Merry Moose Childcare and Preschool

Owners: Mande and Tony Hatten

Welcome to Merry Moose Childcare and Preschool!

Thank you for entrusting us with the care and early education of your child(ren). At Merry Moose Childcare and Preschool, we are dedicated to providing a safe, nurturing, and stimulating environment where children can explore, grow, and build confidence.

Our team of professional educators has chosen Early Childhood Education as a career, driven by a deep commitment to the children and families we serve. Through experience, ongoing training, strong organizational skills, and a passion for early learning, our staff consistently provide exceptional care and educational opportunities.

We view caring for your child as an extension of the care they receive at home. Our staff and facility meet and exceed all the requirements outlined in Rule 3 by the Minnesota Department of Human Services. By upholding these standards and building meaningful relationships with families, we are honored to partner with you in supporting your child's development. At Merry Moose Childcare and Preschool, we believe it truly takes a village to raise a child. Open communication is essential to us, and we encourage you to share any questions, concerns, or suggestions with the center director at any time.

Our curriculum offers developmentally appropriate learning experiences for children of all ages, aligned with the Minnesota Early Childhood Indicators of Progress. We provide a balanced approach that includes both teacher-led and child-initiated activities. Children are encouraged to engage in experiences that promote gross motor and fine motor development, as well as activities that foster language, music, art, pretend play, and imaginative exploration. Weather permitting, children (excluding infants) spend time outdoors each day for both free play and structured activities.

We recognize that each child learns in their own way and at their own pace. At Merry Moose Childcare and Preschool, we emphasize the value of the learning process over the final outcome. Our team takes the time to understand each child individually, allowing us to tailor learning experiences that best support their unique growth and development.

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License Information

Each Merry Moose Childcare facility is licensed by the Minnesota State Department of Human Services in accordance with MN state laws. The appropriate authorities, therefore, have approved the facilities and equipment used in this center. Our centers do carry liability insurance.

Richmond MMCP2- Merry Moose Childcare and Preschool 2 is licensed for 45 children between the ages of 6 weeks and 32 months 320-241-0248

Corporate office mailing address: 21692 Deep Lake Rd Richmond MN 56368

Program Plan

Program Overview

- The owner and director of Merry Moose Early Learning Academy LLC, along with the State of Minnesota, mandate that children at the center have adult supervision at all times and that the adult supervision meets the adult/child ratios and age group requirements as set forth in Rule #3 by the Minnesota DHS.
- The age categories to be served at Merry Moose Childcare and Preschool 2 are a combination of 24 infants and 21 toddlers not to exceed a total licensed capacity limit of 45 infants and toddlers.
- The center will operate Monday through Friday from 6:00am to 5:30pm, excluding the holidays: New Year's Eve Day, New Year's Day, President's Day, Good Friday, Memorial Day, Juneteenth, Fourth of July, Labor Day Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day. Merry Moose has two in-service closure days for staff training.
- The early childhood educational methods to be used are a combination of Reggio Amelia and Waldorf Approach by creating an emergent classroom filled with hands on activities for all ages of children. There will be an appropriate balance of teacher-led activities and child lead activities. The center will encourage learning with the understanding that children are capable little people of many real-life skills when given opportunity under supervision.
- Merry Moose Childcare and Preschool 2 has no defined political view. Merry Moose Childcare and Preschool 2 will celebrate Christian Holidays and be respectful of other religions, striving to learn and create an inclusive program based on the families served.
- This program plan is reviewed annually by a lead teacher who is part of the Professional Care Team. Necessary changes to the program plan will be made and documented accordingly. The qualified team member will sign after such review is complete in compliance of MN Rules part 9503.0032.

Goals, Objectives and Activities To Promote the Intellectual, Physical, Social and Emotional Development of Each Child

- **To provide a safe environment for children without harm.** The center has a set of basic safety "rules" that we except children to follow. We will use gentle reminders and examples of what might happen when rules are not followed. The center adheres to all safety issues in Rule #3 for example: inspections by the State Department of Human Services Licensing Division; capped electrical outlets, all hazardous materials are locked and away from areas where children are. The center uses child gates when necessary. We remove all broken toys from the daycare daily, and we keep all small toys out of the reach of toddlers and allow then to be played with in specific areas. The center also has a zero tolerance Policy for Drugs or Alcohol in the program as pursuant to MN Rule 245A.04, subdivision 1, (c).
- **To provide and atmosphere that exemplifies and promotes good nutrition and healthy practices.** Aside from the simple rules in the area of health; washing hands before and after eating, washing hands after toileting and keeping eating hands and diapering surfaces sanitized; we follow the standards set by the Department of Health for cleaning and sanitizing dishes after meal time. The center provides hand soap and single use paper towel at each sink area. Team members talk and model healthy practices of not sharing silverware, water bottles, using Kleenex and throwing away, etc. We discuss the USDA standards of a healthy diet and use visual aids to promote good food choices, play games that promote healthy food choices and also have high quality preplanned menus for the children. The center has literacy material, games, and songs about healthy habits and good nutrition. The center has a place in each room for soiled toys. Those toys are disinfected daily. Finally, the center is inspected annually by the health inspector.
- **To provide a stable, fun and stimulating, intellectually developing environment where children can come to play and learn.** Each "room" in the center has a floor plan that maximizes learning and is developmentally appropriate for the ages of children served. Each room has an area for crafts and messy exploration, soft rugs and pillows for quiet space, generally in the literacy or reading space. Each room has the required amount of linear feet of shelving that hosts the pretend play activities, manipulatives, cognitive activities, and toys developmentally appropriate to the room they are in. Each room has the required square footage of display space to use for learning documentation, parent communication and showcasing creative arts. Each room has make believe activities such as kitchen center, tool bench, dress up clothes and babies with cradle, high chair and stroller. Each room has a music source for songs during learning and soothing music during rest time. Books are readily available to the children and rotated to peak interest in literacy. Each room has items that allow musical exploration such as pianos, maracas,

symbols, tambourines, xylophones, shakers, rain sticks, etc. Each room has a developmentally appropriate amount of craft supplies such as paper, scissors, markers, paint, cloth material, stickers, dabbers, glitter, craft sticks, etc. As a professional care team we create an environment where children are empowered in their learning and creativity. Activities will be balanced between teacher lead and child lead to build self-esteem, confidence and a healthy amount of risk taking. Activities are based around the Minnesota Early Childhood Indicators of Progress for Birth to Three and Minnesota Childhood Indicators of Progress for Preschoolers. We create deliberate opportunities for Learning and fun!

- **To provide a variety of opportunities, activities and equipment for children 6 weeks to 32 months that promotes and enhances physical development.** Team members will introduce daily activities that encourage and enhance large and small muscle development as well as sensory development. Children are exposed differences in texture and consistency and we allow for all children to explore in these areas. Some of those items might include cotton balls, shaving cream, sand paper, pumpkin guts, pudding play, carpeted areas, wood floors, black top surfaces, pea rock play area, sand, etc. Developmentally appropriate science activities geared for learning about the environment and how nature works are offered weekly. Leaves, water, plants, and dirt are used in these activities. Fine motor activities include manipulatives, stacking cups, blocks, cutting, peg boards, etc Indoor and outdoor activities are provided daily, weather permitting, providing space, equipment and activities for large muscle development such as running, hopping, skipping, skipping, jumping, climbing, sliding, and climbing. When weather is not permitting we have large muscle activities inside such as yoga, climber, bowling, and parachute play, dancing, games such as Duck, Duck, Gray Duck, and Simon Says.
- **To provide a variety of opportunities and activities for children 6 weeks to 32 months that promotes and enhances social and emotional development.** The center provides activities and materials that are developmentally appropriate for each age level, toddler and preschool. Through those developmentally appropriate activities children build self-confidence, problem solving, risk taking and exploration. Team members help children find ways to problem solve, offer opportunities, ask open-ended questions and through encouragement help the children develop confidence. Team members respond and encourage children to interact with other children. Team members respond to toddlers and preschoolers who are questioning through nonverbal communication. Team members repeat words, answer questions or label items to encourage building vocabulary and communication skills. Songs, stories, dictation, and drawings also help children develop communication skills and reading skills. Team members model and teach the Golden Rule. Team members use terms that are easy for children to

understand in each situation. Children are encouraged to be an active part in the "Victim Approach" to helping others, "If you do the hurting, you have to help with the healing".

- **To help each child recognize and be proud of their individuality and cultural background.** Team members address each child by name and talk with each child each day. Team members are encouraged to have appropriate physical contact with each child (hugs, sitting on laps, pats on the back, holding hands, etc). Each child is treated as a unique individual by team members verbally acknowledging their cultural backgrounds and traditions, celebrating strengths and accomplishments, talking about their needs. Children are given appropriate choices. We allow children's interests and current events of interest to create our themes that fit into the curriculum of our center. By using the Reggio Emilia approach to Early Childhood Education and Waldorf approach children are empowered with regards to self-care skills, cleaning up, using equipment, introduction to tools and the environment around them. Items are made easily assessable to the children, and they are encouraged to ask for help if needed but to give things a try for themselves first. Lastly, we talk with children about feelings by using the Second Step Program in the Preschool, utilizing pictures and teachable moments in the Toddler Room. Our center models the behavior of, "We were given hands for helping, not hurting."
- **To maintain open communication with parents of the children cared for in the center.** In the center contract to parents, we encourage parents to come and talk to the teacher or director with any questions or concerns. If there is a grievance with the health or safety of a child, the center director, Mande Hatten 320-266-2162, can be contacted at any time. We have an open door policy for parents to stop in to the center at any time of day. We provide daily communication to parents, monthly newsletters, and have parent/teacher conferences twice a year. The conference information is based on authentic observations of activities based around the MN Early Childhood Indicators of Progress and then applied to the DRDP Assessment tool. Parents are encouraged to create goals, give insight and ideas to help with their child's development in all learning areas.

  *****This document is available to parents upon request.

Food and Water Information

Meal Requirements

We serve nutritious, high-quality meals and snacks. A six-week rotating menu is used and is posted in the facility as well as provided to Parents upon registration. Healthy eating is essential for a child's growth and development. Ensuring that your little one is receiving all the essential vitamins, minerals, protein and calories that he needs to grow strong and healthy is a priority. It's important to teach these healthy eating habits early on, especially when it comes to snacking. *"Healthy snacking helps to prevent overeating at mealtime."*

If your child(ren) has a special dietary need due to an allergy, Merry Moose will need a written description of this from your child's doctor along with a care plan for treatment. The program will create an ICCPP for that student and train staff accordingly. An ICCPP will be updated annually, and parents, physician, and staff will be required to sign the updated document. There will be no additional fee a food allergy-based meal alternative program. Families are welcome to pack a healthy lunch for their child.

If your child(ren) has a special dietary need due to a parent preference or intolerance, the program will complete a Parent Preference Form. The document will be updated annually, and signature will be required by parents and staff. There is an additional fee for a non-food allergy-based meal alternative program. Families are welcome to pack a healthy lunch or provide specialty milk for their child.

Mealtimes are listed below, please have your child here for the designated mealtime to ensure the program can adhere to the daily flow in the classroom. Because of staffing, we strictly follow our meal and snack schedule. **Please do not bring your child(ren) into the center eating, it is difficult for the other children.** If your child would like to bring a special snack for their class, it must be store bought, and peanut free, not homemade. Feel free to call ahead for a count on children in the class if necessary.

Meal Schedule:

Breakfast- Fruit, Bread/Grain, Dairy- 8:00am-8:30am

Lunch- Fruit, Vegetable, Protein/Meat, Bread/Grain, Dairy- 11:15am-11:45am

Snack- Two of the food groups- 3:00pm-3:30pm

Infant diets are determined by the parents. Meal pattern cards are kept in the food prep area of the classroom and updated with date and signature of the parent when any change occurs in the infant's diet. These changes occur rapidly in the first year! Please communicate any new

foods or dietary changes that happen at home so meal pattern cards can be kept current. Clean bottles are brought from home daily, bottles are prepared, fed and dirty bottles are rinsed and sent home daily. Bottles may come prepared for the day, but not required. Breastmilk will come each day for usage and stored in a refrigerator less than 40 degrees Fahrenheit. Merry Moose can store a small supply of breastmilk in the freezer. Breastmilk must be labeled with **students first and last name, quantity, and date frozen**.

Merry Moose Childcare and Preschool will provide Iron Fortified Infant Cereal and baby food for infants until they are able and old enough to eat table foods that are served at our regular meals and snacks. Parents are required to provide Iron Fortified Infant Formula or breastmilk. All infant cereal, baby food, and formula will be prepared according to manufacturer's instructions and in accordance with all applicable health regulations. Parents supply the center with clean, bottles daily, bottle nipples and bottle nipple covers, labeled with the child's name, first and last and all parts, with exception of the nipple. If infants use drop in liners, parents are required to supply those as well.
Merry Moose prepares baby food purees. Baby food provided are carrots, green beans, peas, sweet potatoes, pears, peaches, bananas, and applesauce. Merry Moose makes infant purees, using fruits and vegetables from an approved food source.

Water

Drinking water is provided by public water source. Drinking water is available to children throughout the hours of operation and offered at frequent intervals via a child's water bottle in the classroom, served in single service cups if a child's water bottle is missing.
Water bottles are supplied by families and are sent home each night with children for cleaning. Water bottles should come each morning filled and ready for use.

If a water bottle inadvertently stays at the childcare center at end of day, the water bottle will be emptied and sent home the next day dirty. Families would then provide a different water bottle for their child for that days use**. Water bottles are required to be labeled with first and last name on the bottle and the cap.** Water bottles are kept in a clean and sanitized tote or cart by classroom to avoid children using the wrong water bottle. Water bottle labeling is a requirement of MDH. Water bottles are used for water only. No other liquids will be provided in water bottles.

Health Information

Health Policies

- Parents will be required to fill out a health care summary and immunization form for each child attending the center.
- A current physical must be documented by the child's source of medical care **within the first 30 days** of attending the center. This physical documentation must be updated annually for children under 24 months and as each child advances to an older age category thereafter.
- Immunization records must be current and provided by/on the **first day of care**.
- At no time will staff administer medication to a child that was not intended. Prescription medications will not be shared between siblings in the care facility.
- Parents will need to supply the center with permission to administer common medications (cough medicine, itch creams, hydrogen peroxide, etc.).
- Parents must provide written instructions from the child's doctor to administer any prescription medication at the center on a Permission to Administer Medication Form.
    - The label of the prescription acts as the instructions from the physician.
- **All medications, over the counter or prescription, must be in the original containers and labeled with first and last name. If medication is in a box or bag, the box and/or bag must be labeled along with the medication bottle/tube. All medications will be provided by the parents.**
    - Dosage information must be present on the container to be considered original container.

Children may not attend childcare if any of the following conditions are present:

- Any reportable illness or condition that the commissioner of health determines to be contagious, and a physician determines has not had sufficient treatment to reduce the health risk to others,
- Chicken pox- until the child is no longer infectious or until the lesions are crusted over,
- Conjunctivitis or puss draining from the eye. Child may return to care once treated or remain in care if a parent brings drops in immediately to begin treatment. The drops must adhere to all requirements in medication section above.
- Bacterial infection such as strep and have not completed 24 hours of antibiotics,
- Impetigo and sores are not dry and have not completed 48 hours of antibiotics

- They have unexplained lethargy or not able to participate in daily activities,
- They have lice, scabies, or nits. Children will be excluded that are untreated and contagious to others.
- Have ring worm and have not been treated for 72 hours
- They have an undiagnosed rash that is other than heat related,
- They have significant respiratory distress,
- Vomiting within last 24 hours
- Have diarrhea that results in three diaper leaks that is through the clothes or three underwear accidents for those children that are potty trained.
- Axillary temperature of 100 degrees Fahrenheit or higher (101 forehead temperature) of undiagnosed origin before fever reducing medication is administered. **Children must fever free for 24 hours with no fever reducing medications prior to returning to care.**
- They are not able to participate in program activities with reasonable comfort due to illness or injury,
- If they require more care than the Team Members can supply without compromising the health and safety of the other children in their care.
- If any of these conditions occur while your child(ren) are at the center, you will be contacted immediately to come and pick them up or make arrangements for someone else to do so. Children will need to be picked up within one hour. The license holder must notify parents of exposed children and the proper health authority within 24 hours of either suspected or actual cases of the reportable disease as specified in part 4605.7040 or lice, scabies, impetigo, ring worm, and chicken pox. Notification of any exposure to a contagious illness or condition where there is emergency or injury requiring medical attention will be posted outside of the classroom and/or on the parent bulletin board.
- Parents are required to notify the center within 24 hours, exclusive of weekends and holidays, when a child is diagnosed by a child's source of medical or dental care as having a contagious reportable disease specified in 4605.7040 or lice, scabies, impetigo, ringworm, and chicken pox. If this diagnosis occurs on the weekend, a message should be sent through Birghtwheel to notify the program.
- These same health policies apply to all staff and Team Members.
- All Team Members hold current CPR and First Aid Certification within 90 days of employment.
- Team Members will provide first aid for minor injuries (cuts, scrapes, etc.) that might occur on a daily basis
- The center stocks first aid kits and handbooks

- Aroma therapy maybe used in classrooms by diffuser and essential oils.
- Team Members will provide First Aid/CPR until medical personnel are able to do so
- If a child has an injury that requires medical attention (stitches, broken bone, etc.) parents will be contacted and can either meet the child at the medical facility or may pick them up at the center. If a child is transported by emergency vehicle, if possible while maintaining required classroom ratios, a staff member will make the trip with the emergency vehicle. The medical facility used in case of emergencies is St Cloud Hospital.
- If a life-threatening illness or injury occurs the center owners, Mande Hatten and Tony Hatten will be notified. All injuries and accidents will be written up and kept on file at the center.

Safety Procedures

Procedures for Administering First Aid

- All team members will hold and maintain current certification in first aid procedures within their first 90 days of employment.
- Any team member can administer first aid to a child in the event a basic/common injury occurs if they have current certification.
- In instances where common injuries need attention, a team member will:
    - Check the area that there are no hazards remaining for other to become injured
    - Make sure there is another Team Member to oversee the un-injured children and then accompany the injured child to the "first aid area".
    - Treat the injury by cleaning, bandaging, etc. Staff will wear protective gloves. Staff will dispose of everything with blood on it in a bio-hazard bag.
    - Thoroughly fill out the Accident Report Form. Make sure to give as much information as possible and be complete in filling it out. Hurts and Hugs forms are given for signature of parent after the teacher signs the form. The form is then given to the Center Director for signature and will be kept in the child's file.
- In instances where serious injury occurs, team members will:
    - Check the area so that there are no hazards remaining for others to become injured and check the injured child for signs of severity of the injury. Staff will not move the child until the situation has been assessed.
    - Call for help from another Team Member, whether it is to assist you, supervise the other children, clean up body fluid spill, or contact the child's parents or Emergency Personnel (911)
    - Supply first aid procedures, obstructed airway procedures or CPR as needed until assistance arrives.
    - Call a child's parents, if that has not already been done and notify them of the situation, together decide the next course of action. That may be to meet at the medical facility or if the parent will be accompanying the child, you will follow. *Accidents or injuries requiring a child to be transported by ambulance: After 911 has been called and arrived, (parents will have been contacted by this time) a staff member will accompany child in the ambulance if able to maintain compliance with staff to student ratios. Parents may accompany a child in the emergency vehicle if they have arrived on site before transportation is necessary, to the nearest medical facility.
    - Call the center owner and notify them of the situation. ○

- Dispose of anything with blood on it in a biohazard waste bag.
- Thoroughly and completely fill out an “Accident Report Form” and Hurts and Hugs Form and give center director ASAP.

Safety Rules Followed to Avoid:

The following are proactive strategies used in the program to ensure the safety of your child.

- Injury-
  - Walkways and floor areas uncluttered so people/children don’t trip over toys causing injury to them.
  - Children are instructed to use toys and equipment in the way it was intended to be used.
  - Children are taught to pay attention to those around him/her so as not to hurt them accidently.
  - Children are taught the “Golden Rule” in terms that they will understand in order to avoid acts of aggression on their part.
  - Children hold on to hand railings when going up and down stairs.
  - Children are taught no pushing, shoving, hitting, biting, etc. allowed.
  - When children are indoors, they are encouraged to walk rather than run.
  - No rough play or horse play.

- Burns-
  - Children are not allowed in the kitchen area at any time.
  - Any irons, matches, hotplates, etc. that may be used for special projects must be kept out of the reach of children.
  - Any chemicals that many cause burns will be kept in a locked cabinet out of the children’s presence.
  - Hot water, in all locations of the center that has faucets, will be set at a temperature not exceeding 120 degrees Fahrenheit.
  - All hot beverages will be kept in approved, provided spill proof container.
  - Infant bottles are made with running tap water.
  - All hot surfaces will be shielded or insulated to avoid burns.
  - Bottle warmers are attached to the counter for safety.

- Bites-
    - Classroom pets may be on site, please see center Director with questions.
    - If a bite occurs from an animal passing by the center, staff will do their best to get a description of the animal and other knowledge of the owners, if applicable, without further endangering themselves or the other children.
    - Staff will clean and dry the area, provide a cold compress, complete appropriate logs and notify parents.
- Poisoning-
    - All cleaning supplies and other chemicals will be kept out of the children's reach.
    - Any first aid creams, over the counter medicines, rubbing alcohol, hydrogen peroxide or prescription medications (labeled with the appropriate child's first and last name) will be kept in the original container in the first aid room and out of the reach of children.
    - The telephone number for Poison Control will be posted by each telephone and in each first aid kit. 1-800-222-1222
- Choking-
    - Children must always be sitting down in the designated area when eating, no walking or running around while eating is permitted.
    - Children are taught there will be no goofing around or horse-play allowed at the table or other areas where food consumption is taking place.
    - There will be a Team Member present during meal and snack times.
    - Any toys, games, etc. suited for older children will be kept on shelves and taken out only with permission of the lead teacher or assistant in the age group of the children requesting use to avoid the smaller pieces being accessible to those whose age is inappropriate to the materials. By asking permission for these items, it will call special attention to the Team Members that these items are in use.
    - Team Members will use gentle reminders to let children know that they are not to put toys, game pieces, craft supplies, etc. in their mouths for two reasons: a) to prevent choking and b) to prevent germ transmission.
- Suffocation-
    - Bags of any sort, used to transport a child's belongings will be kept in each child's cubby or on their hook and removed only when preparing to leave. **All bags must have contents and at least a single knot present.**

- Any pillows used during rest-time will be of the small, travel-sized variety.
- No staff or other child will be allowed to cover an un-happy, screaming or crying child's face area with a hand, pillow blanket or any other object.

- Traffic and Pedestrian Accidents-
  - No child will be allowed outside the center without an adult.
  - The playground will have designated areas for riding trikes, cars, etc.
  - Staff will teach, practice and enforce basic traffic safety rules as part of our curriculum.
  - If staff and children take a walk outside as a special activity, children will hold onto a rope and staff will be placed at the front, middle and end of the line, as available.
  - There will be no horse-play while on walks. Children will walk single-file and be spaced far enough apart to avoid tripping.

Daily Inspection of Potential Hazards

- Each staff member, throughout the course of the day will keep constant check of the areas in which they are working, making sure to keep floor spaces uncluttered, craft supplies (such as scissors, craft sticks, buttons, etc.) are kept on tabletops when in use and put away properly when not in use. Staff will also remove any toys that are broken or mouthed and take them to appropriate places.
- At the end of each day and at the start of each day, the center staff will do a walk-through to look for any potential hazards.

Fire and Storm Drill Procedures

The center will participate in monthly fire and tornado drills so that the staff and children know what to do should the need arise. We provide opportunities for the children to practice standard procedures with adult supervision. The center will maintain current documentation of these drills. In the event of a real fire or storm, children will be taken to safety first and then the parents will be notified as to where their child(ren) are.

Procedures for Fire Prevention

- The center license holder mandates that monthly fire drills are held and that a log of the drill times and dates is maintained. In these drills, the children will be instructed on where to go and what to do in the event of an actual fire occurring.
- The center license holder will ensure that all staff are provided with training for these drills as well as instructed on how to close off fire areas and how to use fire extinguishers.
- The center will post evacuation routes, primary and secondary exits and the phone number for the local fire department.
- The center will have all the required fire alarm/smoke detectors in place and maintain that they are in proper working order.
- The center will have fire extinguishers as required by law and have them inspected annually.
- Staff are assigned areas and children that they are responsible for.

Actual Fire Procedures

- Staff will round up children that they are responsible for and evacuate them from the building by the nearest clear evacuation route, closing any doors on their way.
- Staff will not leave children in the building or unattended once they are taken out safely.
- Once outside, staff will do a count of the children they are responsible for to ensure that no one is unaccounted for.
- Center director will secure the building, check for children that may have been left inside and then call 911 or the fire department and then extinguish the fire, or attempt to, if it is within the boundaries of his/her personal safety.

Blizzard Procedures

- The center will not close when the school district closes, however, **Merry Moose Childcare and Preschool reserves the right to close up to 5 days a year for inclement weather.** Tuition fees are still due and team members will be paid if scheduled during the closure. Team Members will be released as children get picked up and the center remains within compliance of ratio in all age groups. Families will be notified through Brightwheel that the center is closing and should pick up their children **within an hour** of notification. Our goal is to keep all children, families and staff safe.

Tornado Procedures

- The center will hold tornado drills, monthly, from April through September. Children will be accompanied by all staff members to the designated tornado shelter area of the center and instructed on how to position themselves in the event of an actual tornado.
- In the event an actual tornado does occur, children will remain in designated tornado shelter area of the center until it is safe to evacuate them to a local emergency shelter or the threat diminishes.
- If the situation arises, the center director will contact each parent and notify them of the situation and where they can pick-up their children. This communication will be sent through Brightwheel.
- The times and dates of tornado drills will be maintained in a log to show that they are held.

Other Natural Disasters or Circumstances Beyond Our Control

- If any other natural disasters occur while your child is in our care, we will keep then at the center until it no longer remains safe to do so.
- When that time comes, we will evacuate the children to the nearest available designated emergency shelter.
- Parents will be notified of the situation through Brighwheel regarding where they can pick up their children.
- If at any timed Merry Moose cannot follow healthy and safety policies outlined in the policies and program plan, due to circumstances beyond our control, parents will be notified via Brightwheel to pick-up their children.

Missing Child Procedures

- When a child does not arrive on a scheduled day, the Team Member responsible for that child will contact the child's parents via Brightwheel. If the family does not respond via Brightwheel, the director will then contact the child's parents. **If a child is scheduled, not in attendance by 9:00am and has not notified the or responded to staff via Brightwheel, Merry Moose will staff accordingly. It is possible that the child would not be able to attend if staffing has been adjusted for the day. Tuition will not be adjusted if a child is not allowed to attend for this reason.**

- If a child attending the center turns up missing throughout the course of a day, whether it be at the center or at another function that the center is participating in the staff member will:
    - Complete an immediate and thorough search of the area to ensure that the child is not hiding, has fallen asleep somewhere or gotten separated from the group.
    - Immediately notify the authorities and the director of the center.
    - The director will, upon receiving the information, notify the child's parents and center license holder.
    - The Director will then go to the staff member who was responsible for the child when he/she was discovered missing and re-trace all steps leading up the point of discovery. The director will record all necessary information, from the dictation of the responsible staff, in the Incident Log.
    - All center staff will take and follow the steps recommended by authorities from this point.

Unauthorized, Unusual or No Pickup of a Child

- Under no circumstances will a child be dismissed from the center to anyone who has not been authorized, in writing or through Brighwheel, by a parent.
- If a person who is incapacitated or suspected of abuse attempts to pick up a child, the center will release the child to that person and then contact the appropriate authorities. In this situation, all other policies on pick up, late pick up etc. apply.
- If no one comes to pick up a child by the time the center closes, one staff will be left with the child until the parent arrives. The parent will be charged at a rate of $5.00/5 minutes that they are late. This fee will be invoiced and due the following Monday with regular childcare fees.
- If no one comes to pick up a child 60 minutes after scheduled pick up time and the center has not been contacted, the director will attempt to reach other authorized individuals to pick up the child. If none of the authorized individuals can be reached within one hour of the center's closing time, social services and other appropriate authorities will be contacted.

Sources of Emergency Medical Care

- St Cloud Hospital

Recording Procedures

- Accidents/Injuries-
- Staff will fill out an accident/injury report form with the name of the child, the date and place the accident/injury took place, the type of injury sustained, the action taken by any staff, and to whom the accident/injury was reported. Staff will turn in an appropriate copy of the report to the center director after the Hurts and Hugs has been signed by the teacher, parent and the document will be kept in the administration file.
- Incidents-
- Staff supervising the group when an incident occurs should record the date, place and names of children involved in the Incident Log, if separation is required and record all circumstances of the incident as they occurred as well as any action taken by staff and to who the incident was reported. Parents may be contacted by the center director or made aware of the incident via Brightwheel. The intention is to support home and school collaboration. (See Persistent Undesired Behavior)

Annual Analysis of Procedures

- The procedures for recording accidents, injuries and/or incidents will be reviewed annually by the program owners and any modifications resulting from that meeting will be recorded and policies will be changed. Changes will be highlighted in the handbooks of existing staff members and parents so they have their attention drawn to those changes. Also, semiannually, injury log will be reviewed to establish any possible patterns or trends that may be with regard to accidents and/or injuries.

- Parents will need to supply the center with permission to administer common medications (cough medicine, itch creams, hydrogen peroxide, etc.).
  Parents must provide written instructions from the child's doctor to administer any prescription medication at the center.
  All medications, over the counter or prescription, must be in the original containers and labeled. All medications will be provided by the parents.

- Parents are required to provide the program requested information for necessary ICCPP documentation. This may include physician information with signature.

Behavior and Guidance Policies

Behavior Guidance Policy

At Merry Moose Childcare and Preschool, we believe that guidance—rather than discipline—is the most effective approach to supporting children's social and emotional development. Our philosophy emphasizes helping children learn appropriate behaviors through positive strategies and supportive interactions.

We begin with **indirect, non-verbal guidance** as the first method to address undesired behaviors. As a Professional Childcare Team, we always first assess the environment to determine whether it is contributing to behavior challenges and make adjustments as needed.

When necessary, we employ **direct verbal guidance**, redirecting children away from undesired behaviors using strategies such as problem-solving, child-led discussions, and role-playing. Our primary goal is to protect the safety and well-being of both the children and the staff.

Each child is presented with **positive role models of appropriate behavior** through the actions and words of our staff. We believe in and model the "Golden Rule," treating others as we would like to be treated. We tailor our guidance approaches to be developmentally appropriate for each child and redirect children toward constructive activities to prevent conflict.

Staff use language that is simple and clear, ensuring children understand expectations. We also encourage children to participate in helping others through our "Victim Approach," which emphasizes empathy and accountability: *"If you do the hurting, you help with the healing."*

When undesired behaviors persist and cause significant disturbances, the staff member responsible for the child will implement immediate and directly related consequences. Our objective is to distinguish between typical childhood behaviors and those that require additional support beyond what Merry Moose Childcare and Preschool can provide.

We maintain **ongoing communication** with families to collaboratively create and implement behavior plans as needed. We also utilize the **Help Me Grow referral system** to evaluate whether further supports or interventions may benefit the child.

Persistent Unacceptable Behaviors

Unacceptable behaviors are observed and documented by staff, including the response provided. A child will receive two warnings for a particular behavior; upon a third occurrence within the same day, the child will be separated from the group.

The **only exception** to this sequence is if a child deliberately attempts to harm themselves or another child; in such cases, immediate separation will occur.

If a child is separated, the incident will be recorded in the **Separation Log**. During separation, a staff member will accompany the child to an area that remains fully visible to others but is separate from the group. The child will be returned to the group as soon as the behavior stops

or is under control. **If a child has bitten others, staff or child, three times in a day, parents will be contacted and are required to pick up their child.**

According to state regulations:

- If a child is separated more than **three times in one day** for deliberately harmful behaviors, parents will be asked to pick up the child.
- If a child is separated **three times in one day** within the classroom for other undesired behaviors, parents will be notified by the center director. Documentation of this notification will be included in the Separation Log and in the child's daily Brightwheel communication.
- If a child is separated **five or more times in one week**, or **eight or more times within two weeks**, a conference will be scheduled with the center director, parents, and appropriate staff members to develop a behavior plan.

If undesired behaviors persist despite implementation of a behavior plan, Merry Moose Childcare and Preschool reserves the right to disenroll the child. Our priority is to maintain an environment where every child can grow, learn, and feel safe and supported. **Our goal is to set up every child for success in their early learning journey, large group peer care does not fit the needs of all children. If at any time Merry Moose feels the program is not the tight fit for a child, we reserve the right to terminate enrollment without a two week notice.**

Infants (Ages 6 Weeks to 16 Months)

At Merry Moose Childcare and Preschool 4, which serves children from 6 weeks to 16 months of age, **separation is never used as a form of behavior guidance**, pursuant to Minnesota Rule 9503.0055, Subpart 4. The Professional Childcare Team does not use separation or any punitive measures with infants.

Prohibited Actions

The following actions are strictly prohibited at Merry Moose Childcare and Preschool:

1. Subjecting a child to **corporal punishment**, including but not limited to rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, or spanking.
2. Subjecting a child to **emotional abuse**, including name-calling, ostracism, shaming, derogatory remarks about the child or family, or using language that threatens, humiliates, or frightens the child.
3. Separating a child from the group under any circumstances not explicitly outlined in this policy.
4. Punishing a child for lapses in toilet training.

5. Withholding food, light, warmth, clothing or medical care as punishment for any behavior.
6. Using physical restraint, except when it is necessary to contain a child to protect them or others from harm.
7. Using mechanical restraints of any kind, such as tying.

At Merry Moose Childcare and Preschool, our goal is to create an environment where every child feels secure, valued, and loved while they learn and grow.

Cleanliness

Merry Moose Childcare and Preschool is committed to providing and environment that is safe for all children. We ask that families help support this goal by providing your children the appropriate indoor and outdoor attire. Inside shoes help keep classrooms clean, outdoor gear help keep children's clothing clean in the winter. Every little bit helps!

On a daily and weekly basis, staff ensure the health and safety of your children by doing the following:

- Indoor and outdoor spaces and equipment of the center are cleaned at least daily.
- Bathrooms of the center are cleaned at least daily
- Toilet training chairs are emptied and washed with soap and water and disinfected after each use, if present.
- Toilets and seats are washed with soap and water and disinfected at least daily.
- Diapers are changed only in the diaper changing area.
- Diaper changing area is separate from areas for food storage, food preparation and eating.
- Each diaper changing area has a hand sink equipped with hot and cold running water within three feet of the changing surface and a sanitary container for wet and soiled diapers.
- Changing surface and floor covering is a non-absorbent.
- A child will never be left alone in the diaper changing area.
- Staff members always keep a hand on the child when on the diaper changing table.
- Team Member will change child's diaper on the changing surface only.

Nap and Rest Policy

Children are able to be the best form of themselves, and the best learner possible when well rested. Rest or nap time is required each day at Merry Moose Childcare and Preschool. **If a child is disruptive or refuses to rest on a cot, parents may be called to pick up their child.** School age children are required to rest for 30 minutes each day, during full day programming.

We will have a "rest" time each day. No child will have their head covered by a pillow, blanket, or any other such object. No child will be forced to go to sleep, but encouraged to lay their bodies on the cot and settle to rest. Children will be kept in quiet mode until rest time is complete. Because rest is important for little minds and bodies to grow, the center will be a quiet space for children to rest. Quiet activities will be utilized by children that are done resting. At no time will a child be made to remain on their cot if they have completed a nap or quietly rested for 30 minutes.

All infants will be placed on their backs to sleep unless documentation is provided on the alternative sleep position form (provided by the commissioner), signed by the infant's physician. This form will be kept in the infant's file. Rolling infants over the age of six months will be allowed to remain on their stomachs. If the infant is less than six months they will be repositioned on their backs. If parents provide written documentation (form provided by commissioner) that that the infant under six months regularly rolls over at home, the infant will be allowed to remain on their stomach.

If an infant falls asleep before being placed in a crib that infant will be moved as soon as practicable but will be kept in sight until the infant is placed in a crib. If an infant falls asleep while being held, that infant will be placed in a crib as soon as practicable while keeping in mind the supervision needs of the other children. While holding a sleeping infant, the infant will not be in a position where the airway may be clocked or with anything covering the infant's face.

Swaddling

Infants will not be laid down while swaddled at Merry Moose Childcare and Preschool **unless** there is a medical need and/or documentation is provided by the infant's physician and/or the Swaddling form (provided by the commissioner) is signed by the parents. No infant will be swaddled who has begun to roll over independently. Merry Moose Childcare may place the infant who has not yet begun to roll over on its own down to sleep in a one-piece sleeper equipped with and attached system that fastens securely only across the upper torso, with no constriction of the hips or legs, to create a swaddle.

All cribs meet the standards in Minnesota Statute, section 245A.146. Monthly crib inspections are done and records maintained in the Program Files. Merry Moose Childcare Infant Center provides a crib for each infant in which we are licensed to provide care for. All infants will be placed on their backs to sleep in their crib with a fitted sheet that is appropriate for the mattress size and overlaps the underside of the mattress so it cannot be easily dislodged by pulling the corner with reasonable effort, with nothing but a pacifier. Any alternative sleep position must be documented by the infant's health care provider on the form approved by the commissioner and kept on site. Approved sleep sacks will be used for warmth. Separate cribs, bedding and cots will be used for each child. Bedding will be cleaned weekly or when soiled or wet.

Sleep Position

All infants will be placed on their backs to sleep unless documentation is provided on the alternative sleep position form (provided by the commissioner), signed by the infant's physician. This form will be kept in the infant's file. Rolling infants over the age of six months will be allowed to remain on their stomachs. If the infant is less than six months they will be repositioned on their backs. If parents provide written documentation (form provided by commissioner) that that the infant under six months regularly rolls over at home, the infant will be allowed to remain on their stomach.

Hours of Operation and Holiday Closing

All Merry Moose locations will be open from 6:00am to 5:30pm, Monday through Friday. Listed below are the holidays and closure dates. Holiday and closure dates follow the Merry Moose contract period and school calendar, September through August. (2025-26 is a transition year aligning the calendar year and contract period.

The center will not be open for operation on the following:

- **Labor Day- September 1, 2025**
- **Fall Center Maintenance Day- September 4, 2026**
- **Staff In-Service Day- October 16, 2025**
- **Thanksgiving Day- November 26, 2026**
- **Day After Thanksgiving- November 27, 2026**
- **Christmas Eve- December 24, 2026**
- **Christmas- December 25, 2026**
- **New Year's Day- Jan 1, 2027**
- **President's Day- February 15, 2027**
- **Good Friday- March 26, 2027**
- **Staff In-Service Day- April 16, 2027**
- **Memorial Day- May 31, 2027**
- **Juneteenth- June 18, 2027**
- **Fourth of July- July 5, 2027**
- **Fall Center Maintenance Day- September 3, 2027**
- **Staff In-Service Day- October 15, 2027**
- **Thanksgiving Day- November 25, 2027**
- **Day After Thanksgiving Day- November 26, 2027**
- **Christmas Eve- December 24, 2027**
- **Christmas Day- December 25, 2027**

As a program, we utilize staff in-service days to ensure we remain in full compliance with state standards, while also navigating the challenges of the current job market and recognizing the demanding nature of workdays in our industry. The centers will be closed for training, two business days a calendar year.

*Payment in full will be required for holidays and closure dates.

**Merry Moose reserves the right for, up to, five weather-related closings or circumstances out of our control, in addition to the above scheduled holidays and closure dates. (see Weather Related Closing)

Tuition and Fee Information

Rate information will be in effect Jan 1, 2026.

	Infants	Toddler	Preschool	School Age
ACH Weekly Part Time Rate (less than 30 hours)	$250.00	$200.00	$195.00	$180.00
ACH Weekly Full Time Rate	$250.00	$230.00	$215.00	$195.00
ACH Daily Schedule and Drop In Rate	$70.00/ day	$60.00/day	$55.00/day	$55.00/day
Non-ACH Tuition	$512.40/week or $126.00/day	$462.00/week or $97.50/day	$398.00/week or $82.80/day	$.00/week
ACH Before and After School Care				$7.00/hour
Non-ACH Tuition Before and After School Care				$10.40/hour

Families are required to set up ACH payments through the Brightwheel app to receive the ACH tuition discount. All non-ACH accounts are subject to the non-ACH rate. This ensures that late fees can be avoided. Tuition is due no later than Monday of the current week of care. Late fees will be assessed on Friday if the tuition is not paid. The invoice will automatically show past due status on Tuesday of the current week.

There will be a rate increase annually beginning the first tuition due date of the year. The rate increase will be communicated in Dec of the previous year. An annual registration fee will be charged in January at the rate of $50.00 per child or maximum of $100.00 per family.

Payment Information

- Payments are made on Mondays for the current week of childcare fees.
- There is a non-refundable **annual registration fee of $50.00 per child or maximum of $100.00 per family due at time of enrollment and/or annually in January.**
- A **non-refundable** deposit equal to the first and second week of care is required at time of enrollment. The deposit will be applied to the first and second week that your child is in our care.
- **If a family has reserved an available enrollment spot but is not utilizing it and the spot is empty they will be responsible for paying 50% of the tuition fee until the child begins attending.**
- Each child will be allowed the equivalent of a one-week schedule of vacation days, each calendar year, **after a child has been in care for one year.** Payment is not required for these days and child is not in care. Vacation days can be used one at a time or all at once. Days missed beyond vacation days, payment in full is required. Vacation days do not carry over year to year. After first year of enrollment is past, vacation days will be prorated based on the number months left in the year.
- Late payments will cost an additional $25.00 per week. Late fees are assessed on Friday of the week due. If an invoice is unpaid by the following Friday, an additional late fee will be assessed. **If a tuition account is two weeks past due, your child will not be allowed to attend school.**
- A tuition account will be considered two weeks past due on the Friday of the second week.
- Late fees are due the following week, Monday, with current weeks tuition.
- All failed payments will be charged an additional $30.00. Merry Moose is charged for failed payments, no matter the failed payment reason. Merry Moose is charged per child, per failed payment. **Each child's** tuition account will be assessed the failed payment fee.
- All declined auto payments will be charged an additional $30.00. If this failed payment causes a past due invoice, late fees will apply in addition to the failed payment fee. Merry Moose is charged per child, per failed payment. Each child's tuition account will be assessed the failed payment fee.

- It is important that you are on time to pick up your child(ren). We all have other commitments and obligations. PLEASE BE RESPECTFUL OF OUR TIME!

- If you arrive after scheduled hours to pick up your child, you will be charged a rate of $5.00 per 5 minutes that you are late. ($5.00 for 1-5 minutes, $10.00 for 6-10 minutes, etc.) You are providing the scheduled hours for your child(ren). If they need to be adjusted, please contact the center director.

- Late pick-up fees are due the following Monday and will be invoiced accordingly. If not paid on invoice due date, late payment fees will apply to the childcare account for the late pick-up fees.

- **If you have not picked up your child by 6:30pm and have not notified the center and you or an authorized pick-up contact person cannot be reached, social services and other appropriate authorities will be contacted. This action will be taken in addition to all fees that apply.**

- **Additional Fees Schedule**

Failed Payment	$30.00 per tuition account
Late Fee	$25.00 per tuition account
Field Trip (Toilet Trained Preschool Only)	$15.00-$20.00
Non-Food Allergy Meal Alternative Program (includes alternative milk)	$2.00 per day
Special Classroom Projects for Children (ie. Tie-dying t-shirts)	As requested through school year $5.00-$10.00
Late Pick Up Fee	$5.00 per every 5 minutes after close
Sharing Door Code Fee	$50.00

Curriculum Programming and Kindergarten Readiness Information

Merry Moose Childcare and Preschool LLC locations are in the Rocori School District. There are multiple elementary schools available to service your family needs.

John Clark Elementary School Maple Street Rockville 320-251-8651

Cold Spring Elementary 601 Red Rive Ave N Cold Spring 320-685-7534

Richmond Elementary 34 2nd St NE Richmond 320-597-2016

Kindergarten Open House is scheduled each year in February. Merry Moose Childcare will share information with families through our monthly newsletter. To help children transition to Toddler, Preschool and Kindergarten, we encourage children when able to carry their water bottle, and backpack for personal items from home and for daily communication tools.

Parental Involvement

There may be times throughout the year when we ask parents to come in and share their profession, special talent or interest that they have. If, at any time, you feel you have something to share with the children, please make arrangements with the center director. You may stop in and visit your child anytime; however, we ask that you use your best judgment on time of day. For example, rest time is not the best time of day for a visit.

To help support non-English speaking families, Merry Moose Childcare will provide an interpreter for family orientation, conferences, and special events, upon request. Please contact the center Director if this is needed.

In compliance with state rules, infants and toddlers do not participate in field trips.

Parent Conferences

We provide daily communication to parents through our Brightwheel software application, monthly newsletters, and have parent/teacher conferences twice a year in April and October. The conference information is based on authentic observations of activities based around the MN Early Childhood Indicators of Progress and then applied to the DRDP Assessment tool. Written documentation will be provided to parents to authenticate the assessments. Parents are encouraged to create goals, give insight and ideas to help with their child's development in all learning areas.

Parents are asked to complete the About Our Child and Family Pre-Conference Form at the beginning of the school year and prior to conferences. Our goal at Merry Moose Childcare and Preschool is Kindergarten Readiness in all developmental domains through developmentally appropriate activities, based on data informed instruction.

Our daily slips are electronic through a software application called Brightwheel. The daily feed in the Brighwheel app provides meal, nap, toileting, and activity pictures daily.

Miscellaneous Information

- Please contact the center if your child is going to be absent on any given scheduled day.
- Whenever possible, please notify the center of your vacation approximately two-weeks in advance to provide time for the invoices to be adjusted.
- We must have permission, in writing, for any special instruction regarding toilet training, eating, sleeping, allergies, discipline, comforting and health problems.
- Parents must supply a complete change of clothing for each child along with diapers, formula, breastmilk, bottles, diapering wipes, over the counter medications, sunscreen, diapering ointment, pacifiers if applicable, seasonal outdoor clothing and a pair of shoes to stay at the center.
- Release of a child from our care will only be to a parent or person authorized, in writing, by the parent. Please let them know we will be asking for identification. This protects your child and the center.
- Centers may have class pets. Please reach out with any concerns for your child.
- We do not discriminate based on race, color, creed, national origin, religion, sex, or socio- economic status.
- We have a coded door for the protection of the children and staff. The fee for this code is included in your registration fee. **The code can be shared with two adults per family and should not be shared with any more than that. At no time should children be entering the code to the door.** There is a doorbell for those times that others are authorized to pick up your child. **You are subject to a $50.00 fine for each instance of giving out the code to another individual or allowing your child to have it.** This is a safety feature and becomes ineffective if everyone knows it.
- We are required by law, to report any suspected child abuse, child neglect or sexual child abuse.
- The telephone number for the State of Department of Human Services, Division of Licensing is 651-431-6500.

What we expect of parents:

- Please take an interest in our program here at Merry Moose Childcare and Preschool, talk to your child about his/her day.
- Attend conferences.
- Bring ideas, comments, concerns or positive feedback to your child's teachers and the Director in a positive manner with possible solutions. We welcome feedback and value your opinion!

- Pick up your child promptly so that our families' needs can be met.
- Communicate schedule changes and absences in a timely manner.
- Bring your child rested and properly dressed.
- Have your child present for meal times or bring them to childcare fed.
- Provide necessary tools for the Professional Childcare Team to care for your child(ren), for example formula, diapers, clothing, classroom projects, etc
- Please do not bring your child ill.
- **There is a two-week minimum written notice, required, by either party, for the termination of this contract. Exception is for undesired behavior or health and safety violations of policy. When possible, two-week notices should be given on a Monday to include two full weeks of tuition and care. If a child attends into the next week, a full week of tuition will be charged.**

Merry Moose Childcare and Preschool's Motto:

Being part of Merry Moose Childcare and Preschool means so much more than a safe place to leave your little one. It means you are part of another family! Please know that if we can help support your family in any way, contact us. There are many resources available to help with most issues. Please check out the list at:

http://parentaware.org/

Mutual Responsibilities:

- Treat each other and your child with respect
- Communicate on a regular basis about your child
- Some communication may need to be in a separate time or over the phone, but not in front of your child

We look forward to having happy, busy, and learning and full of love days at Merry Moose Childcare and Preschool LLC locations!

Links to State Mandated or MMCP Required Paperwork:

Health Care Summary https://edocs.dhs.state.mn.us/lfserver/Legacy/MS-2083-ENG

Immunization Form https://www.health.state.mn.us/people/immunize/basics/imzform.pdf

Maltreatment of Minors Mandated Reporting
https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7634A-ENG

Infant Rolling Over Under 6 Months Form
https://edocs.dhs.state.mn.us/lfserver/Public/DHS7219-ENG

Individual Child Care Program Plan https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7995ENG

Parent Permission Swaddle Form https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7218-ENG

Alternate Sleep Position Form https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7216-ENG

We, the undersigned, have read the terms of this contract for childcare and understand them fully. There is a two-week minimum written notice, required, by either party, for the termination of this contract. I understand this contract is effective September 1, 2026 – August 31, 2027.

Guardian or Parent(s) Name: _____

Phone: _____ **Phone**: _____

Email:_____

Email:_____

Due Date if applicable: _____

Anticipated Start Date if applicable: _____

_____ _____

Director's Signature **Date**

_____ _____

Parent's Signature **Date**

**** This contract pertains to the following child(ren):**

1. _____ **DOB** _____
2. _____ **DOB** _____
3. _____ **DOB** _____