



# Pillager Little Huskies Learning Center

Pillager Area Family Resource Center  
License #809720

**Four-Star Parent Aware Rated Program**

**\*\* Best practices in Early Childhood education to prepare children for Kindergarten.**

323 E Second Street S  
Pillager, MN 56473  
218-746-2148 Program Coordinator  
218-746-2193 Toddler Room  
218-746-2192 Three-Year-Old Preschool Room  
218-746-2140 Four-Year-Old Preschool Room  
218-746-2188 (Fax)

## Parent Policy Handbook

Pillager Little Huskies Learning Center is a non-profit Child Care Learning Center licensed by the State of Minnesota.

Approved August 15th, 2022 by the Pillager Family Center Council

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Updated on August 1st, 2022

## **Pillager Little Huskies Learning Center General Information**

### **Mission/Vision/Philosophy:**

The Pillager Little Huskies Learning Center is operated by the Pillager Family Center, a non profit 501(c)3 organization. The Center is licensed by the State of Minnesota and can serve twenty-seven children per classroom.

**Mission of the Child Care Center:** The Pillager Little Huskies Learning Center will provide love and care to your child in a safe, clean, fun environment by trained, caring staff.

Our general education method will provide children with a learning environment and experiences that will help children develop socially, cognitively, physically, and emotionally and teach children life skills in a manner appropriate to their age and stage of development. We will be using a variety of supplies and equipment to help us with these experiences. The teachers will provide a daily schedule with both indoor and outdoor activities, weather permitting.

All parents are required to provide a health history form and immunization schedules for each child participating in our program. Immunization records and health history reports are due back by the day your child begins class.

The Learning Center mandates that children be under supervision at all times. The Center's Child Care Program Plan is available for review.

**Hours of Operation:** Monday-Friday 6:30 am to 5:30 pm.

**Dates of Operation:** We are closed ten holidays: New Year's Day, Memorial Day, 4<sup>th</sup> and 5<sup>th</sup> of July, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve Day and Christmas Day and New Years Eve. There is no reduction of weekly tuition for these days. All families will be charged for all holidays to provide paid holidays for staff. These will be added charges if your child does not typically attend any of these days.

**Licensing Capacity:** The Pillager Area Family Resource Center is licensed to care for the following number and ages of children in two classrooms:

Toddler (16 months thru 32 months) Fourteen (14)  
Preschool (33 months thru pre-K) Forty (40)

**Rates, Schedules and contracts:** Fees are charged on a weekly basis, depending on the days you would like reserved for your child to attend. The days you determine do not change from week to week. Please notify the Program Coordinator the times that your child will be attending by the Monday before the week that care is needed. You will be responsible to pay for the hours your child is scheduled. Children must arrive by 9:00 am unless a doctor/dentist appointment is needed and the Program Coordinator is made aware of the appointment as soon as possible. Please do not plan to drop your child off between 10:30 am and 2:00 pm as this is lunch and nap time. Any absent days based on this schedule are your responsibility for payment. A fee schedule is attached. Each child will need to have an approved contract on file before they are allowed to attend. Three late pick ups will result in dismissal from the Program. If you drop your child off earlier than contracted staff may not be able to keep your child until the contracted time to make sure ratios are followed.

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**Scholarships:** Early Learning Scholarships may be awarded to Little Huskies children.

Is my child eligible?

Children must meet age eligibility requirements in at least one category listed below at the time they are awarded. Children age out of eligibility for the Early Learning Scholarships Program either (a) the day they are age-eligible for kindergarten (age 5 on September 1), or (b) the day the child is enrolled in and attending kindergarten, whichever is earlier. Once a child is awarded a scholarship, they are eligible to continue to receive a scholarship until they age out.

- Children ages 3 to 4 on September 1 of the current school year, or age 5 if not yet aged out of eligibility.

- Children ages 0 to 4 on September 1 of the current school year, or age 5 if not yet aged out of eligibility, who meet one of the following criteria:

- A parent of the child is under the age of 21 and currently pursuing a high school or general education equivalency diploma (GED)\*; or

- The child is in foster care or in need of child protective services\*; or

- The family has experienced homelessness in the previous 24 months\*; or

- The child has a sibling who has already been awarded a scholarship and attends the same program, as long as funds are available. Applications for eligible siblings do not require proof of income eligibility.

\*Note: Priority for funding is given to children who meet the eligibility criteria with an asterisk (\*).

Families must also meet income eligibility requirements after meeting at least one of the criteria above. Awards are made as long as funds are available.

Early Learning Scholarship - Pathway II Application, Revised 7/1/2022

Additional Requirements

Only a parent or legal guardian of the child/children may apply for an Early Learning Scholarship - Pathway II, and

your family must meet the following requirements:

- Location: You must have a Minnesota address (residing in the state of Minnesota).

- Income: You must have a family income equal to or less than 185 percent of the federal poverty level or be receiving certain publicly funded assistance in an approved state or federal public assistance program.

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The chart below is based on the poverty guidelines published in the Federal Register on January 12, 2022 and is valid for awards from July 1, 2022 through June 30, 2023.

Family Size Gross Income Family Size Gross Income

Family Size	Gross Income	Family Size	Gross Income
2	\$33,874	6	\$68,802
3	\$42,606	7	\$77,534
4	\$51,338	8	\$86,266
5	\$60,070	9**	\$94,998

\*\*For family units of more than nine members, add \$8,399 for each additional member.

Families must demonstrate their eligibility in one of two ways:

Option 1: Current participation in one of the following public programs:

- Minnesota Family Investment Program (MFIP)
- Free and Reduced-Price Lunch Program (FRPL)
- Food Distribution Program on Indian Reservations
- Head Start
- Child Care Assistance Program (CCAP)
- Child Adult Care Food Program\* (CACFP)
- Supplemental Nutrition Assistance Program (SNAP)
- Foster Care

\*Families cannot be income-eligible for scholarships based solely on CACFP provider area eligibility. Families must be eligible based on their own income.

Acceptable proof of participation includes: official notice on program letterhead; application with program approval/signature (i.e., approved CACFP or FRPL application); authorization form from the public program; current bill or receipt from the program (i.e., MEC2 bill from CCAP); or screenshot from a program's official system of record (i.e., free or reduced price lunch status in Infinite Campus). Proof of participation must have the name of the parent/guardian and/or child(ren), must be dated, and must be valid at the time of the award.

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Unacceptable proof includes: a waitlist letter, an unapproved application, documentation without a date, and/or expired documentation.

Option 2: If you are not participating in or have documentation from one of the federally funded programs listed in Option 1, then you must complete both charts of the Option 2: Income Verification Form on the following page and submit documentation demonstrating your household income.

- Adults in Household-Income Verification Chart instructions: List all household members including all people living in the household, related or not (such as grandparents, other relatives, or friends), who share income and expenses. The applicant must include themselves and all children who live with them. Households do not include other people who are economically independent, such as a roommate.
- Children in Household Chart instructions: List all infants, children, and students through grade 12 in the household that share income and expenses, even if they are not related. Attach an additional page if necessary. For more information on household size, view the "Who is in a SNAP household" section of the US Department of Agriculture (USDA) SNAP eligibility webpage (<https://www.fns.usda.gov/snap>).

Attach acceptable proof of all income for each adult listed, which includes the previous year's W-2 form, two most recent pay stubs, financial aid statement, or a statement from an employer on company letterhead. Pay stubs must be dated within six months of the award. If other types of documentation are not available, the previous year's income tax filing documents may be used. The tax documents must be a copy of the signed version submitted to the Internal Revenue Service (IRS) or include the confirmation notice if submitted electronically. Include proof for all types of income earned. If the household has no income, one of the adults in the household must complete the Household Declaration of No Income at the end of this application.

Note: Applications for a sibling of a child with an active scholarship do not need to submit proof of income eligibility.

**Vacation Day Policy:** You are allowed ten vacation days per year June through May. Subtract one day for every month after June that your child starts attending. Vacation days are intended for consecutive days off for a family vacation. Two week advance notice is needed to plan accordingly for staff. Children in the Four-Year-Old Preschool Program have three vacation days to use during the summer before they start Kindergarten. Please use the Admin/Parent message on Brightwheel or email when you would like to use vacation days.

**Sick Day Policy:** If your child is sick, you must notify the Center by 6:30 am or one hour prior to your child's scheduled time to arrive, whichever is later, to let us know your child is sick to receive the half day sick time credit. Please send a message through Brightwheel. Your child's teacher and the Program Coordinator will see the message.

**Two Week Notice:** A minimum of two weeks written notice (ten full child care days) of intent to withdraw your child from the child care program. If two weeks are not given, payment is still required for the final two weeks. Unused vacation time cannot be applied to the final two week period.

**Summer schedule:** If your child plans to attend fewer days in the summer than during the school year, there is a minimum of three days. If you would like less than three days a week the Program will decide if this is an option and what days are available depending on the schedules of the three to five day a week children. If you plan to take the summer off and would like your space reserved for the fall, please talk to the Program Coordinator and make sure we are able to do so. The amount to hold your spot will be the registration fee, one five day week's tuition (this is a holding fee and will not go towards tuition when returning) and the holiday charges that you will miss. This amount is due before your last day before summer. No vacation days will accrue for the time you are not attending.

**Time before or after School Readiness and non School Readiness days:** If your child is registered for care before or after School Readiness, a space will be reserved and you will be charged whether or not your child attends in order to reserve the space. If you have reserved time after school readiness and your child stays home sick, please let us know by 8:00 am. If your child goes home from school sick, please let us know right away. If you need care on days when there is no School Readiness class, including Fridays, you can reserve a spot for your child and be charged accordingly whether or not your child attends in order to reserve the space. Your child will have vacation time to use. See Vacation Day Policy.

**Diapers, Wipes, Special Food:** You will need to supply diapers, wipes and any special food needed.

**Late Payment Fee:** Tuition payments are due on Thursday for the following week. All families should have autopay set up through Brightwheel. A late fee of \$20.00 will be charged on Friday morning if payment has not been received. A \$20.00 fee will be charged by the Learning Center on all payments that don't clear the bank, in addition to the charge from the bank. Three late payments will result in dismissal from the Program.

**Late Pick up Fee:** Please notify the Center if you are going to be late dropping off or picking up your child. Pick up time is no later than 5:30 pm. A \$20.00 late pick up fee per child will be charged for every part of fifteen minutes that you are late. (Example: 20 minutes late =\$40.00) If we have not heard from you, at 5:31 pm, the parents will try to be reached. If parents can not be reached, the staff will call the pick up names on the registration form. If the child has not been picked up by 6:00 pm and no contact with parents has been made, 911 will be called. Three late pickups past 5:30pm will result in dismissal from the Program.

**Birthdays:** Birthdays are a special event for children and we want to make this day as special as possible. Please feel free to bring your child's favorite book to read/donate to the classroom or a special game to play or donate to the classroom. Monthly birthday snacks are provided by the Center in order to follow licensing requirements.

**Clothing:** All clothing should be labeled with your child's name. One extra set of clothing for preschoolers, and two extra sets of clothing for toddlers should be kept at the Center. We believe that children like to explore and get messy. We encourage play with Jello, pudding, finger paint, shaving cream, dirt, water and mud. Please forgive us on the days that you can tell that these things were explored! We will try to have your children cleaned up before it is time to go home.

**Toys and books:** Our classrooms are filled with so many toys and books. Please keep your children's toys and books at home or in your vehicle. This helps to cut down on problems with sharing and broken or lost items. It's also important that we have only age appropriate items in our classrooms. A favorite book or game can be shared on birthdays.

**Meals and Snacks:** During the school year, nutritional meals for breakfast and lunch will be provided by the Pillager School District. All food prepared in the Pillager School kitchen will be kept sanitary and meet state and CCFP requirements. The Pillager School will be in charge of billing families for the meals. All families are asked to fill out the free and reduced meal form. School breakfast and lunch will be served in the classrooms for toddlers and three-year-old preschoolers. The four-year-old Preschool class will eat breakfast in the classroom. School lunch will be served in the cafeteria for the four-year-old preschoolers. After washing their hands, staff members wear gloves while serving food. Meal times are subject to change yearly based on schedules given by the school. Each classroom will have a daily class schedule posted with these times. During the summer Little Huskies children will eat breakfast and lunch in the elementary or high school cafeteria depending on the school's decision for that year.

You also have the option to send your child's meals from home. Keep in mind that there is no refrigeration or microwave for your child's food. All meals packed from home must provide one-third of the child's daily nutritional needs as specified by the United States Department of Agriculture, Food and Nutrition Service, in Code of Federal Regulations, title 7, section 226.20. If you Google the underlined section all requirements will be listed. There is a snack served in the afternoon that all families will be charged for monthly unless a snack is packed with child's breakfast and lunch everyday.

**Water bottles or cups:** All children get multiple drink breaks at the water fountain or from single serve drinking cups throughout the day. Water bottles are not allowed per licensing.

If your child has packed meals, please include 1% or skim white milk (no chocolate) that is kept in their lunchbox on an ice pack. All children are required to have milk, not juice or water with their meals.

\*\*This is required by licensing. Cups with covers can be sent in lunchboxes. Meals and snacks provided by the Center/School will include milk or juice (straws will be used if needed in the Toddler Room). All children should be able to drink out of an open cup or with a straw.

**Nap and Rest Policy:** A child who has completed a nap or rested quietly for 30 minutes will not be required to remain on a cot. Naps and rest will be provided in a quiet area that is physically separated from children who are engaged in an activity that will disrupt a napping or resting child. Cots will be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment. Cots will be placed directly on the floor and will not be stacked when in use. Separate bedding will be brought from home for each child in care. **Bedding will be taken home and washed weekly or when soiled or wet.**

**Open Door Policy:** We have an open-door policy and encourage you to visit at any time. All upcoming events will be posted on the parent information board and parent involvement is encouraged and appreciated.



**Parent Conferences:** Daily contact is made when dropping off and picking up children, but a more formal conference time can be made if needed. Conferences can be scheduled with your child's teacher as needed to discuss your child's intellectual, physical, social and emotional development. The TS Gold Assessment tool is used to determine children's strengths and areas to work on, helping to initiate discussion and address concerns you may have. Assessments are completed twice a year (November and May).

**Pet Policy:** A child or staff member may bring a pet to visit for short periods of time if the pet is clean, is in good health, and is up to date on all vaccines, including rabies.

**Research Release:** Parents will give written permission to the Pillager Little Huskies Child Care Center administration prior to any research, experimental procedure or public relation activity with regard to their child in the preschool setting. (For example, if the data needs to be collected for a grant report or for a high school or college student's child development project.)

**Risk Reduction Plan:** The center has a Risk Reduction Plan in place which is an assessment of potential risks to children the center serves and established procedures to minimize identified risks, train staff on the procedures and annually review the procedures.

**Maltreatment of Minors Mandated Reporting Policy for DHS Licensed Programs:** The telephone number for Cass County Child Protection is 218-547-1340 ext 212 or local law enforcement is 218-746-3322 for reporting suspected maltreatment of a child occurring within a family or in the community.

The telephone number of the Department of Human Services, Division of Licensing Maltreatment Intake line is 651-431-6600 for reporting suspected maltreatment of a child occurring in a licensed child care program.

The telephone number of the Department of Human Services, Division of Licensing is 651-431-6500 for reporting possible licensing violations.

Please see Maltreatment of Minors Mandated Reporting Policy at the end of this document.

## **Pillager Little Huskies Learning Center Sick Child, Emergency and Accident Policies and Records**

Pillager Little Huskies Learning Center will take every precaution possible to ensure the Center is protected from the spread of germs. All areas are cleaned with disinfectant and gloves will be worn when necessary.

The Department of Human Services requires that we exclude a child with an illness or condition that the Commissioner of Health determines to be contagious and a licensed health care provider that has not had sufficient treatment to reduce the health risk to others.

**Sick Child:** The Pillager Little Huskies Learning Center is for well children only. NO CHILD WILL BE KEPT AT THE CENTER IF THEY ARE SICK. According to state license "9503.0080 Exclusion of Sick Children: A child with any of the following conditions or behaviors is a sick child and must be excluded from a center not licensed to operate a sick care program. If the child becomes sick while at the center, the child must be isolated from other children in care and the parent called immediately. A sick child must be supervised at all times. The license holder must exclude a child:

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- A. with a reportable illness or condition as specified in part [4605.7040](#) that the commissioner of health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk to others;
- B. with chicken pox until the child is no longer infectious or until the lesions are crusted over;
- C. who has vomited two or more times since admission that day. If the center has a stomach bug going around we'll be a little more cautious. During these times a child will be sent home after vomiting one time since admission that day;
- D. who has had three or more abnormally loose stools since admission that day. If the center has a stomach bug going around we'll be a little more cautious. During these times a child will be sent home after having two abnormally loose stools since admission that day;
- E. who has contagious conjunctivitis or pus draining from the eye;
- F. who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy;
- G. who has unexplained lethargy;
- H. who has lice, ringworm, or scabies that is untreated and contagious to others;
- I. who has a 100 degree Fahrenheit axillary or higher temperature of undiagnosed origin before fever reducing medication is given;
- J. who has an undiagnosed rash or a rash attributable to a contagious illness or condition;
- K. who has significant respiratory distress;
- L. who is not able to participate in child care program activities with reasonable comfort; or
- M. who requires more care than the program staff can provide without compromising the health and safety of other children in care.

Other health issues to consider:

- Colds: Remain at home if there are symptoms of a fever (>100 F), persistent cough, or more serious symptoms.
- Ear Infection: Child should see a physician.
- Influenza-the "flu": Children can return to the program once symptoms are gone and no fever for 24 hours.
- Covid 19: Updated guidelines will be passed onto families as we receive them from our Licensing Department.

If a child becomes ill at the Center, parent/s or authorized person will be notified and asked to come to get the child within one hour. Until a parent or authorized person arrives, the child will be provided with a place to lay down away from the other children, but where he/she will be under the supervision of a staff member and will be given every attention for comfort. A parent has 24 hours to notify the Center of a contagious illness.

Any infectious or communicable disease will be reported to all parents in person and by written notice. Each child's file will contain the names and telephone numbers of their doctor, to be called in case of an emergency. If a child needs medical attention immediately, he/she will be taken to the hospital indicated in his/her file.

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**Administering First Aid and Medical/Accident Emergencies:** All parents will be asked to fill out and sign an emergency authorization form which authorizes the Pillager Little Huskies Learning Center to notify their clinic, an ambulance or the hospital if necessary. This authorization will be kept on file at the Center.

All teachers and assistant teachers are trained in pediatric first aid and infant and child CPR within 90 days of the start of working at Little Huskies.

Pillager Little Huskies Learning Center staff will treat minor cuts and abrasions. In the event of an accident or more serious injury, staff will administer first aid methods or CPR procedures only until medical staff arrives. If the situation is life threatening, Center staff will call 911 before any other steps are taken. The Center staff will notify parents. If the parent cannot be reached, the person whom the parents have authorized to be responsible will be notified. Parents will be responsible for any costs incurred.

**Recording Accidents, Injuries, and Incidents:** All accidents, injuries, and incidents involving a child under our care, staff members, volunteers, or visitors will be documented. The written report will contain the name and age of the person, date and place of event, type of injury, action taken by staff member(s) and to whom it was reported. We will make annual reviews of all accidents, injuries, and incident reports to determine if any changes need to be made regarding our policies and procedures.

An annual analysis of accident, injury, and incident reports is mandated and the center's policies will be modified based on the analysis.

**Medications:** In order to distribute prescribed or over the counter medicine a medication form must be signed and filled out by the parent and given to the Center. Any medicine brought in must be kept in the original container, labeled and given to your child's teacher. In the case of a child ingesting something poisonous, the Poison Control Center will be called immediately. Their suggestions for action will be followed.

**Allergy Prevention and Response:** Documentation of any known allergy must be received from a child's parent or legal guardian or the child's source of medical care before admitting the child for care. The following steps must be followed:

1. An individual child care program plan (ICCPP) will be developed and must include but not be limited to a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information.
2. Each staff person who is responsible for carrying out the individual child care program plan must review and follow the plan. Documentation of a staff person's review must be kept on site.
3. The plan will be reviewed annually or following any changes made to allergy-related information in the child's record. The individual child care program plan will be updated and each person responsible for carrying out the individual child care program plan will be informed. Documentation will be kept that the staff person was informed of a change.
4. The child's allergy information will be available at all times including on site, when on field trips, or during transportation. A child's food allergy information must be readily available to a staff person in the area where food is prepared and served to the child.
5. The child's parent or legal guardian will be contacted as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. Emergency medical services must

be called when epinephrine is administered to a child in the center's care.

**Handling and Disposal of Bodily Fluids:** Surfaces that come in contact with potentially infectious bodily fluids, including blood and vomit, must be cleaned and disinfected by center staff and school custodians. Blood contaminated material must be disposed of in a plastic bag with a secure tie. Sharp items used for a child with special needs must be disposed of in a "sharps container". The sharps container must be stored out of reach of children. Disposable gloves, disposal bags and eye protection will be available.

**Safety Rules:** To avoid injuries, burns, poisons, choking, suffocation, traffic and pedestrian accidents, the following procedures will be followed.

1. All discarded food will be deposited in a plastic container in the Center and then into plastic lined garbage can to be removed daily.
2. Medications will not be administered by any Center staff unless a signed medication form from parents has been received.
3. Potentially dangerous poisons, cleaning supplies or dangerous materials are stored out of reach of children, as required in licensing. Materials are closely supervised if used when children are present.
4. Equipment is safe, durable, non-toxic, unbreakable with reasonable use, and kept in good condition. It is stored in a safe and orderly fashion when not in use.
5. All electrical plug-ins will be covered.
6. Electrical cords will be kept in good condition with no frayed edges. They will be used only when necessary and be kept off the floor and out of the reach of children.
7. Outdoor play areas will be fenced in. Activities outside this area will be monitored to assure children's safety regarding traffic and pedestrian accidents.

The program staff will conduct daily inspections of potential hazards in the center and on the outdoor activity areas.

The telephone numbers for Poison Control and the Cass County health nurse are posted by the telephone in the child care room. The teacher will inspect daily all areas of potential hazards.

**Fire Prevention and Lock Down Procedures:** The Pillager Little Huskies Learning Center will have fire drills and lock down drills as scheduled by the Pillager Public School. Results will be logged by school personnel.

All staff will be briefed on fire safety. We will identify primary and secondary exits, building evacuation routes, the telephone numbers of the fire department (911), persons responsible for the evacuation of the children and the area each staff member is responsible for. Instruction on how to use a fire extinguisher is available on the extinguishers themselves. Staff members will be required to review this information.

Staff members know the procedures during a lockdown and will follow them. If you come to the school building and see the light flashing on the outside of the building, please do not enter. Wait in your car.

Staff members will be trained on how to carry out all of the above procedures.

**Natural Disasters:** In case of a tornado, the Pillager Public School routine will be followed. A radio, flashlight and first aid kit will be taken by the lead person. Tornado drills will be held as scheduled by the Pillager Public School. Procedures for tornado drills are posted and results will be logged by school personnel.

**Emergency Preparedness:** Please see the Center's Child Care Emergency Plan for emergency preparedness.

**Public School Closing:** In the event that a weather related emergency occurs before the Pillager Little Huskies Learning Center opens and the Pillager Public School is closed, Little Huskies will be closed. If the Pillager Public School is one or two hours late, the Center will be open as soon as staff can safely travel to the Child Care Center. If a storm occurs during the hours of operation and school is let out early, all parents/guardians or authorized persons will be notified to pick up their child as soon as possible (a time frame will be given at that time). If a parent/guardian or authorized person cannot be reached, a staff member will stay with the child until contact is made and the parent arrives. The Pillager School closing will be sent to parents through the JMC telephone and email system.

**Missing Child:** All available adults will be enlisted to help in the event that a child cannot be accounted for. One staff member will remain with the rest of the children and keep them occupied. After inquiries and searches are made and the child is still missing, the parent and police will be notified promptly.

**Unauthorized/Incapacitated Pick-Up:** Only the adults who have approval by the custodial parent(s) may remove the child from the Pillager Little Huskies Learning Center. The Center asks that the staff be informed if anyone other than the parent will be bringing or picking up the child. Their names and telephone numbers must be on the registration forms. If there is a restraining order, a copy of this is needed for our files.

If a parent or authorized person comes inebriated or incapacitated, the Center will not release the child to him/her. If a person who is suspected of abuse attempts to pick up a child, the Center will not release the child to him/her. The police will be called and they will handle the situation. All Center staff are mandated reporters.

## **Pillager Little Huskies Child Care Center Behavior Guidance**

The Pillager Little Huskies Learning Center uses a positive approach to behavior management. The staff provides a positive role model of acceptable behavior tailored to the developmental level of individual children. Efforts are made to redirect children and groups away from problems toward constructive activity in order to reduce conflict. Staff provides immediate and direct related consequences for a child's unacceptable behavior. AT ALL TIMES, the safety and well being of children and staff are of primary importance.

**Prohibited Actions:** The following actions are prohibited by or at the direction of any Pillager Little Huskies Learning Center staff person:

1. Subjection of a child to corporal punishment. Corporal punishment includes, but is not limited to: Rough Handling, Shoving, Biting, Pulling Hair, Ear Pulling Hitting, Pinching, Spanking, Slapping, Shaking, Kicking.

Updated on August 1st, 2022

2. Subjection of a child to emotional abuse. Emotional abuse includes, but is not limited to: Name calling, Shaming, Using threatening language, Frightening the child, Ostracism, Humiliating the child, Making derogatory remarks about the child or child's family.
3. The child is not to be separated from the group unless intrusive methods of guiding the child's behavior (a) have been tried and were found to be ineffective, and (b) the child's behavior threatens the well being of the child or other children in the Center. If separation is required:
  - a. The child will remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person;
  - b. The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation; and
  - c. The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.
4. The child is not to be punished for lapses in toilet habits.
5. Food, light, warmth, clothing, or medical care is never to be withheld as a punishment for unacceptable behavior.
6. The use of physical restraint is prohibited unless physically holding a child is necessary to contain or protect a child or other children from harm.
7. The use of mechanical restraints, such as tying.

Separation Report: If a child is separated from the group, a separation report is filled out. If a child is separated from the group three or more times in one day, the child's parents shall be notified and the parent notification shall be indicated on the daily log. If a child is separated five or more times in one week, eight times or more in two weeks, the procedures for Persistent Unacceptable Behavior must be followed.

**Persistent Unacceptable Behavior:** When a child engages in persistent unacceptable behavior, the teacher, assistant teacher and/or teacher aides must comply with the following requirements.

1. Observe and record the specific behavior of the child, outside influences/persons involved at the time of the noted behavior, and staff responses to the behavior.
2. Develop a plan to address the unacceptable behavior in consultation with the child's parent/guardian, other program staff and professional consultant, if appropriate.
3. If the behavior does not change, students could be dismissed.

## Unacceptable Behavior Definitions

Physical Aggression = Hitting, kicking, biting, pinching, scratching, spitting, making forceful contact with someone.

Property Destruction = Damage the condition of the environment (e.g., breaking items, ripping things off wall)

Inappropriate Language = Improper or irrelevant verbalization including cursing, unkind words, or "being mean"

Self-Injury = Hitting, kicking, biting, pinching, scratching, or intentionally making forceful contact with oneself

Escaping/Elopement = Leaving the immediate area to avoid task (e.g., running from room, hiding under table, not staying in line when out of the classroom)

Tantrum = Excessive refusal paired with: screaming, crying, escaping, physical aggression, property destruction

Non-compliance/Defiance = Actively refusing/denying an adult direction/request (e.g., repeatedly saying "no!")

### **\*\*\* When to Complete a Behavior Incident Form \*\*\***

- Always when it is a safety issue (intentional aggression to self or others & running away).
- Behavior that's NOT age appropriate.

**Pillager Little Huskies Learning Center Grievance Procedure** This procedure is to be used if you have a complaint regarding any part of the Pillager Family Center programming, including, but not limited to the child care center.

How do I address a grievance?

1. Write to the Pillager Family Center director at 323 E. Second Street S. Pillager, MN 56473.
2. The Center director will meet with the person making the complaint and attempt to resolve the complaint to the satisfaction of the person making the complaint.
3. If the person complaining is not satisfied, the written complaint will be forwarded to the Pillager Family Council. The council will meet with the person making the complaint and attempt to resolve the issue.