start date. Classroom teachers will contact you to set up these visit dates. We offer a morning and an afternoon visit. These visits are free of charge and last no more than 1 hour. During one of your visits, parents will be asked to meet with the Executive Director or Assistant Director for a brief orientation. This orientation ensures all required paperwork is completed (as mandated by DHS and required before your child may begin care), as well as being available to answer any questions you may have.

Parent Surveys

After your child has been attending FCDC for 6 weeks, we will send a parent survey home with you to learn more about your initial experience with our organization. Your input helps us continually improve our program.

WAITING LISTS

Order of Priority

FCDC maintains lengthy waiting lists for many of its programs, especially for the infant and toddler programs. Parents are encouraged to enter the waiting list as early as possible. When an opening occurs, the following factors determine priority:

1. Child of an FCDC staff member.
2. Sibling of a currently enrolled child.
3. Child currently enrolled at FCDC on a part-time basis and seeking full-time enrollment.

4. Child on waiting list seeking full-time enrollment.
5. Child on waiting list seeking part-time enrollment.

When inquiring about space in our center, there may be a wait list for a child with your child's date of birth. Our wait list is guided primarily by a child's date of birth or anticipated due date and secondly by the first date of contact. After touring our center, you will be offered the option to enroll in the next available space by securing a deposit. If a space is not available or you are not yet ready to secure a space with a deposit, we will add you to our wait list free of charge. We will contact you when a space becomes available and would require a decision be made about enrollment within 48 hours. A deposit is required to hold all spaces. The space available may also be earlier or later than your needs. To ensure we are able to retain high quality staff, we would also require tuition begin by a specific date, typically within 2 weeks of your intended start date. More information can be obtained from the Executive Director.

FCDC STAFF

Professional Training

FCDC teachers complete background studies as a requirement of their employment. Each teacher has also completed certifications in pediatric first aid and pediatric CPR, with recertification every two years. Additionally, all staff annually complete Sudden Unexpected Infant Death Syndrome training (formerly knowns as SIDS training) and Abusive Head Trauma training (formerly known as Shaken Baby Syndrome training), as well as completing annual OSHA training regarding Bloodborne Pathogens, Employee Right to Know, Risk Reduction and NAEYC code of ethics.

Each year, FCDC staff members are required by state law to complete 24 hours for teachers and 12 hours for aides of continuing education courses. FCDC provides ongoing professional development opportunities throughout the year that are mandatory for our teaching staff. Staff development days are included in your weekly tuition and are listed under **Days Closed** in this handbook.

Assessments and conferences

All teacher and Assistant teacher qualified staff are provided training webinars upon starting on how to complete an assessment of a child through HiMama. FCDC uses both ECIPS and the Pearson assessment together. Both assessments are found within our HiMama app. Observations of children are done on an individualized basis and are documented within the HiMama app on a daily basis. Teachers will then use their observations to complete their assessments and share at our conferences. We offer conferences twice a year for all children in our program. Additional conferences are available on an as needed basis.

Program staff are given a minimum of 1 hour a week to plan for their classrooms outside of the room. We do this so their focus can be on their planning time and not while supervising children.

Staffing Composition

We try to have as much consistency as possible for the children. We make every attempt to have the same staff provide on-going personal contact, meaningful learning activities, supervision, and care for the same group of children. The program is organized and staffed to minimize the number of groups, teaching staff, and classroom transitions experienced by an individual child during the day and program year. Whenever possible, all children will spend at minimum 9 months in each classroom with their teacher.

Administration
1 Full Time Executive Director
1 Full Time Assistant Director
1 Part Time Finance Manager

Food Program
1 Full Time Cook

Infants
21 infants ages 6 weeks to 16/18 months
4 Full Time Teachers
1 Full Time Assistant Teacher
2 Full Time Aides

Toddlers
28 toddlers ages 16/18 months to 32/38 months
4 Full Time Teachers
2 Full Time Aides

Preschool
40 preschoolers ages 32/38 months to entrance to kindergarten
5 Full Time Teachers
2 Part Time Aides

Parents Hiring FCDC Staff to do Private Child Care

FCDC supervises its employees and programs within the confines of its facility and sponsored programs. Employees of FCDC are not supervised during their off-duty hours and FCDC is not responsible for personnel or their actions if employees choose to babysit for FCDC families. FCDC administrators cannot make recommendations or arrange babysitting between FCDC employees and families. Parents must also coordinate babysitting arrangements with FCDC employees during their off-duty hours.

PROGRAM INFORMATION

Data Privacy and Confidentiality

Family Child Development Center obtains and uses information about children to assist in the planning of our educational program, and in accordance with the requirements of the Department of Human Services Child Care Licensing Division. Access to such information by third parties is limited and controlled in accordance with legal rights of data privacy. FCDC will obtain written parental permission before a child is involved in experimental research or public

relations activity involving a child while at the center. The permission form will be kept in the child's permanent records.

Federal and state law allows parents and guardians to inspect and review official records, files, and data relating to their child. This includes all material that is incorporated in the cumulative record.

Access to records is limited to the following:

- Parents or legal guardians of children.
- Authorized FCDC personnel.
- State or federal agencies as required by law, including MN Department of Human Services and the Hennepin County Community Services Department.
- Accrediting organizations.
- Other third parties who secure the written permission of the parents or legal guardian.

Parents and guardians have the right to obtain information about records kept on their child. They have a right (upon presenting proper identification) to see their child's records and to have the contents of those records explained within a reasonable time after their request. They have a right to receive copies of their child's records.

The responsible authority for the records at Family Child Development Center is the Executive Director. He/She will be responsible for determining what records are to be kept and who has access to them. If you have any questions regarding data privacy, contact the Executive Director at 763-545-7271.

Food Program

FCDC participates in a federal food program sponsored by the U.S. Department of Agriculture. Meals served at FCDC must meet all the nutritional requirements established by the USDA's Child and Adult Care Food Program. FCDC then receives federal cash assistance that covers some of the costs to serve healthy meals to your children. (Please see **Program Services** section for additional information regarding the USDA.)

Breakfast, lunch, and an afternoon snack are provided to all children in the program. Please notify us if your child has any food allergies. Our staff and cook keep a list of children with restricted diets in their classrooms and in the kitchen. (Please see **Special Diets** section for additional information.)

For children in the infant program, FCDC provides milk, cereal, and other foods, as well as *Up & Up* (Target Store) brand formula with iron. Parents must provide formula if they wish to use a brand other than the *Up & Up* brand. Upon arrival each morning, parents will be asked to fill out the daily check-in on HiMama with the information requested regarding eating, feeding, sleeping and general behavior. Staff will continue to fill out the HiMama App throughout the day with information on food consumed, behavior and activities participated in. State law requires us to accept infant food under the following circumstances only:

- Unopened formula will be stored at the Center following DHS Licensing guidelines.
- Canned formula can be opened and filled at the Center, as requested.
- Formula or baby food, once opened, must be refrigerated immediately and used the same day.
- If formula is served and not used within the hour, it will be discarded.

- If breast milk is served and not used within the hour, it will be sent home in the bottle in which it arrived. We do not accept frozen packages of breast milk to be thawed and transferred to a bottle. In compliance with OSHA regulations, staff are not able to discard breast milk down the sink.

FCDC prepares all food on site and a hot lunch is offered daily. We ask all children to try the foods prepared. No child will be forced to eat meals or snacks. Often, the encouragement to try new foods invites the child to be in control.

Birthdays are a special time for all children, and they may celebrate their birthdays at the Center. Any family wishing to provide cake, cupcakes or cookies should bring only foods that have been prepared commercially. In accordance with state law, homemade snacks will not be served. If the family chooses a nutritional food item, it will be served at snack time. Non-nutritional foods will be given to children in addition to snack served by FCDC.

Licensing requirements mandate that before enrollment we obtain information regarding children with known allergies, special eating, or nutritional needs. An individual child care program plan (ICCPP) will be developed with the parents and physician and maintained in the child's file. The plan is required to be updated at least annually or following any changes made to allergy-related information in the child's record. Children's allergy information will be always available including on-site, when on field trips, or during transportation. Staff will be informed of any of the children having food allergies. This information will be posted where the children eat and in the food preparation area. The program will contact the child's parents or legal guardian as soon as possible of any instance of exposure or allergic reaction that requires medication or medical intervention. Emergency medical services are always called when epinephrine is administered to a child in the center's care. Staff will document any changes made to feedings outside of our planned menu items and communicate these changes or substitutions to parents.

For these reasons, FCDC is an allergy sensitive environment. We do not serve peanuts or peanut butter in our younger classrooms. Preschoolers will be served peanut butter sandwiches unless there is an active known peanut allergy in the center. We may also request families avoid packing certain foods when children bring in bagged lunches for field trips as a child may have a severe allergy to other foods (dairy, tree nuts, certain fruits). We also ask that parents check the food content labels on all food brought to the Center to ensure the known allergies of children in that classroom are avoided. If items are bought from a bakery, and do not have any labels, please request one. To ensure the safety of all children, FCDC's food policies may become stricter at any time. If you have questions regarding the allergies present in the center, please feel welcome to reach out to your child's teacher or a member of our admin team at any time.

Breast Milk

FCDC supports breastfeeding by:

- accepting, storing and serving expressed human milk for feedings;
- accepting human milk in bottles labeled with the infant's first and last name and date expressed, on the cap and bottle;
- providing space for nursing mothers.

Special Diets

Parents of children with special dietary needs must consult with a member of our admin team and cook regarding substitutions. If your child has an intolerance or allergy to a USDA Child Care Food Program required food (such as milk), a Special Diet Form must be completed, signed by your child's health care provider, and submitted to FCDC.

Parent requests for vegetarian or religious/cultural substitutions are accommodated to a practical degree for feeding a large population of young children within government and program guidelines. For further information on Special Diet Statements please see the office. Please note, all food preferences, choices, likes, dislikes, intolerances, etc. should be noted in the diet modification of your child's health care summary and not in the allergy section. This will prevent unnecessary paperwork required in obtaining allergy care plans.

Field Trips and Transportation

Field trips and supervised walks in our neighborhood are part of our enrichment programming at FCDC. Children enjoy connecting with our larger community and exploring additional resources available outside of our facility. Parents are often invited to accompany their child on special off-site field trips.

Infants and toddlers will explore the area surrounding FCDC using strollers or wagons, and older children will walk. Infants and toddlers will only participate in in-house field trips hosted at FCDC or on its property. Information regarding field trips, including the hours, mode of transportation, and the purpose and destination of the field trip, will be posted in your child's classroom and your signature will be required for your child to participate in an in-house or off-site field trip. A first aid kit is taken on all field trips, along with your child's emergency form, daily attendance sheet and a cell phone. All teachers joining children on field trips will be required to up-to-date OSHA training and up-to date certifications in pediatric CPR and obstructed airways and pediatric first aid.

Rented school buses are used for off-site transportation to preschool field trips. Bus transportation is provided by a bus company. The rental vehicles are driven by licensed drivers provided by the company from which the vehicles are rented. FCDC maintains appropriate insurance coverage for field trips. Staff will not transport children.

If your child's group has left for a preschool field trip when you arrive at FCDC, it is your responsibility to await their return or to take your child to the field trip site. You will not be allowed to leave your child in a different classroom or age group until the preschool children arrive back at the center.

Outdoor Activities

FCDC classrooms will have scheduled, daily outside play time. All our staff to child ratios and supervision policies will remain the same while outside. During the winter months, FCDC requires that the temperature must be above 15° F for the preschoolers, above 20° for the toddlers and above 40* for the infants to be able to go outdoors. All these thresholds consider the wind chill factor as well. It is the policy of FCDC that all children who are well enough to be in attendance are well enough to participate in outdoor activities. If children are dressed appropriately, weather conditions should not pose a risk of illness to them. Children cannot be excused from the outdoor portion of the FCDC program.

For a nominal fee, FCDC will provide the sunscreen to be applied to your child during the months of May through September. If you wish to provide a different brand of sunscreen, it will be labeled with your child's name and used only for him or her. FCDC cannot provide a substitution if your child runs out of his or her individual sunscreen. FCDC must follow the labeled administering guidelines for the use of sunscreen. We require all children in our care to have and use sunscreen between May and September.

Air Quality

Air quality is checked daily. When the air quality is in the unhealthy for sensitive groups range, a teacher may use discretion to allow the children to play outside no longer than 15 minutes. When the air quality reaches the unhealthy groups range, children will not be allowed to play outside. Also, to help with our air quality, we ask that you do not leave your vehicles idling while parked outside. All vehicles must be turned off with the exception of extreme cold or hot conditions.

Clothing

We urge you to have your child dressed in washable and comfortable play clothes, which he or she can manage as independently as possible. The range of activities each day makes comfort and wash-ability a prerequisite to full participation. It is advisable that each child brings a complete change of labeled clothes, including underwear and socks, to be left at the Center. Please make sure all extra clothing for your child is checked each season and fits comfortably.

To ensure your child's safety, rubber soled shoes that fasten are strongly recommended. Flip-flops, Crocs, or open-toed sandals are dangerous for children to wear at FCDC. We ask that you refrain from sending your child to the Center in these types of footwear.

Nap and Rest

Naps and rest periods are consistent with the developmental level of the children enrolled in the program.

- Infants: Naptime is determined by each individual infant. The multiple naps throughout the day will progress down to two naps per day. Infants transitioning to the toddler room will be weaned to one nap per day. Each infant has their own crib which meets federal crib safety standards with a firm mattress and a fitted sheet that fits tightly on the mattress and overlaps the underside of the mattress so it cannot be dislodged from position. Infants are placed on their backs to sleep; nothing is placed in the crib with the infant except for their infant's pacifier. We ask that families provide sleep sacks for their infants. Crib sheets are laundered once a week, or more often if soiled. (At the age of one, the infant may opt to either use a one ply full size blanket or continue to use a sleep sack; no small blankies or lovies are permitted to ensure the infant's safety.) When your older infant transitions to the cot (typically around the age of 15 months, we will discontinue the use of sleep sacks. We do not swaddle infants.

- Toddlers: One afternoon nap after lunch. Parents may provide a cot sheet and/or blanket for their child; these will be sent home weekly for laundering.

- Preschool: One afternoon nap / rest time after lunch. Parents may provide a cot sheet and/or blanket for their child; these will be sent home weekly for laundering.

Children who have completed a nap or rested quietly for 30 minutes and are awake, are not required to remain in their crib or on their cot. If children wake before the nap time is done, quiet activities will be offered so the rest of the sleeping children can complete their naps.

Holidays and Celebrations

Holidays are special times of the year when people set aside work to come together with family, friends, and community to recognize a new year, a change of season, a religious rite, a life event, or the contribution of significant people. At FCDC, we feel these events are important to the children and families and offer our staff a unique opportunity to broaden the children's cultural awareness and sensitivity. FCDC participates in celebrating holidays such as Halloween, Valentine's Day, St. Patrick's Day and Independence Day through fun classroom activities or parties. During the week of Thanksgiving, FCDC also throws our annual "Feast" where a Thanksgiving meal is prepared by our cook for the whole center. All children, teachers and staff come together in the Firefly room to share the meal together. Families are also welcomed to attend!

Around November each year, your child's classroom teacher will send home a Holiday Questionnaire for you to complete. Teachers will refer to that questionnaire to learn more about your family preferences. It is our intent to learn equitably about a broad spectrum of traditions and cultures. FCDC staff and teachers will not provide religious education or display religious symbols in the classroom. However, children and their parents may share their own individual holiday experiences with teachers and other children without censure.

We strive to use parents, staff, and community resources to reflect the diversity our children will experience as they explore their place in the larger community. Families will be kept informed of activities through the monthly newsletter and curriculum plans posted in the classrooms and will be invited to play an active part in our program. It is our goal to form a partnership with the FCDC families and actively seek your knowledge and opinions when developing our curriculum. Families are encouraged to share their culture and traditions with their child's classroom at any time during the year. We also ask that families communicate directly with teachers if they have a concern about a particular holiday and how it may be presented in the classroom.

Personal Items

We ask that children keep personal items such as toys at home. FCDC cannot assume responsibility for loss or damage to these items. We ask for the help of parents in encouraging the child to leave their toys at home as we have plenty to use here. If your child would like to bring a stuffed animal to use at naptime only, that is ok. Please label all items and all bedding that is brought to the Center. We advise each child to have a labeled bag for transporting all belongings. All bedding items will be sent home at the end of each week for cleaning. Please do not send items in plastic bags whenever possible.

PROGRAM POLICIES AND PRACTICES

Curriculum

FCDC uses *The Creative Curriculum for Infants, Toddlers and Twos* and *The Creative Curriculum for Preschool*. The curriculum is a nationally recognized research-based system that offers comprehensive resources to help early childhood educators build exceptional high-quality programs. See the framework located in the back of this handbook.

Assessment and Screening

FCDC uses *ECIPS and Pearsons assessment.* Teachers use these assessment methods to observe children in the context of everyday routines and experiences to assess children's current level of development. Teachers use these observations to plan for each child and the group. As teachers learn about each child's strengths, interests and developmental timetable, they use the information to build responsive relationships and offer experiences that promote each child's development and learning. We will use these assessments for our day to day observations. Should a teacher need more of a specific training should a need for it come up, FCDC will provide that training.

FCDC also uses the screening tools *Ages and Stages Questionnaire (ASQ-3)* and Ages *and Stages Questionnaire Social-Emotional (ASQ-SE)*, which are used as needed.

Unmarked copies of FCDC's assessment and screening tools are available for review.

Child Care Program Plan

FCDC has a Child Care Program Plan that addresses supervision, goals and objectives for each age group, activities, schedules and assessment of progress. The full Child Care Program Plan is available for full review upon request.

Guiding Children's Behavior

FCDC teachers and staff establish relationships, model expected behavior, and use behavior guidance techniques to assist children in learning pro-social and self-regulation skills. Our goal is to help children problem-solve by identifying their feelings, stating their needs, and using their words (when age-appropriate). Most often, redirection and teaching replacement skills to children is all that is needed.

Providing a safe and healthy environment for all children is a high priority at FCDC. During early childhood years, it is common for children to engage in or experiment with behaviors that may be hurtful to other children in the classroom. Often, these behaviors are developmentally appropriate to the age of the child. Children usually are motivated to engage in these hurtful behaviors to gain attention from the adults and children in the room, when they have insufficient problem solving and social skills, when they lack verbal skills to relay needs and wants, when they experience frustrations in the group setting, or when they are feeling sensory overload.

FCDC teachers usually can identify a child's motives for hurtful behavior and take steps to stop the behavior and keep it from happening again. Teachers assist the child by teaching coping, language, or social skills, making changes to the environment to address sensory needs, and helping the child replace inappropriate attention gaining behaviors with appropriate techniques.

FCDC also follows all licensing regulations regarding separating children from the group. No child will be separated from the group unless other less intrusive methods of guiding the child's behavior have been tried and were ineffective or unless a child's behavior threatens the wellbeing of the child or other children in the program. Children who require separation will remain within an unenclosed part of the classroom where the child can be continuously seen and heard by staff and the child may return as soon as the behavior abates or stops. Children between the ages 6 weeks and 16 moths will NOT be separated from the group as a means of behavior guidance. All separations will be noted on a daily log and tracked in our behavior incident log (BIL's) and this information will be discussed with families that day.

In 2014, FCDC was awarded a grant through the MN Centers of Excellence and received training in the Pyramid Model. The Pyramid Model for Supporting Social Emotional Competence in Infants and Young Children is a conceptual framework of evidence-based practices developed by two nationals, federally-funded research and training centers: The Center for the Social and Emotional Foundations for Early Learning (CSEFEL) and TACSEI. Since then, FCDC adopted many additional teaching strategies for supporting children's social-emotional development and created our center wide expectations for children and adults in our program: Be Safe, Be Kind and Do Your Best.

It is our experience that hurtful behaviors are often isolated incidents or are relatively short-lived. However, in some cases, the hurtful behaviors are not developmentally appropriate for a child's age and repeated instances do require additional intervention. When teachers observe challenging behavior of a significant, persistent or longer-term nature, and/or is not developmentally appropriate, staff will respond with additional interventions.

Procedures for Responding to Challenging Behavior

FCDC teachers and staff establish relationships, model expected behavior, and use behavior guidance techniques to assist children in learning pro-social and self-regulation skills. Our goal is to help children problem-solve by identifying their feelings, stating their needs, and using their words (when age-appropriate). Most often, redirection and teaching replacement skills to children is all that is needed. However, when teachers observe challenging behavior of a significant, persistent, or longer-term nature, and/or is not developmentally appropriate, staff will follow the following procedures in response.

1. Staff will consult the Inventory of Practice and Reflective Checklists to ensure all the components of a supportive, relationship-based classroom are in place to meet each child's needs.

2. Staff will complete and collect BILs (Behavior Incident Logs) to collect data on the challenging behavior. As this data is collected, staff will look for patterns regarding the challenging behavior, try to determine the meaning of the behavior and what supports can be put in place to meet child's needs.

3. After collecting data, teachers will often see patterns and address the challenging behavior accordingly. If additional support is needed, they will turn the BILs into the FCDC Leadership Team for compilation and further assessment for patterns.

4. Classroom staff will have conversation with parents to discuss concerns, begin setting goals and objectives for the child, identify methods of intervention by the teachers and determine what parents can do at home to support the process. Staff may suggest parents consult with their health care provider to rule out any physical concerns, or (if age appropriate) have their child

undergo Preschool Screening through their home school district. Parents are informed of the internal process of data gathering and observation(s).

5. Staff can also access their Age Group Leads, the FCDC Leadership Team or FCDC's admin tam to discuss possible meanings of behavior and ideas for supports and teaching of replacement skills.

6. In the case of ongoing, developmentally inappropriate challenging behavior, staff can request an observation from one of the administrators to consider the following:

- The classroom environment
- The behavior of the child (be sure to schedule the observation time that most directly aligns with the most frequent times of challenging behavior). Can we determine the meaning of the behavior?
- What replacement skills need to be taught?
- Does the child need Tier 3 Intervention?

7. Staff meets with the observer to get feedback on the observation(s) and create needed strategies to support the child. (This feedback is passed along to the parents by the classroom teacher.) A plan will be created and shared with parents.

8. Staff will implement the behavior plan, continuing to track challenging behavior via BILs as needed. After about 2 weeks, staff will assess intervention – comparing the initial data to the current data to see if there is progress.

9. If the challenging behavior continues, classroom staff will schedule a Parent/Teacher conference to discuss concerns and create an action plan going forward. Teachers and parents will set a timeline for follow up, touch points and check backs.

10. Should the need arise, outside referrals must be made to the Center for Inclusive Childcare/ Help Me Grow in accordance with IDEA. IDEA (Individuals with Disabilities Education Act) is the federal law for special education. Part C is the part of the law describing early intervention services for infants and toddlers. As a child care provider, we continually monitor the development of all children in our care through ongoing observation and recording. We want the best outcomes for all children. Child care providers are considered a primary referral source for early intervention under federal IDEA special education law. We are required to refer a child in our program who has been identified as having developmental concerns or a risk factor that warrants a referral as soon as possible, but in no case more than seven days after the identification. While this is a mandate, we want to keep open communication with parents and caregivers about their child and any concerns we have before a referral is made. We can assist the parent with the referral or partner with them in the referral process. Referrals can be made online at helpmegrownmn.org or by calling 1-866-693-GROW (4769).

11. Additional referrals can be made:

- Child's Health Care Provider (parent initiates – may need further assessment and/or referral to OT/Speech/PT)
- Washburn Center for Children (FCDC can initiate this referral with parent permission)
- Child's Home School District Early Childhood Special Education (parent initiates this referral)
- Centers of Excellence (can provide further resources)

- Behave Your Best (FCDC initiates with parent permission)
- Canvas Health Early Childhood Behavior Assistance Program (FCDC initiates with parent permission)

12. Sometimes, even with outside services, FCDC may not be able to meet the needs of an individual child. A child's behavior may pose a threat to the physical and emotional safety of the other children and the teaching staff can no longer assure the safety of all the children in its care. When FCDC has exhausted all available program, staff, community and professional resources, and a child is continuing to engage in harmful behaviors toward others, FCDC may determine that our Center is no longer the right environment for that child. When a child must be excused from care at FCDC, the Executive Director will meet with the family to set the date for termination. FCDC may also be able to provide a list of possible options for the family's childcare needs.

FCDC complies with all federal and state civil rights laws

Children with Special Needs

FCDC is dedicated to being an inclusive setting, serving the needs of children who may present a special need: food allergy, medical or health need, behavioral or developmental or other special need. Parents or guardians have the responsibility to inform the program when their child has any special needs, allergies or conditions requiring attention.

When a child with special needs is enrolled procedures stipulated by our licensing requirements will be followed. An individualized child care program plan (ICCPP) will be developed to meet the child's individual needs. The plan will be coordinated with either the service plan, education plan and/or with the physician, psychiatrist, psychologist, and/or health consultant. The ICCPP will need to be updated annually or when there is any change.

FCDC staff will work with parents to adapt the program to the child's needs. The plan will be kept in your child's file, with any medication, on field trips and during transportation. Appropriate resources within the center and the community will be identified and shared with the family.

As an inclusive setting, our program may have limited space in each classroom for children with special needs. As a child's special needs are identified, it may also be determined that more interventions and specialized care are needed to meet the child's needs than FCDC can provide within our programs without cost prohibitive measures to changes in space, staffing and ratios. In these cases, disenrollment may be necessary. FCDC will strive to provide referrals to alternative settings.

IDEA

IDEA (Individuals with Disabilities Education Act) is the federal law for special education. Part C is the part of the law describing early intervention services for infants and toddlers. As a child care provider, we continually monitor the development of all children in our care through ongoing observation and recording. We want the best outcomes for all children. Child care providers are considered a primary referral source for early intervention under federal IDEA special education law. We are required to refer a child in our program who has been identified as having developmental concerns or a risk factor that warrants a referral as soon as possible, but in no case more than seven days after the identification. While this is a mandate, we want to keep open communication with parents and caregivers about their child and any concerns we

have before a referral is made. We can assist the parent with the referral or partner with them in the referral process.

For more information on this, please see the Executive Director

Mandated Reporting Policy

Any person may voluntarily report abuse or neglect. **All FCDC staff members are mandated reporters under state law and are required to report any incidence of suspected child abuse or neglect.** This responsibility of reporting cannot be shifted to a supervisor or to anyone else at the licensed facility. If FCDC staff has reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years, they will immediately (within 24 hours) make a report to Child Protection Services of Hennepin County at 612-348-3552 or local law enforcement at 763-509-5160 and to the Minnesota Department of Human Services, Licensing Division's Maltreatment Intake line at 651-431-6600. FCDC staff will call 911 in they know or suspect that a child is in immediate danger.

If the report does not involve possible abuse or neglect but involves possible violations of Minnesota Statues or rules that govern the facility, FCDC will call the Department of Human Services, Licensing Division at 651-431-6500.

A report to any of the agencies listed above will contain information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. Reports concerning suspected abuse or neglect occurring within the facility, the report will include any actions taken by the facility in response to the incident.

Any oral report of suspected abuse or neglect made to the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

FCDC is prohibited to retaliate against any mandated reporter for reports made in good faith or against a child with whom the report is made. The Reporting of Maltreatments of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Any FCDC staff who knows or has a reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, this staff member who fails to report maltreatment that is serious and or reoccurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and the Department of Health, and unlicensed Personal Care Provider Organizations.

Community resources are available to you as difficulties arise in child rearing: Hennepin County Crisis Hotline 612-873-3161.

PARENT PARTICIPATION

Parent Participation

We welcome your participation and involvement in our organization. FCDC invites all families, regardless of family structure; socioeconomic, racial, religious, and cultural backgrounds; gender; abilities; or preferred language to participate in FCDC's programming and volunteer opportunities. There are different levels of volunteer commitment available. We welcome you to become engaged in your child's early education at FCDC!

Parents as Leaders (PALs) Team

The PALs Team is made of up of parent volunteers who help to plan social and educational events for families at FCDC. Parent representatives coordinate community events and staff appreciation efforts. PALs members also contribute by becoming a member of special project subcommittees. Parent representatives provide insight and feedback to the Executive Director regarding FCDC policies and programming. If you are interested in joining this dynamic group, contact the FCDC office for more information.

Two-Way Communication

To ensure effective communication between parents and FCDC staff, and to promote connections between home and our center, the center utilizes a parent communication app called HiMama. While at the center, teachers document bottles, meals, diaper changes, toilet training progress and other critical information. Parents will sign up for an account and can look at what is entered throughout the day. Parents are encouraged to call the center during the day to check on their child or to speak directly with a teacher as well.

Infant, toddler and preschool teachers email their weekly lesson plans and monthly newsletters to parents. Teachers will use HiMama to share a re-cap of learning activities and periodic updates on classroom activities. If you have an immediate concern or questions, we recommend calling your child's teachers on their direct classroom line.

Facebook and Social Media Communication

Family Child Development Center uses Facebook to communicate and share photos of the events occurring around our center. Our Facebook page is completely optional, and families can opt in or out at any time. You will be asked to complete a form specifying your desires regarding participation in FCDC's social media upon enrollment.

Parent-Teacher Conferences

FCDC designates formal conference times throughout the year. Typically, infant conference dates are scheduled according to the following schedule:

- Just prior to the transition from the younger to older infant room
- 12 months (typically a phone conference)
- 15 months (typically a face-to-face conference) just prior to the transition from the older infant room to younger toddlers

Toddler and Preschool conferences are scheduled 2 times per year, on a weekday either early morning or later evening, both in August and February. Parents will sign up for these conferences, which are typically about 25 minutes in length. If parents cannot make these conferences, they may request a written conference instead.

FCDC recognizes that each child and family have individual needs. We encourage parents to contact teachers if additional conferences are needed. Teachers may also contact parents if they feel additional conference time would assist in planning for your child.

Board of Directors

The Family Child Development Center is a nonprofit organization, governed by a volunteer Board of Directors. Parent representation is an integral part of FCDC governance. Each board member serves a two-year term. If you are interested in learning more about the FCDC Board of Directors, please contact the Executive Director.

Visitors and Support Staff

FCDC receives requests from visitors to observe our program. It is our policy that visitors must check-in at the front office and sanitize their hands when entering a classroom.

- FCDC has an open-door policy and invites the parents of enrolled children to visit at their convenience.
- Prospective families must arrange a tour in advance by calling FCDC. Regular tours are led by the Executive Director and the Assistant Director.
- Community tours are scheduled with the Executive Director. FCDC staff members accompany all visitors during tours.
- Non-enrolled children who have attended kindergarten are considered a school age child and cannot be present at FCDC, according to state licensing standards. The exception to this is when a child accompanies a parent or staff person into a classroom to drop-off or pick-up an enrolled child.
- Non-teaching staff including: Support staff, Cook, bus driver, janitorial or maintenance staff, administrative support staff will be always supervised and never left alone with any children.

FCDC reserves the right to deny visitation to anyone at any time for the purpose of protecting the rights of children, parents, and staff.

FEES AND PAYMENT

Payment Policies

FCDC is a nonprofit organization which relies on tuition payments for a majority of its operating expenses. Prompt and regular payment of tuition fees is expected.

FCDC offers direct payment processing as a convenience to our families via ACH. ACH payments can be processed weekly, bi weekly or monthly for tuition payments as well as other nominal fees (ie. field trips or seasonal use of sunscreen). FCDC will obtain account information from you and authorization to process these payments via our direct payment authorization form. Payments for ACH are processed for a Wednesday deposit. **No cash or credit cards accepted.**

Tuition fees are based on the enrollment schedule rather than actual attendance. Sick days, vacation days, holidays, staff development days and emergency closings are considered to be part of the enrollment schedule.

When funding is available, all children in the preschool, toddler, and infant programs participate in 24 weeks of music classes (September to May) offered by the MacPhail Center for Music. These classes are included in the cost of your tuition. Your child's teachers will share notice of additional fees for the field trips and other events with you.

Non-Sufficient Funds Policy

FCDC will charge parents a $30.00 fee for any check returned by a bank due to non-sufficient funds. A late charge may also be applied to the account.

Late Fee

A $25.00 fee will be charged **each week** that the tuition payment is late. This charge will be automatically added to the account. Prior agreements must be established with the Finance Manager for payment of tuition on a bi-weekly or monthly schedule.

Nonpayment of tuition may result in termination of child care services. Uncollected payments may be referred to a collection agency, which may result in legal action.

Enrollment Withdrawal

When you wish to discontinue enrollment at FCDC, a written notice must be provided to the Executive Director **at least one month** prior to your child's last enrollment day. The parent or guardian is responsible for and agrees to pay the one month tuition once notice of withdrawal from the center is given. Teachers will make every effort to make your child's last day at FCDC very special.

Program Notice of Termination

In the event that any of the following situations occur, enrollment may be terminated at FCDC:

1. Nonpayment of tuition by parent or legal guardian.
2. Failure to provide the required health, immunization, special medical updates and emergency information.
3. Inability of FCDC staff to care adequately for or to meet the child's needs. (Please see **FCDC Procedures for Responding to Challenging Behavior**.)

Late Pick-Up Policy

FCDC's building closes at 6:00 pm. Therefore, you should be in the building to pick up your child prior to closing. If you pick up your child after 6:00 pm, you will be charged a late pick-up fee. The late pick-up fee should be paid directly to FCDC. Please do not pay the staff directly. We will invoice your account for this time and give you a bill. Fees will be assessed as follows:

1. For within the first five minutes, $25.00 will be charged for pick up between 6:00 and 6:05 or fraction thereof.
2. Any time beyond 6:05 pm will be charged at $25.00 for each five minutes or fraction thereof.
3. If you are more then 1 hour late without communication, the police will be notified.
4. This policy is also in effect for early closure days.

If possible, please call when you know you will be late. A late pick-up charge will still be assessed, but we won't worry about you and will be able to reassure your child regarding the time you will arrive.

It may be distressing for your child to remain in the classroom or another area after all the other children have been picked up by their parents. The closing staff will make every effort to reach the parent and other names provided on the child's emergency form to ascertain who will pick up the child and by when.

Emergency Situation

In the event of sudden illness, accident, hospitalization or other circumstance, and a parent is unable to contact FCDC and is unable to pick up their child and we have been unable to contact parents or other emergency contacts listed on the emergency form by 6:15 pm, we will assume an emergency situation exists.

FCDC will first contact the Plymouth Police Department. After assessing the situation, the Plymouth Police Department will become responsible for the transportation of the child to a responsible party. If no responsible party can be located, Plymouth Police Department will officially involve Child Protection.

FCDC's insurance policy does not allow staff to transport or take children home with them.

HEALTH AND SAFETY POLICIES

Permission Form and Emergency Contacts

By Minnesota state law, a child cannot be admitted to a child care center until a completed Emergency Form and immunization records are received. You cannot leave your child at FCDC until the office has received your child's completed emergency form.

You must keep the information on your child's emergency form current. It must be updated whenever anything changes, and at least once per year. If we attempt to contact you **in the case of an emergency** and are unable to reach you within a half an hour because no one answers at any of the numbers you have provided or if your information is outdated, incomplete or incorrect, your child's emergency contact will be called and must pick up your child.

The emergency form must be signed by you because it authorizes FCDC to seek emergency treatment for your child if necessary. You will be notified in all cases of an emergency requiring medical attention. In case of emergency, your child will be taken to North Memorial Hospital, unless otherwise noted by parent on the permission form. Transportation will be billed to the parent for these charges.

Medication

Parents are encouraged to give as many doses of medication at home as possible. Prescription and over the counter medication may be given to your child while at the Center, provided the medication is in the **original labeled container** and all dosing instructions are provided. All prescription medication must be brought in the original labeled pharmacy container and must be dated with a current date. Sample medications without a prescription label will not be administered at FCDC. Tylenol or Motrin are not administered for fever or illness caused by teething. Research shows teething pain occurs in spurts and is not constant.

For over-the-counter medications, we must follow the dosage guidelines given on the label. Any changes in the dosage outside what is recommended on the label must have written instructions from the child's doctor including the amount to be administered, how often and for how long (including an end date when the medication is no longer to be administered).

When a medication must be administered, a written authorization form must be filled out by the parent to administer any medication. These forms can be obtained from the office or your child's teacher. Each episode of illness requires a new authorization form and a new prescription.

Exclusion of Ill Child

FCDC is not a licensed "sick care program." For the protection of all children and staff, we ask your cooperation with our exclusion procedure for sick children. If your child has been ill and has had any of the symptoms listed below, the child must be kept home for at least 24 hours after the symptoms have disappeared **without the aid of fever reducing medication.**

Sick children are excluded from FCDC for an appropriate amount of time due to the following three reasons:

1. **Prevent the spread of communicable diseases –** The Department of Human Services requires that we exclude a child or staff with an illness or condition that the Commissioner of Health determines to be contagious, and a physician determines that the child has not had sufficient treatment to reduce the health risk to others (see itemization below).

2. **Comfort of child –** The child must be able to participate in all regular daily activities with a reasonable level of comfort. If a child is unable to participate in these activities, please keep them at home.

3. **Maintenance –** A child should not be brought into the center if they require more care than the program staff can provide without compromising the health, safety, and care given to other children. Exclusion guidelines are just that - a guideline - and sometimes FCDC may need to be stricter to protect the health and safety of the children and staff

FCDC will follow the exclusion guidelines listed below which are referenced from the *Infectious Diseases in Child Care Settings: Information for Directors, Caregivers, and Parents or Guardians* prepared by the Hennepin County Community Health Department, Epidemiology Program. We must exclude a child with any of the following conditions:

Illness	Exclusion from Center	Return to the Center
Fever	An elevation of body temperature above normal and accompanied by behavior changes, stiff neck, difficulty breathing, rash, sore throat, and/or other signs or symptoms of illness; or is unable to participate in routine activities. *Temperatures are taken under armpit (axillary) A temperature is measured as 100o F or higher	24 hours fever free without the aid of fever reducing medication and is able to participate in routine activities.
Conjunctivitis (Pinkeye) or pus draining from the eye	Symptoms may include redness, itching, pain and drainage from the eyes. Your child may have a fever.	No exclusion, unless the child has a fever or is not healthy enough to participate in routine activities. Antibiotics or a note from health care provider are not required.

Diarrhea	After two abnormal stools, a child will be excluded from the center until diarrhea stops or until medical exam indicates that it is not infectious. Diarrhea is defined as an increased number of stools compared with a person's normal pattern, along with decreased stool form or stools that are watery, bloody, or contain mucous. Your child may have a fever. If there are multiple cases of diarrhea in the same classroom, exclusion may be stricter.	Exclude until 24 hours after diarrhea stops or follow specific disease exclusion if the pathogen is known; or until a medical exam indicates that it is not due to a communicable disease.
Mouth Sores with Drooling	Symptoms include a rash on child's hands and feet. A child may also have sores in their mouth, a runny nose, low-grade fever, and or/a sore throat.	Exclude until a medical exam indicates the child may return or until sores have healed
Rash with Fever or Behavior Change	Undiagnosed rash or behavior change	Exclude until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion.
Lice	Itching of the head or neck. Look for: 1) crawling lice in the hair 2) eggs (nits) glued to the hair, often found behind the ears and at the back of the neck; and 3) scratch marks on the head or back of the hairline.	May return after first treatment is completed and no lice or nits are seen.
Vomiting	Vomiting is defined as two or more episodes in the previous 12 hours	May return to the center when no vomiting has occurred for 12 hours, and child has resumed a complete normal diet.
Signs or symptoms of possible severe illness	Unusually tired, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs for the child; should be evaluated by child's physician to rule out severe illness	May return when the child is alert, energetic and able to participate in normal activities, including going outside. Exclude until a health care provider has done an evaluation to rule out severe illness.
Hand, Foot, and Mouth	Symptoms include a rash on child's hands and feet. A child may also have sores in their mouth, a runny nose, low-grade fever and or/a sore throat.	After a physician's note indicates that symptoms are not that of a communicable disease. Sores or rash may still be present. Fever is gone without the aid of fever reducing medication.
Chickenpox	Symptoms may include a rash that begins as red bumps. Your child may have a fever.	May return after all blisters have dried into scabs and no new blisters have started in the last 24 hours; usually 6 days after rash starts. Fever is gone without the aid of fever reducing medication.
Impetigo	Your child may have sores on the skin. The sores can produce a thick golden-yellow discharge that dries, crusts and sticks to the skin. It usually begins as a break in the skin. It could start near a cut or insect bite.	May return 24 hours after treatment begins and sores are drying or improving.

Lethargy	Unexplained lethargy	May return when the child is alert, energetic and able to participate in daily activities (including going outside) and does not require more care than center staff can provide without compromising the health and safety of other children.
Respiratory Infections	Symptoms may include runny nose, chills, muscle aches and sore throat. Your child may sneeze and cough and be more tired than usual. Your child may have a fever.	May return to the center after the child has been fever free for 24 hours without fever reducing medication and is well enough to participate in normal activities, including going outside.
Ringworm	Your child may have flat round shapes on the skin or small scaly patches on the scalp. Redness, swelling and itching may be present.	May return 24 hours after treatment begins.
Scabies	Look for a rash with pink bumps or tiny blisters. Most commonly seen between fingers, around wrists, elbows and armpits. Infants and children may have the rash on head, neck palms and bottoms of feet.	May return 24 hours after treatment begins.
Streptococcal Sore Throat	Symptoms include a red sore throat and swollen glands. A headache may occur and your child may have stomach pain, vomiting and a fever.	May return to center 24 hours after antibiotic treatment begins. Child must also no longer have a fever without the aid of fever reducing medication.

If a child arrives and appears ill or complains of illness, the teacher will request that the parent take the child home. If your child becomes ill while at the Center, the parent(s) will be called to take the child home as soon as possible. The classrooms are not the ideal place to care for a sick child. A comfortable space in each room will be provided to this child and is considered temporary exclusion. The child must be picked up from the center within one hour from when the parent(s) are contacted. If the parents are not reached within 30 minutes, the emergency contacts will be called. Emergency contacts will be contacted immediately after parents in the case of an emergency (e.g., broken bone, high fever, serious allergic reaction).

If your child contracts any contagious disease (diagnosed by a physician), such as Whooping Cough, Measles, Mumps, Rubella, Chicken Pox, Influenza, Hepatitis, Meningitis, Head Lice, Scabies, Impetigo, Pink Eye, Rotavirus, Hand Foot and Mouth, Strep Throat or Scarlet Fever, it should be reported to the Center as soon as possible. FCDC will do a posting to notify other parents that their child(ren) may have been exposed to a contagious disease while at the Center.

If your child is well enough to be at the Center, we must assume that he or she is well enough to go outdoors for large muscle time. If your child is not well enough to participate in programming, please keep your child at home. FCDC has the discretion to exclude a child for any reason to protect the health and safety of all children and staff.

Accidents and Injuries

Appropriate supervision of children is the most important responsibility of FCDC teachers and staff. Each staff member is responsible for implementing accident prevention measures and for always maintaining supervision of children.

Parents can expect to receive an Accident Report any time their child is hurt at FCDC. The form is completed in duplicate: one copy will be sent home with a parent and one copy will be included in your child's file in the FCDC office. The report describes the injury, the circumstances (time, location, etc.) regarding the accident and the response of FCDC staff. Parents will be contacted if the injury requires immediate emergency attention.

A Head Injury Report will also be completed if a child sustains a blow or bump to the head so that signs of a concussion may be monitored by parents.

Injuries that occur while your child is in FCDC care in which parents seek medical attention must be reported to the Center within 24 hours. FCDC will also notify DHS Licensing of any injury that requires medical attention.

FCDC reviews its Risk Reduction Plan annually, and makes improvements and changes to its facility, property, and programming to reduce the risk of injures for children and staff members. A copy of the Risk Reduction Plan may be requested from the office.

Health Record Information

In accordance with state regulations, FCDC must maintain a medical record for each child enrolled.

- The Healthcare Summary Form is to be completed and signed by your child's health care provider and returned before the child may begin attendance. This form must be updated each time your child transitions to a new age group.
- An Immunization Form must be completed and signed by your health care provider and returned before the child may begin attendance. Immunization forms should be updated each time your child receives additional vaccinations as required by law. FCDC reserves the right to exclude any child that is under immunized if a vaccine-preventable disease to which children are susceptible occurs in the program.

It is essential that you keep us informed about your child's health history, allergies, illnesses, and injuries so that our staff can be aware of your child's needs. Please make a point of informing us when your child develops any new health problems, communicable diseases, or is injured. If your child receives immunizations after enrollment, please update the office with the dates and types of shots given.

Health Consultation Services

FCDC contracts with *MN Childcare Health Consultants* to receive monthly health consultation services per DHS Licensing guidelines.

Insurance

Family Child Development Center carries a general liability insurance policy.

Evacuation and Taking Shelter

To comply with DHS Licensing requirements, FCDC conducts monthly fire safety drills and monthly tornado drills from April to September each year. A blueprint of the building is posted in each classroom highlighting the exits to the building. FCDC's evacuation plans are included in its Health and Safety Policies and are available for review.

Severe Weather and Emergency Closing

FCDC will close for severe weather when the Hopkins Public Schools close due to unsafe travel conditions. Unsafe travel conditions include large amounts of snow, blizzard like conditions and/or if the National Weather Service recommends no travel due to dangerous wind chills. These closures may occur before the center opens or require an early closure meaning families will be required to pick-up their child early.

In the event Hopkins Public Schools has a late start due to unsafe travel conditions, FCDC will open on time. In the event that Hopkins Public Schools close or has a late start for cold weather, but there are no travel restriction advisories, FCDC will be open from 9:00 am to 6:00 pm. This is because our emergency shelter is not available until 9:00 am each day.

FCDC closings and late starts will be announced through our HiMama App, WCCO-TV (Channel 4), KSTP-TV (Channel 5) and KARE-TV (Channel 11).

Lock Down

FCDC enforces lock down procedures when safety concerns become present either within the facility or surrounding neighborhood using advice and strategies recommended by local law enforcement. Any member of staff is able to initiate a lock down if they feel the safety of children, staff and families is at risk. FCDC implements lock down procedures applicable to both internal and external threats. FCDC regularly trains staff on these procedures including annual retraining of procedures and physically practicing drills.

Missing Child Policy

The following procedures will be followed in the unlikely circumstance that a child is discovered to be missing:

The Executive Director, Assistant Director or Finance Manager will be notified immediately upon the discovery that the child is missing.

A staff person from each area appointed by the Executive Director, Assistant Director or Finance Manager will be assigned to search their classroom and other rooms throughout the building as an appointed second group covers the grounds.

If the child is still missing after these immediate searches, the Plymouth Police Department and the child's parents will be contacted.

While waiting for the police, Executive Director, Assistant Director, or Finance Manager will assign staff to each corner of the property surrounding FCDC. They will continue the search moving clockwise around the area immediate to FCDC's property.

Pets

Only domestic, small, easy-to-maintain pets which can be kept in a small covered cage will be permitted as classroom pets. Pets will be kept remote from the food area in an easily cleanable, covered cage. Cages are cleaned on a regular basis in a location separate from food service. Hand washing is mandatory after handling pets or excretions. All pet food and cleaning supplies are separate from food service supplies. No other outside animals are allowed unless they are approved by administration and are licensed and certified.

Days Closed

Family Child Development Center will be closed on the following days for holiday observance. Specific dates on some of the holidays will be determined each year and stated in the yearly calendar. If the holiday falls on a Saturday, the Center will be closed on the Friday immediately preceding the holiday. If the holiday falls on a Sunday, the Center will be closed on the Monday immediately following the holiday.

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day & the day after Thanksgiving
- Christmas Eve and Christmas Day
- New Year's Eve

In addition, FCDC closes four days per year for a staff in-service day.

Parent Grievance Procedure

Family Child Development Center recognizes that parents may have a grievance that requires assistance to resolve. If a parent has a grievance with a staff person, the parent should discuss the concerns with the staff person involved as soon as possible. If the concerns continue, the parent should meet with the Executive Director and complete a Grievance Form. The Executive Director will schedule a meeting within two working days for the parent(s) and staff person(s) involved to resolve the concerns.

If the above procedures do not result in a workable solution, the parent should request another meeting with the Executive Director, staff person and a member of the FCDC Board of Directors.

Respect for privacy should be always considered. Parents and staff are asked not to discuss the situation with other staff and/or persons not involved in the concern.

Important Phone Numbers

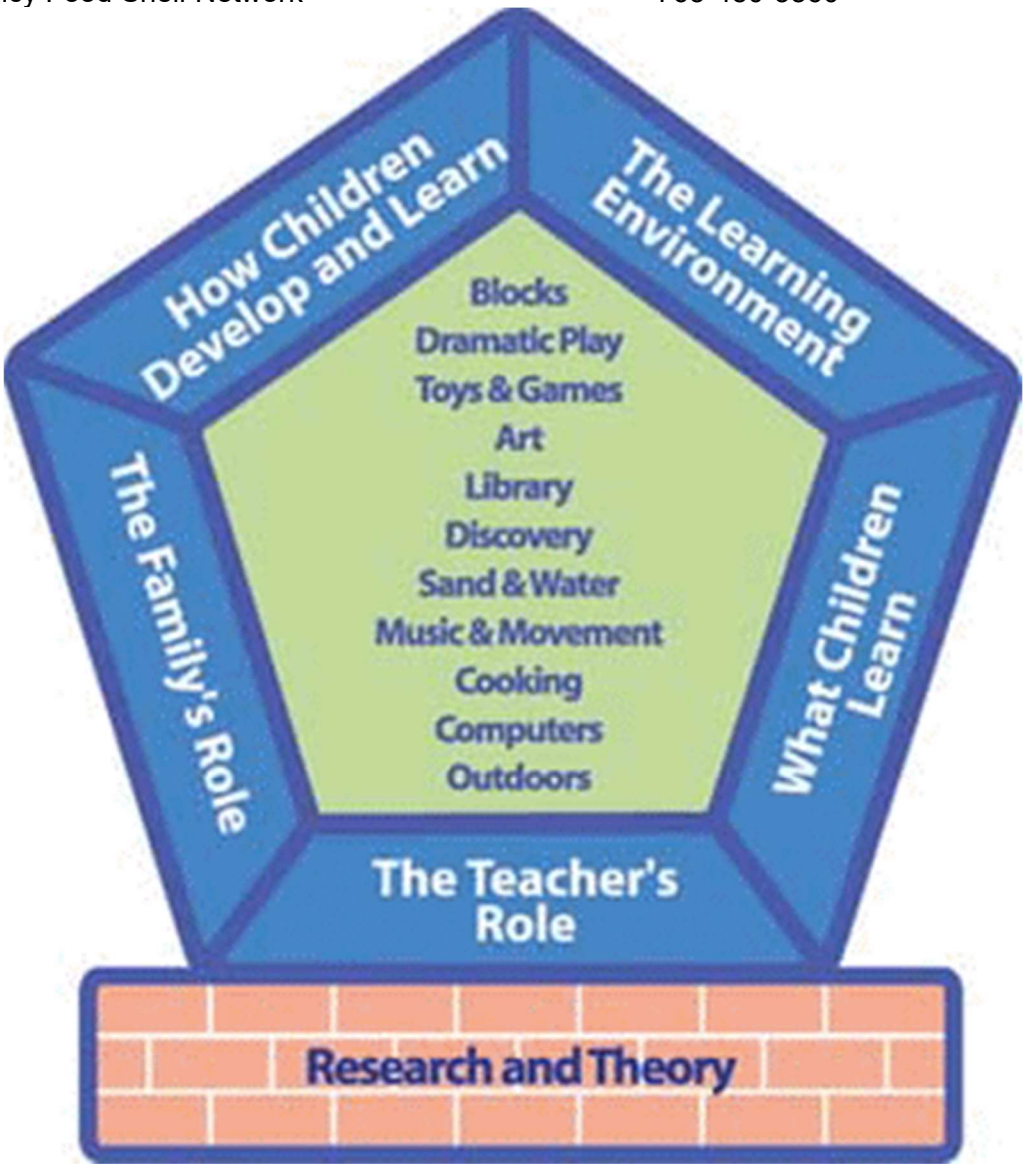
Family Child Development Center 763-545-7271
Dominique Collins Executive Director
Marlana Ayers, Assistant Director
Finance Manager
Keely Seaverson, President, Board of Directors

Department of Human Services Licensing Division 651-296-3971

Community Support Services

Wayzata School District	763-745-5000
Robbinsdale School District	763-504-8000
Early Childhood Family Education	763-504-4170
Hopkins School District	952-988-4097
Harley Hopkins Family Center	952-988-5000

Sight and Hearing Association	651-645-2546
Hennepin County Assistance	612-348-5937
MN Department of Human Services Information Desk	651-431-2000
MN Department of Human Services Division of Licensing	651-431-6500
MacPhail Center for Music	612-321-0100
Resources for Child Caring	651-641-0305
Emergency Food Shelf Network	763-450-3860



FCDC's creative curriculum framework.

Parent Handbook Acknowledgement

(Please sign and return the bottom of this page to the office)

I/We _____ acknowledge that I/we
(please print name(s))

have received a copy of the Parent Handbook, understand the information and policies set forth within this handbook by Family Child Development Center and agree to abide by these set policies.

I also understand that these policies are subject to change by the Board of Directors.

_____
(Signature)

_____
(Date)