

## Merry Moose Childcare and Preschool



P.O. Box 295 Rockville 56369

P.O. Box 191 Richmond 56368

Owners: Mande and Tony Hatten

Welcome to Merry Moose Childcare and Preschool. Thank you for considering our care for your child(ren). Merry Moose Childcare and Preschool strives to provide the best learning environment while creating a safe, secure place to explore, grow and build confidence. The staff at Merry Moose Childcare and Preschool have chosen Early Childhood Education as their career. It takes dedication and commitment to the families and children we care for to be good at it. Through experience, continuing education, organization, and hard work the Professional Childcare Team at Merry Moose Childcare and Preschool are not only good, they are **fantastic** at it!

Merry Moose Childcare and Preschool considers caring for your children an extension of your care from home. The staff as well as facility fulfills all the qualifications of Rule 3 set forth by the Department of Human Services of the State of Minnesota. By adhering to and exceeding the expectations of State of Minnesota DHS, through building relationships with families, we are excited to enter the endeavor of co-parenting your child(ren). Here at Merry Moose Childcare and Preschool, we believe it takes a village to raise a child. Using open communication is essential and should be comfortable. If any questions, problems, or ideas concerning your child(ren) arise, please feel free to discuss them with the center director at any time.

Merry Moose Childcare and Preschool provides learning experiences for children of all ages that are developmentally appropriate and geared to the MN Early Childhood Indicators of Progress. We strike a balance between teacher lead learning activities and child lead activities. Children will be encouraged to participate in activities that stimulate gross motor (large muscle) and fine motor (small muscle) development. We will provide opportunities for children to explore language, music, art, pretend play, imaginative play and manipulatives. Children will be going outside (minus infants), weather permitting, on a daily basis for free play and some structured activities. Children learn at different rates and in different ways. At Merry Moose Childcare and Preschool, we encourage the process versus praise the result. Our Professional

Childcare Teams takes the time to know and understand your child so that we can create activities for them.

### **License Information**

All centers are licensed in Stearns County in accordance with MN state laws.

Rockville- Merry Moose Childcare and Preschool is licensed for 43 children between the ages of 16 months and 6 years.

320-443-0176

Rockville- Merry Moose Childcare Infant Center licensed for 16 children between the ages of 6 weeks and 16 months.

320-217-3017

Richmond- Merry Moose Childcare and Preschool 3 is licensed for 80 children between the ages of 16 months and 8 years.

Richmond- Merry Moose Childcare and Preschool 2 is licensed for 54 children between the ages of 12 months and 3 years.

320-241-0248

Richmond- Merry Moose Childcare Infant Center 2 is licensed for 20 children between the ages of 6 weeks and 16 months.

320-292-7692

The appropriate authorities, therefore, have approved the facilities and equipment used in this center. Our centers do carry liability insurance.

### **Infant Specific Information**

Our infant only centers are equipped for children between the ages of six weeks and sixteen months. The adult to child ratio, at most, is one to four. We will encourage hands on, explorative learning with developmentally appropriate activities and materials. Your child will remain in the infant room until the last day of his/her sixteenth month. We may make exceptions at fourteen months, depending on the developmental abilities of each child and the space available in the toddler room and State of MN approval. We will transition your child when it is time to move to the next classroom to give them time to adjust. See also Nap and Rest Policy for more Infant specific information.

## **Program Plan**

At any time, a parent can request a copy of the Merry Moose and Childcare LLC Program Plan. Program plans are specific to each location.

## **Meal Requirements**

We serve nutritious, high-quality meals and snacks. A five-week rotating menu is used and is posted in the facility as well as provided in the Welcome Packet upon registration. If your child(ren) has a special dietary need we will need a written description of this from your child's doctor. If you want your child to partake in meal and snack, please adhere to the posted meal and snack time. 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, 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-8:45am

Lunch- Fruit, Vegetable, Protein/Meat, Bread/Grain, Dairy- 11:45am-12:30pm

Snack- Two of the food groups- 3:00pm-4:00pm

Infant centers 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 need to supply the center with at least one bottle, bottle nipple and bottle nipple cover, labeled with the child's name, first and last. If your infant uses drop in liners, parents are required to supply those as well.

Healthy eating is essential for a child's growth and development. Ensuring that your little one is receiving all of the essential vitamins, minerals, protein and calories that he needs to grow strong and healthy isn't always easy. Yet, it's important to teach these healthy eating habits early on, especially when it comes to snacking. Below is information on healthy eating and snacking for children.

*"Healthy snacking helps to prevent overeating at mealtime."*

## **Healthy Snacking**

### **The Importance of Healthy Snacking**

Many parents are led to believe that snacking is unhealthy for children. While this rings true if snacking involves excess salt, sugar and sodium from candy, chips and cookies, snacking that consists of healthy foods is actually good for your little one. In fact, healthy snacking between mealtimes is beneficial for a child's development, according to the University of Florida. Providing your child with snacks that are rich in protein and nutrients throughout the day will help him to reach his daily nutritional needs, which are crucial during this time of such fast growth and development. According to the source, healthy snacking also helps to prevent overeating during meals, provides more energy, aids in concentration and keeps children feeling full between breakfast, lunch and dinner.

### **Choosing healthy snacks**

With so many misleading advertisements and labels these days, it can be tricky to determine what is actually considered a healthy snack. Using the nutrition facts label on the back of products can help you make informed decisions when purchasing healthy snacks. The U.S. Food and Drug Administration advises choosing snacks that are high in the important nutrients iron, calcium, Vitamin A, Vitamin C and dietary fiber. Limiting the intake of snacks that are high in calories, trans and saturated fats and sugar is important too.

The University of Florida suggests combining food from two or more of the food groups when it comes to creating a healthy snack for your little one. A snack of whole-grain crackers with peanut butter or apple slices with cheese satisfy different food groups, for example. There are also a number of easy, healthy alternatives to many of the popular, unhealthy kids' snacks.

Involving your child in the shopping process is another way to promote healthy snacking.

### **Healthy snack ideas for kids**

Now that you know the importance and benefits of healthy snacking, you'll probably want to learn about as many possible light bites and refreshments as possible. Snacks that incorporate fruits and vegetables, healthy grains and low-fat or fat-free dairy products are great options. Here are several ideas for bringing these nutrients into snack time:

- Colorful fruit salad or fruit skewers.
- Whole-grain pretzels, soy crisps, baked pita chips or rice cakes with a slice of cheese.
- Carrots and hummus.
- Apple slices dipped in peanut butter.

- Baked whole-grain crackers with almond butter served with all natural fruit juice, like good2grow 100% juice.
- Celery sticks with peanut butter and raisins.
- Smoothie made with milk, low-fat yogurt, banana and other colorful berries.
- Mini pizzas on English muffins.
- Low-fat yogurt topped with chopped fruit and granola.
- Trail mix with unsalted nuts, dried fruit and healthy grains.
- Sliced vegetables such as cucumbers and peppers with hummus or fat-free dressing dip.

### **Healthy snacks before bed**

According to What to Expect, giving your child a snack before a nap or prior to bedtime can help to promote a sounder sleep. During the night, a toddler's blood sugar can dip and cause him to wake up earlier than normal, according to the source. Eating a snack of protein and carbs before going to sleep will enable your child to settle down sooner and sleep more soundly through the night. Suggestions include a graham cracker and glass of milk, cheese and crackers or whole-grain, fiber-rich cereal without milk.

Information provided at:

<http://www.good2grow.com/healthy-living-library/the-importance-of-healthy-snacking-for-kids>

### **Fire and Storm Drill Procedures**

The center will participate in monthly fire and tornado drills so that the Professional Childcare Team 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.

### **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.
  - 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.
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- 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,
  - Contagious conjunctivitis or puss draining from the eye,
  - Bacterial infection such as strep or impetigo and have not completed 24 hours of antibiotics,
  - They have unexplained lethargy,
  - They have lice, ringworm or scabies, ○ That are untreated and contagious to others,
  - They have an undiagnosed rash that is other than heat related,
  - They have significant respiratory distress,
  - Vomiting within last 24 hours
  - Have diarrhea,
  - Axillary temperature of 100 degrees Fahrenheit or higher of undiagnosed origin before fever reducing medication is administered,
  - They are not able to participate in program activities with reasonable comfort,
  - 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. 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 in the entrance of the center on the “At a Glance” 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.
- These same health policies apply to all staff and Team Members.
- All Team Members hold current CPR and First Aid Certification
- 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 child at the medical facility or may pick them up at the center. In either case, a Team Member will make the trip as well. The medical facility used in case of emergencies is St Cloud Hospital.
- If a life-threatening illness or injury occurs, your child will be accompanied in the ambulance by the center director. The center owners, Mande Wash and Tony Hatten will be notified. All injuries and accidents will be written up and kept on file at the center.

#### **Procedures for Administering First Aid:**

- All team members will hold and maintain current certification in first aid procedures
- Any team member can administer first aid to a child in the event a basic/common injury occurs.
- Anytime you are administering first aid, you need to remember common sense and keep in compliance with OSHA standards. (A copy of these standards will be made available to all team members)
- In instances where common injuries need attention, a team member should:
  - 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. \*Always wear latex gloves. \*Always dispose of everything with blood on it in a red, 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. Give appropriate copies to both the parent and the center director ASAP.
- In instances where serious injury occurs, Team Members should:
- 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. DO NOT move the child until you have assessed the situation.
- 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 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) center director will accompany child in the ambulance, along with the parent 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 red biohazard waste bag.
- Thoroughly and completely fill out an "Accident Report Form" and give the appropriate copies to the parents and center director ASAP.

### **Safety Rules to Follow in Avoiding:**

- Injury- ○ Keep walkways and floor areas uncluttered so people/children don't trip over toys causing injury to them.
  - Instruct children to use toys and equipment in the manner in which it was intended to be used.
  - Teach children to pay attention to those around him/her so as not to hurt them accidentally.
  - Teach children the "Golden Rule" in terms that they will understand in order to avoid acts of aggression on their part.

- Hold on to hand railings when going up and down stairs. ○ 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.
- Bites- ○ No animals on site but if a bite occurs from an animal passing by the center, staff will do their best to get a description of the animal and gain knowledge of the owners, if applicable, without further endangering themselves or the other children.
  - Clean and dry the area, provide a cold compress, complete appropriate logs.
  - If skin is broken, follow the above, apply bandage and complete appropriate logs.
- Poisoning- ○ All cleaning supplies and other chemicals will be kept in a locked cabinet 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 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.
  - 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 at each table 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 in order 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-
  - Any bags, of any sort, used to transport a child's belongings will be kept in each child's locker and removed only when preparing to leave.
  - Any pillows used during rest-time will be of the small, travel-sized variety.
  - No Team Member or other child will be allowed to cover a 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.
  - We will teach, practice and enforce basic traffic safety rules as part of our curriculum.
  - If we take a walk outside as a special activity, children will hold onto a rope and Team Members will be placed at the front, middle and end of the line.
  - There will be no horse-play while on walks. Children will walk single-file and be spaced far enough apart to avoid tripping.
  - If we transport the children anywhere by vehicle, they will be in seatbelts, car seats or other safety restraints as required by state laws.

### **Daily Inspection of Potential Hazards**

- Each Team 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 table tops 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 also at the start of each day, the center director will do a walk-through to look for any potential hazards.

### **Procedures for Fire Prevention**

- The center license holder mandate 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 occurs.
- The center license holder will ensure that all team Members 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 local fire department.
- The center will have all 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.
- Team Members will be assigned areas and children that they are responsible for.

### **Actual Fire Procedures**

- Team Members 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.
- Team Members will not leave children in the building or unattended once they are gotten them out safely.
- Once outside, team Members 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**

- Center will remain in operation when schools close due to adverse weather. Team Members will be released as children get picked up and the center remains within compliance of ratio in all age groups.

### **Tornado Procedures**

- The center will hold tornado drills, monthly, from April through September. Children will be accompanied by all Team Members to the lower level 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 the lower level of the center until it is safe to evacuate them to a local emergency shelter. 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. The times and dates of tornado drills will be maintained in a log to show that they are held.

### **Other Natural Disasters**

- In the event that any other natural disasters occur while your child is in our care, we will keep them 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 and where they can pick up their children.

### **Missing Child Procedures**

- When a child does not show up on a scheduled day, the Team Member responsible for that child should report it to the center director. The director should then contact the child's parents to clear up the situation.
- 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 Team Members should:
  - 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 authorities and the director of the center.
  - Director should, upon receiving the information, notify the child's parents and center license holder.
  - Director will then go to the Team Member who was responsible for the child when he/she was discovered missing and re-trace all steps leading up the point

of discovery. Director will record all necessary information, from the dictation of the responsible Team Member, in the Incident Log.

- All center Team Members 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, by a parent.
- If a person who is incapacitated or suspected of abuse attempts to pick up a child, the center will not release the child to that person. The center director will be notified by a Team Member of the situation and the director will then contact one of the other individuals that the parent has given written authorization to remove the child from the center, to come and pick up the child. 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 Team Member 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 after 60 minutes and the center has not been contacted, the director will attempt to reach one of the 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**

- Paynesville Hospital

### **Recording Procedures**

- Accidents/Injuries-
  - 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 Team Members, and to whom the accident/injury was reported.
  - Turn in appropriate copy of the report to the center director and place the other copy in the child's cubby/locker to be given to the children's parents.

- Incidents- ○ Team Member supervising the group when an incident occurs should record the date, place and names of children involved in the Incident Log and record all circumstances of the incident as they occurred as well as any action taken by a Team Member and to who the incident was reported.

### **Annual Analysis of Procedures**

- The procedures for recording accidents, injuries and/or incidents will be reviewed annually by the board of directors and any modifications resulting from that meeting will be recorded in the minutes of the meeting and policies will be changed and put into writing within one month from the date of the board meeting. Changes will be highlighted in the handbooks of existing Team Members 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.

### **Behavior and Guidance Policies**

At Merry Moose Childcare and Preschool, we believe that guidance rather than discipline is the best practice. Indirect non-verbal guidance is the first method to help undesired behaviors. As a Professional Childcare Team, we first look at the environment to see if that is creating situations that are difficult for the children and thus causing behavior issues. We use both indirect and direct verbal guidance when redirecting the children away from undesired behaviors by using strategies such as problem-solving techniques, directed by children, role playing, etc. We protect the safety of children and Professional Care Team through these methods.

- Each child is presented with positive role models of acceptable behavior by each staff member. We believe and model the “Golden Rule”. We tailor the experiences and ensure that behaviors are tailored to the developmental levels of the children served. We will redirect children away from undesired behaviors toward constructive activities to avoid conflict. Team members use terms 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”.

If undesired behaviors continue and cause excessive disturbances, the team member in charge of that child will provide immediate and directly related consequences. (see below)

### **Persistent Unacceptable Behaviors:**

Unacceptable behaviors will be observed and recorded by the observing Team Member, including the team member’s response to the behavior. A child will be given two warnings for an unacceptable behavior and then separated from the group the third time a behavior occurs in a day. **The only exception to this is if a child attempts to deliberately hurt themselves or another child, the separation will occur immediately.** If a child is separated, it will be recorded in the Separation Log. If separating is needed, a child will be accompanied by a team member to an area that is fully visible, just separate from the main group. Returning to the group is contingent on the child stopping or bringing the behavior under control that caused the separation. The child will be returned as soon as the undesired behavior is abated or stopped. If a child is separated more than three times in a day for deliberately hurting themselves, another child, staff or if the child will not stop the undesired behavior, parents will be requested to come and pick up the child.

If a child is separated three times in one day within the classroom for other undesired behaviors the child’s parents will be notified by the center director and notation of parental notification will be placed in the daily Separation Log as well as in the Notes section of a child’s daily HiMama communication. If a child is separated five or more times in a week, eight or more times in two weeks, a conference will be set up between the center director and the parent(s) (and other team members if appropriate) to discuss and implement a behavior plan to address the documented behaviors. If the undesired behaviors do not stop with implementation of the behavior plan, Merry Moose Childcare and Preschool reserves the right to disenroll a child from the care facility.

Merry Moose Childcare Infant Center and Merry Moose Childcare Infant Center 2 services children between the ages of 6 weeks to 16 months. Pursuant to 9503.0055, Subpart 4, **no** child between the ages of 6 weeks to 16 months will be separated from the group as a means of behavior guidance. Professional Care Team at Merry Moose Childcare Infant Center or Merry Moose Childcare Infant Center 2 will not use separation as a form of behavior guidance.

### **Prohibited Actions:**

All behaviors listed below are strictly prohibited.

1. Subject a child to corporal punishment. Corporal punishment included, but is not limited to; rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting and spanking.
2. Subject of a child to emotional abuse. Emotional abuse includes, but is not limited to; name calling, ostracism, shaming, making derogatory remarks about the child or the child's family, and using language that threatens, humiliates or frightens the child.
3. Separation of a child from the group under any circumstances and/or conditions other than those stated in the Behavior Policy.
4. Punishment for lapses in toilet training.
5. Withholding food, light, warmth, medical care as a punishment for unacceptable behavior.
6. The use of physical restraint other than the physically hold a child when containment is necessary to protect a child or others from harm.
7. The use of mechanical restraints, such as tying.

### **Cleanliness**

- Indoor and outdoor spaces and equipment of the center must be cleaned at least daily.
- Bathrooms of the center must be cleaned at least daily
- Toilet training chairs must be emptied and washed with soap and water and disinfected after each use.
- Toilets and seats must be washed with soap and water and disinfected at least daily.
- Diapers will be 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.
  - Team Member will change child's diaper on the changing surface only.

### **Nap and Rest Policy**

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 those who wish to will be

allowed to. Other 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 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 infants 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 clogged or with anything covering the infants face.

Infants will not be laid down while swaddled at Merry Moose Childcare and Preschool unless there is a medical need and documentation is provided by the infant's physician and 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 Infant Center 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 an 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. (16 infants, 16 cribs) 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.

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 infants 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.

Infants will not be laid down while swaddled at Merry Moose Childcare Infant Center unless there is a completed Swaddling form (provided by the commissioner) signed by the parents.

### Hours of Operation and Holiday Closings

All locations owned and operated by Merry Moose Childcare and Preschool LLC will be open from 6:00am to 6:00pm, Monday through Friday. Listed below are the holidays the center will be **not** be open for operation:

- New Year’s Day- observed 12/31/2021
- Memorial Day- May 30, 2022
- Fourth of July- July 4, 2022
- Labor Day- September 5, 2022
- Thanksgiving Day- Nov 24, 2022
- Friday after Thanksgiving- Nov 25, 2022
- Christmas Eve- observed Dec 23, 2022
- Christmas Day- observed Dec 26, 2022

\*Payment in full will be required for all of these days.

### Rate Information

	<b>Part-time (&lt;30 hrs/wk)</b>	<b>Full-time (&gt;30 hrs/wk)</b>
Infants	\$210.00	\$210.00
	Drop In \$55.00/day if space is available	
Toddlers	\$175.00	\$195.00
	Drop In \$50.00/day if space is available	
Preschool	\$165.00	\$185.00
	Drop In \$45.00/day if space is available	

Merry Moose Childcare and Preschool LLC locations are located 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 2<sup>nd</sup> 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 backpack for personal items from home and for daily communication tools.

There will be a rate increase annually beginning the first week of January 2023. The rate increase will be communicated in Dec of the previous year.

### **Payment Information**

- Payments are made on Mondays for the current week of childcare fees.
- There is a non-refundable one-time registration fee of \$50.00 per child or maximum of \$100.00 per family due at time of enrollment.
- A **non-refundable** deposit equal to the first plus the last week of care is required at time of enrollment. The deposit will be applied to the first week of care and last week of care that your child is in our care.
- 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 accrue year to year. The first year, vacation days may be prorated.
- Late payments will cost an additional \$25.00 per day that they are late, late fees are due the following Monday and will be invoiced accordingly.
- Any NSF checks will be charged an additional \$35.00 and result in all subsequent payments to be paid in cash. For each day fees are not paid, a daily late fee will be applied at a rate of \$25.00 per day.
- All declined auto payments will be charged an additional \$35.00 and declined payment will need to be paid in cash. For each day fees are not paid, a daily late fee will be applied at a rate of \$25.00 per day.
- 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 7:00pm 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.**

### **Permission Slips**

Written parental permission must be obtained before your child can attend any field trips that are scheduled. We will also require written parental permission before each occasion of research, experimental procedure or public relation's activity involving your child. Permission will also be required for special events in the childcare center that involve outside programs or animals.

Infants and toddlers do not participate in field trips.

### **Parent Conferences**

We provide daily communication to parents through our HiMama 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. Our goal at Merry Moose Childcare and Preschool is Kindergarten Readiness in all developmental domains.

Our daily slips are electronic through a software application called HiMama. Attached is an example of a child's slip that includes learning activities, menu, health, teacher notes, and photos. This is shared daily.

## **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. To help support non-English speaking families, Merry Moose Childcare (all centers) will provide an interpreter for family orientation, conferences, and special events. Please contact center Director if this is needed.

## **Miscellaneous**

- 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.
- 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, bottles, water bottle, 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.
- At this time, the center does not maintain the presence of any pets.
- 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. There is a doorbell for those times that others are authorized to pick up your child. You are subject to at \$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 and Merry Moose Childcare Infant Center, talk to your child about his/her day.
- Bring ideas, comments, concerns or positive feedback to your child's teachers and the Director. We welcome feedback and value your opinion!
- Pick up your child promptly so that our families' needs can be met
- Bring your child rested and properly dressed
- Provide necessary tools for the Professional Childcare Team to care for your child(ren), for example formula, diapers, clothing
- 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.

**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 Jan 1, 2022 – Dec 31, 2022.

**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** \_\_\_\_\_