

# CONCORDIA COLLEGE™

Dear Parents:

Welcome to Cobber Kids! In 1990, a group of Concordia parents formed a cooperative day care known as “The Baby Group.” Their efforts as well as work by the Concordia Child Care Task Force, the Personnel Director, and Physical Plant staff contributed greatly to the decision made by Concordia College to develop a center owned and operated by the college. Cobber Kids Corner opened in August of 1991. In 2004 Concordia College purchased Riverside School from the City of Moorhead. August 2005 Cobber Kids Corner moved to our current location known as Cobber Kids at Riverside. Concordia College subsidizes the center.

Cobber Kids is licensed through the Department of Human Services in the State of Minnesota to Monday – Friday from **7:00 AM-5:30 P.M.** Summer hours are 7:30a.m.- The center also participates in the Child Adult Care Food Program, assuring that meals served meet the Federal nutritional guidelines. Meals are provided by Concordia College Dining Service.

Please review the information in this handbook carefully to familiarize yourselves with all aspects of our program. We want you to know what you can expect from us and what we will expect from you. Our objective is to care for your child in the best way possible. Please contact your child's teacher or the director if you have questions regarding this handbook or any aspect of our program. By establishing open communication between staff members and parents we can work together to enhance your child's experience at Cobber Kids the best that it can be.

Sincerely,



Amanda Pieters  
Director  
Cobber Kids, Concordia College  
218-299-4204  
apieters@cord.edu



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## **PROGRAM PHILOSOPHY**

Children at Cobber Kids are provided with daily opportunities in which they can actively learn about themselves and the world around them. This is accomplished through a combination of developmentally appropriate large and small group activities, free play, outdoor play and walks.

A routine that is consistent from day to day lets children know what to expect and helps them feel secure in their environment. Teachers let children know what behaviors are appropriate in a given situation. Children are praised for positive behavior and given choices and consequences for inappropriate behavior. *Our Child Care Program Plan (on file in the Director's Office) explains our curriculum and educational philosophy in more detail,* and can be reviewed at your request.

### **GOAL/MISSION**

Cobber Kids strives to provide a quality Early Childhood program by creating a safe, healthy and nurturing environment that promotes the physical, social, emotional, and cognitive development of young children. The staff work together in a partnership with parents to meet the needs of the children.

### **PARENT AWARE- Cobber Kids is a 4 Star Rated Center**



### **ACCREDITATION**

The National Association for the Education of Young Children (NAEYC) has created 10 standards that measure the quality of early childhood programs. The standards were created by a blue-ribbon panel of early childhood experts and are based on the latest early childhood research.

As a NAEYC-accredited program, Cobber Kids meets a high quality standard by:

- 1) Promoting **positive relationships** for all children and adults to encourage each child's sense of individual worth.
- 2) Implementing a **curriculum** that fosters all areas of child development: cognitive, emotional, language, physical, and social.
- 3) Using developmentally, culturally, and linguistically appropriate **effective teaching approaches**.
- 4) Providing **ongoing assessments** of a child's learning and development and communicate the child's progress to the family.
- 5) Promoting the **nutrition and health** of children and protect children and staff from injury and illness.
- 6) Employing a **teaching staff** that has the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development, and to support families' diverse needs and interests.
- 7) Establishing and maintain collaborative relationships with each child's **family**.
- 8) Establishing relationships with and use the resources of the **community** to support the achievement of program goals.
- 9) Providing a safe and healthy **physical environment**.
- 10) Implementing strong personnel, fiscal, and program management policies so that all children, families, and staff have **high-quality experiences**.

## **Ethics)**

All staff members are required to thoroughly review the attached NAEYC position statements regarding ethics (included in the staff notebook) and sign the following commitment. According to NAEYC, "This Statement of Commitment is not part of the Code but is a personal acknowledgement of the individual's willingness to embrace the distinctive values and moral obligations of the field of early childhood care and education. It is recognition of the moral obligations that lead to an individual becoming part of the profession."

### "Statement of Commitment to Professional Ethics

As an individual who works with young children, I commit myself to furthering the values of early childhood education as they are reflected in the ideals and principles of the NAEYC Code of Ethical Conduct. To the best of my ability I will

- \* Never harm children
- \* Ensure that programs for young children are based on current knowledge and research of child development and early childhood education.
- \* Respect and support families in their task of nurturing children.
- \* Respect colleagues in early childhood care and education and support them in maintaining the NAEYC Code of Ethical Conduct.
- \* Serve as an advocate for children, their families, and their teachers in community and society.
- \* Stay informed of and maintain high standards of professional conduct.
- \* Engage in an ongoing process of self-reflection, realizing that personal characteristics, biases, and beliefs have an impact on children and families.
- \* Be open to new ideas and be willing to learn from the suggestions of others.
- \* Continue to learn, grow, and contribute as a professional.
- \* Honor the ideals and principles of the NAEYC Code of Ethical Conduct."

### Confidentiality

Because the staff at Cobber Kids works as a team, with every adult knowing and interacting at times with every child, all observations and other assessment data may be shared with all staff members. Information about family situations, special needs, and other sensitive issues is shared on an as needed basis. Student workers, volunteers, and other adults working within the school are only informed of such sensitive issues when they are a part of keeping the child safe, supporting the child's inclusion, or when the information might impact their coursework. All adults working in the center sign the following confidentiality agreement.

"As an adult working, observing, conducting research, and/or regularly volunteering at the center, I may become privy to confidential information regarding children and families. It is of the utmost importance that I realize that all such information is strictly personal and confidential and can only be shared within the confines of the Cobber Kids. I will discuss children's behavior out of the hearing distance of the children, and I will discuss the families, children, and staff for professional purposes only. When I encounter families, children or staff outside the school, I will be courteous but use discretion. I understand that written authorization is required before disclosing any information regarding a child to an outside agency or individual. I know that confidentiality is an ethical obligation and that it is a requirement for my continued involvement at the Cobber Kids. By signing this statement I agree to understand and practice Cobber Kids confidentiality policy at all times."

In accordance with Health Insurance Portability and Accountability Act (HIPAA) guidelines, official written records for each child are kept in files in the classroom. Information is released only to the individuals listed above or those for whom parents sign a written release (7.C.08). These files

include enrollment forms, final conference reports, health assessments provided by physicians, results of health screenings conducted at school after parent authorization, incident reports, reports of diagnostic assessments released to the school by parents, individual education plans, etc. Staff documentation of children's behavior and development, including specialized records for children whose special circumstances require extra classroom documentation are kept in classroom locations accessible to teachers but out of the reach of children and out of sight of classroom visitors. In addition, researchers follow ethical standards with respect to confidentiality of individual data as described above.

When discussing behavior incidents with families (e.g., a child is bit, hit, etc. by another child), staff members use discretion regarding revealing the identity of the aggressor (e.g., writing separate incident reports for the aggressor and the victim). In most cases, the child reports identity information to the parent, so the parent may add that information to conversations with the teacher, particularly in cases of repeated aggression. The teacher's responsibility is to focus any discussion with parents on their child only, to avoid violating confidentiality or engaging in gossip.

### **THE STAFF AT COBBER KIDS**

All teaching staff have their 4 year degree in Early Childhood, Elementary Education or a related field of study or a CDA certificate.

## **GENERAL POLICIES**

### **ENROLLMENT**

The director will maintain a waiting list. **Priority** will be given to Concordia employees and students. Parents on the waiting list will be notified when an opening becomes available. A non-refundable enrollment fee will be required at the time of enrollment. Several factors are considered when looking at enrollment; the age of the toddler, will toddler need to transition during the year and the availability of space in the room that they need to transition to during the year.

### **PRE-ENROLLMENT CONFERENCE**

Your child's teacher will conduct a parent conference with you prior to enrollment. The visit takes about 45 minutes. The purpose of this visit is to learn more about your child, allow parents to get to know teachers, answer any questions regarding policy and to review the following enrollment forms:

1. Immunizations must be up to date and on file by your child's first day at Cobber Kids.
2. Health Care Summary- to be completed by your health source
3. Parental Permission Slips
4. Parent Information Form
5. Child Care Food Program Income Data Sheet as needed.

- ❖ This conference is required before your child can start at Cobber Kids.
- ❖ Please bring the completed forms with you to the pre-enrollment visit!

### **ENROLLMENT AVAILABILITY**

14 Toddlers and 50 preschoolers. Our maximum capacity for the building we occupy is 64. Enrollments are full time. Summer hours are 7:30-5:30.  
Tuition at Cobber Kids is subject to change. Rates will be evaluated yearly or as needed.

## **TUITION**

Program cost includes breakfast, lunch and one afternoon snack per day in the toddler and preschool programs. Parents of children in diapers will supply the diapers and wipes for their children.

Bills will be issued for tuition one month in advance. We do not credit vacation days to your account. Payment is due upon receiving the bill (e.g., payment for September is due by September 3, bills typically go out by the first Friday of the month.) Concordia employees have the opportunity to use the flexible benefit plan offered by the college to set aside money before taxes for child care expenses. Call the Human Resources (3339) for more information. In the event that an account becomes past due, please see the director. If your account has not been made current by the end of the week, your child's enrollment space may be made available to another family on our waiting list. ***You are required to give a 2-week written notice when your child withdraws from the center.*** You will be charged for 2 weeks if a proper notice is not given. Parents are responsible for tuition for two weeks after the notice is given, whether or not their child attends Cobber Kids during that time. Cobber Kids does not refund for absences.

**Refunds for child illness:** Cobber Kids does not refund for illness.

## **LATE FEES**

You must arrange to be out of the building with your child by 5:30 P.M. A late fee of \$15.00 will be charged between 5:30-5:40. After 5:40, an additional two-dollar per minute will be charged to you. All late fees need to be paid when billed. Please allow extra time to get ready. Plan on coming a few minutes prior to closing to allow for this. **Please be considerate of our hours of operation and our staff.**

## **YEARLY SCHEDULE**

- *See Current Rate Sheet*

We will be closed on official college holidays (Thanksgiving Day, the Friday following Thanksgiving Day, during Christmas break (Christmas Eve day through New Years Day), Good Friday, Memorial Day and the Fourth of July). We are closed for mid-semester break for 2 days fall semester and the Friday of Concordia's Spring Break. We have a summer Shut Down (2 weeks in July). Please see your care calendar). Parents will be notified in advance of any additional closings. Please watch for email reminders and postings of these dates.

## **ADDITIONAL CLOSING**

Staff Professional Development- Cobber Kids reserves the right to close for staff training for staff. The Center will give parents 3 months prior notice to this type of closure. Parents will not be charged for Staff Development closing days if they have been added after the yearly calendar has gone out in September.

## **BUILDING SECURITY**

The doors at Cobber Kids are locked 24/7 Parents are issued FOB's to gain access. There is a fee of \$25.00 to replace a lost FOB. Please report all lost FOB's to the director.

## **WINTER STORM / EMERGENCY CLOSURE**

***Cobber Kids will close if the FARGO School District closes if Fargo Schools have a 2 hour delay Cobber Kids will open at 10:00.*** Unfortunately our side streets are the last to be cleared. Concordia College may close for emergency reasons. If the college closes the center will be closed as well. Teachers must make their own decisions on whether it is safe for them to come to work. During stormy weather or other emergency conditions that may make it difficult to travel, you must call Cobber Kids before bringing your child. Please watch your phone for any notices coming from the REMIND APP. This will allow us to maintain the teacher/child ratio required by Minnesota licensing. Please add Fargo Schools to your likes on Facebook and check their web page [Fargo.k12.nd.us](http://Fargo.k12.nd.us)

Watch your emails for information on this. You can email your teachers or the director as well.



## **FIELD TRIPS, PUBLIC RELATIONS AND RESEARCH**

Field trips for preschoolers are kept to walking distance or on campus. Toddler field trips consist mainly of short walks/buggy rides around the neighborhood/campus and visits to Eventide nursing home.

Classroom staff or the media (e.g. TV, newspaper) may take pictures of your child or video tape your child for public relations purposes (bulletin board display, newsletter, news story about Cobber Kids or Concordia College). Concordia College Facebook page and Instagram. This permission was signed at the time of enrollment.

We must have your written permission before your child can participate in special activities. A permission form will be provided as needed for each occasion. We ask that you sign and return in a timely manner any additional permission forms needed for special field trips.

## **LIABILITY INSURANCE COVERAGE**

College Risk Retention Group, Inc provides insurance coverage for Concordia College and Cobber Kids. 100 Bank Street, Burlington, VT 05401

## **MALTREATMENT OF MINORS MANDATED REPORTING POLICY FOR DHS LICENSED PROGRAMS**

### **Who Should Report Child Abuse and Neglect**

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

### **Where to Report**

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at 218-299-5121 or local law enforcement at 218-299-5200.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 431-6500.

### **What to Report**

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

### **Failure to Report**

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



**Retaliation Prohibited**

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

**Internal Review**

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within **30** calendar days and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

- (i) related policies and procedures were followed;
- (ii) the policies and procedures were adequate;
- (iii) there is a need for additional staff training;
- (iv) the reported event is similar to past events with the children or the services involved; and
- (v) there is a need for corrective action by the license holder to protect the health and safety of children in care.

**Primary and Secondary Person or Position to Ensure Internal Reviews are Completed**

The internal review will be completed by Amanda Pieters (name or position). If this individual is involved in the alleged or suspected maltreatment, Peggy Torrance (name or position) will be responsible for completing the internal review.

**Documentation of the Internal Review**

The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

**Corrective Action Plan**

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

**Staff Training**

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

**The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.**

## COBBER KIDS CLASSROOM POLICIES

- Some of this information is also included in the information for specific rooms in the appendix section.

### OPEN DOOR POLICY/CHECKING ON YOUR CHILD'S DAY

We have an "open door" policy in our center. This means that you are free to stop in at any time. We do ask that you consider your child's reactions to your visiting and then leaving again. Some children have more difficulty separating than others. Make sure your child understands you must return to work and will be back to pick him or her up.

Don't hesitate to call our staff to see how your child's day is going. It's best to ask directly for your child's teacher. Please try not to call during the lunch transition (11:00-12:30). This is a very busy time of the day and it is often hard for staff to get to the phone. During warm weather staff and children may be outdoors after 4:00 P.M. and unable to answer your calls.

We want to provide an atmosphere which is conducive to positive communication and interactions between staff and parents. There are a variety of opportunities provided for parents to share ideas or concerns. Informal interactions with your child's teacher, parent teacher conferences, family nights, or through an Advisory Board member. We would like you to make every effort to work out any problems or concerns with your child's teacher. However, if you feel this process is not working, you may contact the Cobber Kids director.

### GRIEVANCE PROCEDURE

We hope your child will enjoy attending Cobber Kids. However, if you should have a grievance, the following procedure has been set up so your concern can be properly addressed. A grievance is defined as a statement alleging a violation of policies or principles of Cobber Kids

1. Discuss problem or concern with the teacher of your child. If no agreement is made then. .
2. Discuss the problem or concern with the Director.
3. All staff involved will discuss and come to a consensus regarding the grievance. The director will analyze the issue and make a decision regarding the issue. No adverse action will come to the grieved party as a result of his/her filing the grievance using these procedures.

### ARRIVAL/DEPARTURE

1. Please use the designated parking spaces in the front of the building for a maximum of 15 minutes when unloading or picking up your child. Campus Security will be monitoring parking areas at Cobber Kids. A special permit is necessary to park in the lot longer than 15 minutes. Please do not leave your car idling (extreme cold is an exception),
2. You will need to sign your child in and out each day. Arrival time, estimated time out and departure time, needs to be recorded by you, on the daily log provided in each room. The sign-in log is located by the classroom phones. Estimated time out is needed so teachers can plan activities and walks and be present when your arrive to pick up your child.
3. Please write down any important information we need to know about your child.
- **WE WILL NOT BE RESPONSIBLE FOR INFORMATION NOT IN WRITING.**
4. Whenever possible, each child will be greeted individually by a teacher as he/she arrives. However, at times it is just not possible for the teacher to leave the area being supervised to come over to the door. In that case, please bring your child over to the group. This is especially important during breakfast.
5. Please check your child's cubby each day before leaving. Take home art work, papers, or soiled clothing. Soiled clothing will be put in plastic bags and placed in the cubby. Remember to bring another change of clothing for the child the following day! Also check your parent mailbox for messages!
6. If your child needs a few minutes at the end of the day to make the transition to going home, please arrive a few minutes early so the **building can be closed by 5:00.** If you are in the building past 5:00, late fees will be charged. *(Please see the Late Fee Policy on page 7)*
7. Your child will be released only to persons authorized by you on your registration form. Parents should discuss such arrangements with their child's teacher the day of the occurrence. Children will not be released to anyone under 16. Please see the director for

special circumstances. Please advise anyone who picks up your child that they will need a picture ID.

8. If a parent or other authorized person who appears to be incapacitated due to drug or alcohol use arrives to pick up a child, the staff will keep the child at the center until an alternative person can be reached to pick up the child. If the staff cannot reach the alternative person or parent, social services or law enforcement will be notified. We will report any cases of suspected child abuse or neglect to the local child protection agency.

### **IMPORTANT REMINDERS**

- No candy or gum is allowed at Cobber Kids. Please do not send candy or food with your child. This will only cause problems later on in the day. If you would like to bring a treat for the entire class, please call the teachers so they can give you the count. The State of Minnesota **does not allow** homemade goodies in the classroom. Your goodies must be store bought. Please do not bring food into the classroom unless you have treats for everyone in the class. Cobber Kids is **PEANUT FREE** due to allergies in the center.
- Children are not allowed to be alone in the hallway. Please **DO NOT** leave one child in the hall while dropping off another. Please keep your children with you at all times.
- **Only teachers and parents are allowed to open gates and all doors. This is for safety reasons.**
- Teachers need to see parents or other authorized persons before they leave. Please verbally inform your child's teacher that you and your child are leaving. ***Children must be signed in and out.***

### **MEALS AND SNACKS**

Healthy meals and snacks are provided in accordance with the Child and Adult Care Food Program (CACFP) regulations. Menus are posted on the parent bulletin board located in the hallway inside the front door.

1. Tabletops and serving counters are disinfected before meals.
2. Breakfast is prepared at CK in accordance with CACFP regulations.
3. Lunch is catered from Concordia College Dining Service. A warming cart is used to keep food at the correct temperature until it is served.
4. Snacks are delivered with lunch each day and stored in the refrigerator on site at a temperature of 40 degrees until needed.
5. Food Safety- all expired food items are tossed.
6. Breakfast is served from 8:00-8:30. Please arrive by 8:30 if your child will need breakfast. Lunch is served at 11:15 in the Toddler room and 11:30 in the Preschool. If your child will be arriving later than this time, please feed them prior to arriving at Cobber Kids.
7. Dishes and eating utensils are washed in a commercial dishwasher at the center after each use. Disposable dishes are used in the Preschool classroom.
8. Children are encouraged to try new foods but not forced to eat or taste. We promote the entire meal. No child will receive just one food group because he/she dislikes what is being served. Meals are served family style.
9. Teaching staff sit and eat with children and engage them in conversation.
10. You will need to provide a signed dietary statement by your physician if your child has a food allergy for which menu substitutions are necessary. Food allergies are posted in each classroom. Concordia College Dining service cannot provide a vegetarian entrée that will meet the CACFP guidelines.
11. Concordia College Dining service will not provide substitutions for a lifestyle choice.
12. Food from home will not be permitted at the center due to storage and the fact we cannot guarantee each child will receive a meal that meets the CACFP guidelines.

## Standard/Full Civil Rights Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) [found online](http://www.ascr.usda.gov/complaint_filing_cust.html) at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue,  
SW Washington, D.C. 20250-9410

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## NAP AND REST

Naptime is an important part of our daily program. It is a time when children are given the opportunity to lay down, rest and re-group. All children participate in rest time. Soft music is played during naptime. Children rest quietly on their cots. Caregivers will rub the children's backs. The length of the quiet time depends upon the age of the child and individual needs. Caregivers strive for a warm, relaxed atmosphere where soft music is played. Rest is very important to the well being of a child, therefore rest time will include all children.

Toddlers and preschoolers have an afternoon rest period. Children who are not asleep after resting on their cot for 45 minutes may get up and participate in quiet activities. We suggest a crib sized blanket for your child. Please only send small travel pillows. We don't have room to store standard size pillows. All blankets are sent home each week for washing.

## OUTDOOR PLAY

Toddler and preschoolers will go outside to play daily, weather permitting (0 degrees or warmer in the winter). Infants will be taken outside for walks and to play as the weather and staffing permits. The weather and the children's interest will determine the length of time spent outdoors. We suggest you dress your child in layers depending on the weather. The playground consists of shaded and sunny areas.

Please provide your child with adequate layered outdoor clothing each day. During the summer months you will need to provide your child with sunscreen. **We recommend that you apply sunscreen before your child arrives to the center. This will ensure that your child is protected.** Permission forms are signed during the enrollment visit authorizing the center

permission to apply sunscreen in the afternoon. Our policy for sunscreen asks that parents apply sunscreen for the morning. You are asked to supply a separate labeled bottle for each child. If you want insect repellent health authorities recommend the use of insect repellents containing DEET. These repellents are applied only to children older than two months. Parents will bring in each child's repellent and permission form. During the winter months you will need mittens, hats, snow pants and boots. Please remember to label them.

We cannot guarantee that your child be kept indoors. If your child is too ill to go outside, he or she should not be at Cobber Kids in a group care environment. We can't keep a whole group inside because of one child. Research has shown that children who are exposed to fresh air daily get fewer colds and respiratory infections than children who typically remain indoors.

The State Fire Marshall requests that all children wear shoes at all times. Please remember this during the winter when children are wearing boots. We advise a shoe with a rubber sole to help prevent injuries on climbing equipment. We discourage sandals and flip flops.

#### **ADDITIONAL PLAY AREAS FOR THE CENTER**

Alm Park	1300 South Elm Street
East Complex	12 <sup>th</sup> Avenue and 9 <sup>th</sup> Street
Olin Hill	Olin Building on Campus
Olson Forum	Across the street on the corner
Walks through campus	Concordia College Campus
Eventide Nursing Home	1405 7 <sup>th</sup> Street South

The Toddler program will go to Eventide Nursing Home on Thursday mornings weather and staffing permitting. **(NOT DURING COVID OR FLU SEASON)**

#### **PARENT TEACHER COMMUNICATION/CONFERENCES**

Parents of toddlers will receive daily written reports about the child's food intake, elimination, sleeping patterns and general behavior. Formal parent-teacher conferences will be held twice a year (fall and spring). Conferences are an opportunity for parents and teachers to share information with you about your child's intellectual, physical, social and emotional development. Since you, as parents, know your child best, your input will be needed in setting individual goals for your child that we can work on together. A written summary of your child's developmental progress will also be available to you and placed as documentation in your child's file at the time of conferences. In addition to regularly scheduled conferences, you may request a parent-teacher conference with your child's teacher at any time to address specific concerns. Before and throughout the toilet training process, parents or staff may want to hold a short conference to share input about progress being made and to set new goals.

The Center maintains information about programs and services from other agencies to support families. Please let us know if you would like more information on different resources

#### **PARENT INVOLVEMENT OPPORTUNITIES**

Parents and teachers working together to provide a positive environment in which children can learn and grow.

- Participating on the Parent Board
- Attending parent education classes
- Participate in parent teacher conferences
- Sharing your skills, hobbies, family traditions, and occupation with the children.
- Working at home to repair equipment and furniture.
- Spending time at the center during the day reading to children

#### **NEWSLETTERS (Classroom and Center)**

Please read the information that comes from the classroom teachers. Watch for announcements by your child's sign in sheet and on the front doors. Keep your calendar you were given with our closing dates handy so you won't be caught off guard.

## **PARENT ADVISORY BOARD**

The Parent Advisory Board consists of up to eight members. The board will meet monthly during the academic year. The director conducts the meetings. The Advisory Board will make recommendations that concern both the day to day and long range plans of the center to the director. The board will have the opportunity to initiate special projects that they as parents feel are important, (social events for families and staff). If you are interested in serving on the board please see the director for an application.

## **TOY POLICY**

Cobber Kids is adequately equipped with toys. We cannot be responsible for toys that come from home. Please suggest that your child leave their toys at home or in your car where they will be waiting for them on the ride home. Of course, a blanket and a special nap stuffed animal are o.k. (Nap time items = a stuffed animal, something soft and cuddly. Barbie dolls and hard toys are not considered a nap time toy.) Items will be kept in the child's cubby until naptime. We do not allow gun playing or violent role playing at Cobber Kids. **During COVID ALL TOYS STAY HOME**

## **CELEBRATING BIRTHDAYS and Holidays**

Holidays are viewed as educational opportunities that give us the chance to learn about our diverse community. As part of our emphasis on family identity and respect for diversity, we encourage children to talk about their family traditions, and we share stories related to the meaning of holidays. If you wish to provide a special snack for your child's birthday, please talk to your child's teacher. Homemade treats are not permitted by the Child and Adult Care Food Program. Parents may provide items that are **store bought** such as animal crackers, muffins or cake. Please avoid snacks with high sugar content. Please **DO NOT** send items with peanuts. A special crown will also be given to each child at snack on his/her birthday.

A Birthday Book, (optional) is a special way to celebrate a birthday at Cobber Kids. Birthday books are special books purchased to donate to Cobber Kids in your child's honor. Inscribe it with your child's name and year. The class will read this special book on your child's special day. This book will be something the child and their friends will enjoy for a long time. It's also fun for the children when they come back to see that we are still reading their special book. This also helps build our library at Cobber Kids.

## **FIRE / TORNADO PROCEDURES**

In case of a tornado warning, the children will be sheltered in the lounge and the kitchen. Tornado drills are scheduled in the months of April through September. Fire evacuation routes are posted in each classroom and fire drills are held monthly. If an emergency evacuation is necessary please contact Human Resources 299-3339 for information regarding the center. Please make sure your emergency contacts forms are up to date. (Eventide is our emergency evacuation location) 1405 7<sup>th</sup> Street South. The children will walk with the staff.

## **WITHDRAWAL FROM THE CENTER**

The center requests that a 2-week notice be given upon withdrawal. You will be charged for the 2 weeks following a notice of withdrawal regardless of your child's attendance or absence.

## **POLICY REGARDING PETS**

Families will be informed if a pet (other than fish) will be present in the classroom. Pets brought in the classroom for special occasions, such as a unit on animals, must be properly housed, cared for, licensed and vaccinated according to local health ordinances. Please inform your child's teacher if your child is allergic to any pets.



## BEHAVIOR GUIDANCE

The Department of Human Services mandates DHS 9503.0055 was used as the basis for the behavior policies outlined. All staff members have received an orientation to these procedures and are responsible to adhere to them while an employee of Cobber Kids.

It is easier and more efficient to guide a child's behavior before problems arise than to wait until behavior problems erupt and then intervene. The following principles outline our approach towards behavior management with young children. The policies were created to help the center limit expulsion or exclusions

1. Provide a positive role model of acceptable behavior. Children learn more from what you do than from what you say. Respect each child's individuality.
2. Children are supervised by **sound and vision at all times**. DHS 9503.0055 Children must be supervised at all times primarily by sight. Toddlers will be supervised by sight and sound at all times. Teachers must be aware of where the children are at all times. Staff will redirect children and groups away from problems and toward constructive activity in order to reduce conflict.
3. Use developmentally appropriate guidance techniques.
4. Redirect children and groups away from problems and toward constructive activity in order to reduce conflict.
5. Teach children how to use acceptable alternative to problem behavior in order to reduce conflict. Implement positive behavior support strategies; Removing materials or modifying the classroom environment that triggers behaviors. All classrooms have predictable daily schedules so children know what to do and when to do it.
6. Protect the safety of children and staff.
7. Challenging behavior: (NAEYC) Any behavior that (1) interferes with learning, development and success at play, (2.) is harmful to the child, other children, or adults, (3) puts a child at high risk for later social problems or school failure.
8. Provide immediate and directly related consequences for a child's unacceptable behavior. Examples of challenging behavior: Physical aggression (hitting, biting, shoving, whacking with toys), relational aggression ("You can't play with us), bullying, tantrums, whining, testing limits, refusal to follow directions or observe classroom rules.
9. Despite intervention, if the behavior continues to threaten the safety of others, the child may be asked to leave the center in the best interest of the child and children served

The center has a responsibility to protect the safety of **all** children as well as that of **volunteers and staff**. Therefore, when a child engages in persistent unacceptable behavior (e.g., violent behavior, chronic biting, in-appropriate language), the following procedure will be followed:

1. Staff will observe and record the behavior of the child and staff responses to the behavior.
2. Staff will work with parents and other professionals (if needed) to develop a plan to address the unacceptable behavior. If the unacceptable behavior persists in spite of the use of the plan, a parent conference will be held to share behavioral concerns and to discuss a referral to Moorhead Public Schools or another appropriate outside agency. The purpose of the parent conference is to develop a plan jointly with the family and available resources,

to address the specific behaviors which constitute an imminent danger (recurring violence, behavior, or aggression).which can lead to dismissal.

3. A permission to refer slip must be signed by the parent(s) before a referral to an outside agency can be made to a referral for early childhood special education services in the local area. If a child's behavior is such that it necessitates removal, there should be sufficient documentation for consideration of special education services. If parents do not give permission for a referral and the child's behavior is disruptive to the group, the child will be asked to leave Cobber Kids.
4. The following steps will be completed when a child must be dismissed from Cobber Kids for challenging behaviors that constitute an imminent danger to the child or others:

Cobber Kids will make attempts to refer the child to another agency.  
Cobber Kids will document behaviors and parent conversations  
Cobber kids will document incidents

Policy complies with Federal and state civil rights law. Staff are trained in Civil Rights yearly.

### **The following are prohibited by the staff at Cobber Kids**

**No physical punishment** of any kind will be administered on Cobber Kids property. This policy restricts parents and staff from using physical punishment on their own children while at the center.

The following practices are prohibited at Cobber Kids

**No Physical punishment** (shaking, hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, pulling of arms, hair, ears or requiring a child to remain inactive for a long period of time.

**No Psychological abuse** (shaming, name calling, ridiculing, humiliation, sarcasm, cursing, threatening, frightening a child, ostracism or withholding affection.

**No Coercion** (Rough handling, shoving, pulling, pushing, grasping any body part, forcing a child to sit down, lie down, or stay down, except when restraint is necessary to protect the child or others from harm. Children may not be forced to eat or drink meals.

*(Teachers are mandated to report any abuse or neglect observed to social service.)* The use of mechanical restraints, such as tying is prohibited.

### **SEPARATION FROM THE GROUP**

Time-outs are used as a last resort. A child who is in a time-out will remain within an enclosed part of the classroom where the child can be continuously seen and heard by a program staff person. When separation from the group is used as a behavior guidance technique, 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. A child between the ages of six weeks and sixteen months cannot be separated from the group as a means of behavior guidance.

The child's teacher will note all separations from the group in a daily log. This includes the child's name, staff person's name, time, date, and information indicating what previous methods were used to guide the child's behavior and how the child's behavior continued to threaten the well being of the child or other children in care.

If a child is separated from the group 3 or more times in one day, the child's parent shall be notified and this shall be indicated on the daily log. If a child is separated 5 or more times in one week, or 8 or more times in two weeks, the procedure for dealing with persistent unacceptable behavior described previously will be followed.



### **HITTING AND BITING – WHAT PARENTS CAN DO:**

1. Teach your child to handle conflict. Tell them that it is okay to be angry but it is not okay to hurt others.
2. Teach ways of handling anger without hurting themselves, others or property.
3. Try to understand the child's developmental stage. Biting and hitting is **very** common among toddlers.
4. Understand that child care is a group situation. There are a wide variety of personalities and naturally conflicts will occur.

### **WHAT TEACHERS DO WHEN BITING OR HITTING OCCURS;**

1. Focus on the child who was injured.
2. The aggressive child will be redirected.
3. Simple language is used "Biting hurts!"
4. Explain to the child that they need to use gentle touches.
5. Accident/Injury/Incident Reports will be given to parents of a child who bites and the child bitten. Teachers track occurrences of biting or hitting, listing the time of day, reason (if known), and staff response.
6. Conferences with parents will be scheduled at the teacher's discretion.
7. Strategies will be developed to reduce hitting/biting behavior.
8. Strategies will be evaluated.



## **HEALTH/ILLNESS POLICIES**

### **INFECTION CONTROL**

The following general sanitation procedures will be observed:

1. All children and staff will wash their hands frequently with liquid soap (before eating, after diapering or toileting, and at other times required for cleanliness).
2. Washable toys, equipment and surfaces will be disinfected daily in the infant and toddler room and as needed in the preschool room.
3. Toys that have been mouthed will be removed for cleaning and sanitizing.
4. Tile flooring, toilets and sinks will be cleaned and disinfected daily by Concordia Physical Plant staff in accordance with OSHA regulations.
5. Toilet training chairs will be emptied and sprayed with a sanitizing solution after each use, as well as cleaned daily in accordance with OSHA regulations by Concordia Physical Plant staff.

### **SMOKE FREE POLICY**

To safe guard the health and safety of children and adults smoking is prohibited in Cobber Kids Firearms and other significant weapons are not permitted in the facility. Law enforcement is exempt from the firearms policy. Center staff will call campus security if an unsafe situation arises.

### **DIAPERING PROCEDURES**

Commercial disposable diapers are required by children that are not toilet trained. Diapers will be placed in a plastic bag and discarded in a diaper pail that is emptied twice a day. Disposable diapers will be used unless a medical reason states differently. Parents who use cloth diapers must provide a medical excuse by their physician, their own diaper pail and take it home to disinfect each day. A clean cover must be provided for each diaper change.

1. Each child's diaper is checked and changed approximately 2 hours, but as often as needed and immediately following nap. Your child will have approximately 4-5 diaper changes each day.
2. Diapers are changed only in the changing area or bathroom separate from food storage and eating areas.
3. No child is left unattended on the changing table or in the changing area. An adult will have one hand on the child at all times.
4. Disposable paper sheets are used underneath the diaper area of each child.
5. Hands will be washed with soap and water before and after each diaper change.
6. Gloves are to be worn by staff when they change diapers.
7. Diapers and wipes are opened before the diaper change to avoid contamination.
8. Wipes are used during every diaper change. It is important to clean the child thoroughly and always wipe from front to back on girls to prevent infection.
9. The child's hands are washed after each diaper change.
10. Diaper ointments or products must have a signed permission slip to apply.

Please make sure that your child has an adequate supply of diapers, wipes and ointment. The staff will remind you, as time permits, when supplies are low but it is really a parental responsibility. A child who is full time at Cobber Kids will need an average of **25-30** diapers each per week. If a child runs out of diapers you will be called and asked to bring more. Please bring in a full pack of diapers each time if possible. Children may go through more diapers some days than others.

### **HEALTH REQUIREMENTS**

Your child's immunizations must be up to date and on file on the first day of attendance at Cobber Kids. A health history form (current within one year) must be on file within 30 days of enrollment and reviewed again at the time your child moves to preschool. Cobber Kids will not accept children that have not been immunized.

### **WHEN I SHOULD KEEP MY CHILD AT HOME**

For the benefit of all children attending the center, if your child is not feeling well, please keep your child home until he or she is feeling better. This will help stop the spread of disease within the center. Please remember that a doctor's slip does not supercede Cobber Kids policy.

In addition, sometimes children just need to be home resting even if an obvious reason for the illness isn't found.

**The center will exclude a child who:**

- Has a reportable illness or condition that the commission of health determines to be contagious and a physician determines hasn't had sufficient treatment to reduce the health risk to others.
- Has chicken pox – until the child is no longer infectious and the lesions are crusted over.(usually 1 full week)
- Has vomited for no apparent reason. Please keep your child home for 24 hours.
- Has had loose stools and the staff judge it as diarrhea.
- Has contagious conjunctivitis or pus draining from the eye.
- Has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antibiotic therapy.
- Has unexplained lethargy.
- Has lice, ringworm, or scabies that is untreated and contagious to others.
- Has 101.0 degrees Fahrenheit or higher temperature of undiagnosed origin before a fever reducing medication such as Tylenol is given. **100 degrees during Covid**
- Has an undiagnosed rash or a rash attributable to a contagious illness or condition.
- Is not able to participate in child care program activities with reasonable comfort.
- Requires more care than the staff can provide without compromising the health and safety of other children in care.

***Please watch your child's classroom for postings of illness's in the classroom. Posting of an illness will not include the child's name. Posting of Illness's is required***

**Covid Related exclusions are more strict. Please see your updates and classroom postings.**

SEE ALSO PAGES 15 AND 16

**PROCEDURE FOR THE CARE OF CHILDREN WHO BECOME ILL AT COBBER KIDS**

Even when you follow the above guidelines, there may be times when your child will become ill while at the center. If this should happen, your child will be asked to rest on a cot on the tile floor area of the classroom away from the group. You will be called immediately and you will need to make arrangements for your child to be taken home. **Your child must be picked up within one hour of receiving the telephone call from the center.** If you have not contacted us within an hour of our call, your emergency contacts will be called.

Strict adherence to this policy will be maintained so that other children are protected. The center is not equipped nor licensed to care for ill children. Please do not ask us to care for your ill child.

**CONTAGIOUS ILLNESS**

If your child has been diagnosed by a medical or dental provider as having a contagious, reportable disease, or has lice, scabies, impetigo, ringworm or chicken pox, you must inform your child's teacher or the center director within 24 hours of notification, exclusive of weekends or holidays. On the same day we are notified, Cobber Kids will then notify all enrolled families of the illness or condition that their child has been exposed to in the center. Confidentiality policies do not allow the release of the ill child's name.

**Blood Borne Pathogens**

To protect both children and staff, bodily fluids such as blood will be treated as potentially contaminated. All staff receive training about handling bloodborne pathogens. We have a biohazard container on site for the disposal of contaminated items. This is provided by Concordia College. Gloves will be worn whenever an employee of Cobber Kids handles an incident involving bleeding or other bodily fluid.

## **MEDICATION**

If it is necessary to administer medication to your child at the center, these procedures must be followed:

1. A signed permit for authorization of any treatment, or administration of prescription or non-prescription medication, must be obtained from your child's teacher and signed by the parent or guardian.
2. The medicine must be brought to school in the original container. The container must have a legible label stating the child's first and last name and current prescription information, which must include instructions for administering and storing of the medication. Name of licensed Health provider, period of use or expiration date. Our staff will administer only current prescriptions. Sharing of medication is not permitted.
3. Acetaminophen, Ibuprofen or other medications (e.g., cold medicine) will not be given to a child to mask symptoms of illness. Staff will give a child medication with a signed authorization by a doctor for teething pain, ear infection pain and immunizations. The authorization needs to be renewed by a doctor. Tylenol, Motrin, Advil, or any fever reducing agent will not be give for more than 3 days without a renewed doctor's authorization.
4. We ask that parents give medication at home if possible. Medication that is prescribed twice daily can be given at home.

***Long term use for Tylenol is anything over 72 hours. Long term use can cause serious health problems.***

- A child that receives Tylenol or other fever reducing agent with a doctors permission will not be given Tylenol again the next week without an updated signed permission slip stating that the doctor is aware that the child has been receiving Tylenol beyond 3 days. He/she may authorize additional use. *This policy was adapted to protect the children from overuse.*

Some pharmacists will divide your prescription into two containers (*one for home and one for school*) at your request. This will eliminate the need to bring medicine between home and the center on a daily basis.

**\*\*\*Remember to bring a labeled measuring device!**

Your permission is required for staff to administer syrup sunscreen and diaper ointment to your children as needed while enrolled at Cobber Kids. Parents must provide the sunscreen and diaper ointments for their child. Parents are expected to apply sunscreen to their child in the morning. This will ensure there has been enough time for the sunscreen to begin working. The staff will apply sunscreen to those who provide it in the afternoon. Please apply any insect repellent at home before arriving at Cobber Kids. This permission form will be completed at the enrollment visit.

**A DOCTOR SLIP DOES NOT SUPERCEDE A CENTER POLICY OR A DHS REGULATION**

**If a physician orders a specific special medical management procedure an adult trained in the specifics to the procedure need to be on sight when the child is present.**

### **Emergency Response Plan**

Staff are trained on our emergency plan. The binder is located on the table by the office Covid-19 Plan is located in each classroom and the table by the office. All staff sign off on both plans.

**Fever-** you will be called to pick up your child when your child's temperature reaches 101.0 degrees Fahrenheit. Your child may return when their fever has been normal for 24 hours without the use of a fever reducing agent such as Ibuprofen and Acetaminophen (Tylenol, Advil or Motrin).

**Diarrhea-** if your child has more than one loose stool and the staff judge it as diarrhea, you will have to pick up your child. Your child may return to the center when he/she has had one normal stool and 24 hours have passed.

**Rash-** All suspicious rashes must be checked by a physician. Your child may return when determined not contagious.

**Ear Infection-** if a child sees the doctor and is diagnosed with an ear infection the child can return on medication as long as the child is well enough to participate in group activities and the child is fever free.

**Chicken Pox-** the incubation period is 10-21 days. It is communicable for one day before eruption and not more than 6 days after the last eruption. Symptoms include the pox and a fever. Your child may return when all of the pox are crusted over and the child is finished breaking out, this usually is approximately 5-7 days.

**Pink Eye-** the incubation period is 1-4 days. Symptoms include tearing, irritation, redness and drainage from one or both eyes. Your child may return after he/she has been treated with medication and the eye is no longer draining or mattered.

**Impetigo-** the incubation period is 2-5 days. The lesions are contagious through the puss that is drained. Your child must stay home until the draining process has stopped and the doctor states your child may return to group care.

**Strep Throat-** the incubation period is 1-3 days. The symptoms are swollen glands and a sore throat. Your child may return to the center after the child has been on medication for 24 hours and is fever free.

**Lice-** the incubation period is 1-2 weeks. Your child may return to the center when treatment has been started and **your child is nit free**. Sheets, blankets and stuffed animals need to be washed or bagged. Head lice is common and is in no way a poor reflection on you. Please keep the center informed if you are exposed. Don't be embarrassed.

**Lethargic-** You will be called to pick up your child if your child is not able to participate in child care program activities with reasonable comfort; Staff will exercise their judgment.

**Vomiting-** Please do not send your child to the center if they have vomited the night before even if they do not have a temperature. You will be called to pick up your child if your child vomits at Cobber Kids. Your child will be excluded for 24 hours.

Strict adherence to the illness policies will be maintained so that the children are protected. The center is not equipped nor licensed to care for ill children. Policies developed from *Infectious Diseases in Child Care Settings*, Fourth Edition, Hennepin County Community Health Department.

**A DOCTOR SLIP DOES NOT SUPERCEDE A CENTER POLICY OR A DHS REGULATION.**

## **ACCIDENT/INCIDENT/INJURY REPORTS**

We will keep an accident report on file, which will describe when, where, and how the injury occurred. One copy is kept in the child's file, one copy is sent home with the parent and the third copy is filed in an accident/incident file for review by our licensor. A copy of this form is included in the Appendix 4. Our teachers receive First Aid and CPR training. These trainings prepare them to deal with injuries effectively. Our licensing regulations prohibit us from applying any medication not authorized in writing by parents.

The parent will be notified of a head injury. The staff will also document any marks found on a child upon arrival in the morning. Staff will document when the parent has been called as a result of injury or illness.

## **MEDICAL EMERGENCY CARE/FIRST AID**

If a child requires immediate medical care the staff will call 911. Your child's teacher will arrange to have your child taken to the nearest medical facility/hospital or the facility you have indicated on your child's registration form by ambulance. Your child's teacher will stay with the child until a parent or guardian arrives. The staff will contact the parents or the designated responsible person. When contact is made, they will be informed of the nature of the emergency and the child's whereabouts.

A written release, which authorizes emergency treatment for your child, must be signed at the pre-enrollment visit.

## **EMERGENCY RESPONSE PLANS**

Our plans are located in a binder in each classroom and also by the Director's office. Please feel free to request a copy. Required by the State of Minnesota

## **HELPFUL HINTS FOR PARENTS**

### **SEPARATION**

As hard as it may be at times, it is usually best to be brief when saying goodbye to your child. Children more easily accept a quick hug and a cheerful "see you after snack" than a drawn out farewell. Your cheerfulness lets your child know that you feel good about where your child is in your absence, therefore it must be fine to be at our center. Often a new child and occasionally a child who has been here before will cry at separation. The crying usually subsides within minutes, as the child becomes involved in the activities going on around him or her. You are welcome to phone the center to see that your child has settled down from the separation anxiety.

### **SAYING GOODBYE-The 4 B's**

1. Be aware. Of your own feelings. Don't pass your anxieties on to your child.
2. Be firm. "Good-bye, I'm leaving now." Never: "Is it okay if I leave now?"
3. Be specific. Young children have a hazy sense of time. "I'll see you after snack", is better than "I'll be back later."
4. Be there. Don't betray your child's trust. If you're going to be late or if someone else will be picking up your child, be sure to let him/her know.

## **THINGS YOUR CHILD WILL NEED**

Toddlers and Preschool

- Outdoor clothing
- Blanket for napping (crib size blanket and pillow) NO standard size pillows

- Two extra sets of clothing, including shirt, pants, socks and underwear, labeled with your child's name.
- Extra pair of shorts and t-shirts in the summer months.
- Diapers and baby wipes if needed

**ALL ITEMS MUST BE LABELED WITH YOUR CHILD'S NAME**

**PARENT RESPONSIBILITIES**

1. Walk your child to his/her classroom.
  2. Sign your child in/out each day
  3. Help your child with outdoor clothing.
  4. Help your child wash their hands
  5. Empty parent mailbox and child's cubby daily.
  6. Notify us by 9:00 A.M. if your child will not be attending. (Safety)
  7. Children need to remain in the classroom after they are signed in.
- ❖ Children should remain in the classroom after drop off. They are not allowed to walk their parents to the outside door. Please help us teach your children that parents and teachers open the doors. (this is for your child's safety)



## APPENDIX 1

### TODDLER PROGRAM

#### PURPOSE

The primary purpose of Cobber Kids is to provide a high quality Early Childhood Program by creating a safe, healthy, and nurturing environment that promotes the physical, social, emotional, and cognitive development of young children and responds to the needs of families.

#### GOAL

The primary goal of Cobber Kids is to promote the development of the “whole” child. The goal of the toddler program is to provide an appropriate and stimulating environment for each child. Emphasis is placed on the development of a positive self-image, independence and creativity. Activities are planned by the staff to promote the social-emotional, cognitive, language and gross motor development of the children. Large and small group activities are also conducted by the staff.

Cobber Kids plans with the Creative Curriculum by Teaching Strategies and uses the TS Gold Assessment tool. Parents are provided written reports twice yearly during parent conferences. Classrooms have been trained on the use of assessments.

#### STAFFING

Cobber Kids meets or exceeds the teacher/child ratio established by the Minnesota Department of Human Services. The toddler program includes children who are 16 months to approximately 33 months old. Cobber Kids is currently staffed for 14 toddlers with 2 teachers. The teachers and caregivers are qualified and experienced professionals.

#### REQUIREMENTS

1. Child must be approximately 16 months in age thru age 3.
2. Child must be able to drink from a tippy cup and eat table foods.
3. Child must have all State of Minnesota required immunizations.

#### SUPPLIES NEEDED

1. Diapers, wet wipes, diaper rash ointment
2. Change of clothing—shirt, pants, socks, underwear
3. Napping items—crib size blanket, pillow with pillowcase
4. Sunscreen the staff will apply in the afternoon May- August. Please apply to your child in the morning.
5. Winter clothing –jacket, snowpants, boots, mittens and hat

#### TODDLER DAILY SCHEDULE

7:30	Greeting, handwashing and free self-directed play
8:00-8:30	Breakfast served and personal care (teeth brushing, diaper changes, toileting)
8:30-9:30	Cognitive and manipulatives play
9:30-9:45	Toy clean-up time
9:45-10:00	Finger plays and literature
10:00-10:30	Small group activities and exploration time (inside and /or outside)
10:30-11:00	Clean-up, music and personal care
11:00-11:15	Washing hands for lunch
11:15-11:45	Lunch served
11:45-12:30	Personal care (toileting, diaper changes and brushing teeth)
12:30-2:30	Rest time (quiet music and relaxation time)
2:30-3:00	Personal care and quiet play as children awaken
3:00-3:30	Snack served
3:30-4:00	Finger plays and literature
4:00-4:30	Small group activities and exploration time (inside and/or outside)
4:30-4:45	Clean-up, diaper changing, cognitive and manipulatives play
5:00/5:00	Free self-directed play and Departure



The toddler program goes to Eventide Nursing Home every Thursday morning, weather and staffing permitting.

### **Toddler Classroom Rules**

1. Children need to keep their hands to themselves.
2. Children need to keep their feet on the floor.
3. Children need to use walking feet.
4. Parents and teachers open the doors to the classroom or front entry (this includes the handicap push pads).

### **ARRIVAL/DEPARTURE**

Parents **must** sign their child in and out each day. A sign in/out chart will be provided by the classroom door. An estimated time-out is also needed so that the teachers can plan activities for the children. Please help your child wash their hands upon arrival.

A quick hug and a cheerful “ I will be back after snack” is easier on the child than a drawn out farewell. Your child will occasionally cry at separation time. This is normal. The crying usually subsides within minutes as the child becomes involved in the activities within the classroom. Parents are welcome to phone at any time within day to check on your child’s day. Departure time is a confusing time of the day. For your child’s safety please verbally inform a teacher that you and your child are leaving. Please also teach your child that teachers and parents are the ones who open up the doors at Cobber Kids. This consistency will help your child remember who opens doors and will help keep him/her safe.

### **NAPTIME**

Naptime is an important time for toddlers. Children in the toddler program sleep on individual cots. The teachers read stories and play soft music during naptime. The classroom is darkened. Caregivers will rub children’s backs; this often helps children fall asleep. Children like to have a favorite napping toy (something soft and cuddly) and blanket. Caregivers strive for a warm, relaxed atmosphere. All children participate in rest and relaxation time.

While a particular time is set aside to insure a rest period, teachers know that not all toddlers are on the same schedule. Children who do not fall asleep after 45 minutes of rest may get up and play quietly. Children will be awakened at 3:00 for snack. The length of time of each child’s nap is recorded on the child’s daily chart. Communication with parents will help teachers learn about a child’s sleeping patterns, enabling them to accommodate individual needs as much as possible. Ongoing talks with parents will also help teachers to become aware of changes in the toddlers schedules as they occur.

Bedding will be washed weekly or when soiled. All blankets will be sent home weekly for washing. Please also send a washable pillowcase along with your child’s pillow. Remember to label all items with your child’s name. Blankets are to be crib sized only.

### **PACIFIERS AND THUMB SUCKING**

The staff work positively to promote speech development in the Toddler Program. Thumb sucking and pacifiers are discouraged because they will limit your child’s ability to participate. Please talk to the Head Teacher if this is a concern for you and your child. The staff will encourage the children to participate in activities and redirect the children when necessary.

### **MEDICINE**

Parents must give a teacher written authorization for any treatment or administration of prescription or non-prescription medicine noting the amount and frequency of medication to be given. **If at all possible we suggest that parents give the medication at home.** Permission forms are available from a teacher. The medication must be in the original container. The container must have a legible label stating the child’s name and current prescription information. Teachers will administer only current prescriptions. Parents must provide a measuring device.

For poison control reasons, please do not refer to medicine as “candy”. For more information, refer to Health/illness policies section of handbook.

**PLEASE SEE CENTER POLICIES REGARDING ILLNESS AND MEDICATION.**

### **Biting and Fighting**

Conflicts are very common with toddlers in a group setting. Teachers will redirect the aggressor and care for the injured child. Teachers will talk with the aggressor and teach appropriate ways of handling behaviors. The aggressor will be told, “NO BITING, BITING HURTS!” An accident/incident report will be given to both parent(s). If behavior continues, a parent-teacher conference will be held to discuss information gathered by both parties. For more information, refer to the behavior guidance section of the handbook.

### **TOILET TRAINING (LEARNING)**

Toilet training (learning) is a new skill for toddlers. Using the potty-chair can be exciting but it can also be frustrating. Because a new skill is seldom learned overnight, toilet training should be a gradual process. There are several indications that tell you’re your child may be ready.

1. Does he/she show signs of discomfort if the diaper is wet or soiled?
2. Does he/she remain dry at least 2 hours at a time?
3. Does he/she show willingness to go to the bathroom with you?
4. Does he/she signal the process of toileting by becoming quiet, shifting his her weight, changing facial expressions, bending over, etc.?

Your child will need at least a half dozen pairs of underwear, depending on your washing facilities and success of your child. Select bulky, loose fitting cotton pants. Save the frills and the snap t-shirts for another time. You will also need to bring extra clothing including socks and shoes for your child in case of accidents. When you feel your child is ready to begin toilet training please consult your child’s teacher. You may find he/she has better success at the center than at home. Remember that he/she has many models at the center, in addition to a more structured routine that makes it easier to perform as expected. Or he/she may have better success at home where things are more familiar and calm. Do not worry about this. These skills will eventually transfer to all situations. We encourage consistency; a child may become confused and frustrated when placed in underwear one day and not the other. If your child is having many accidents you may want to postpone training and wait until your child shows a desire.

### **EVENTIDE NURSING HOME**

The toddler program goes to Eventide Nursing Home every Thursday morning, weather and staffing permitting. **(NOT DURING COVID OR FLU SEASON)**

### **TRANSITION TO PRESCHOOL**

The Department of Human Services licensing requirements for child care centers defines a “Toddler” as a child at least 16 months of age but less than 35 months of age. Children may enter as early as 15 months with a variance. Children may stay in the toddler room after 36 months. This may depend on room in the preschool class. It is considered a (mixed age group) The ratio is kept to 7:1 in the mixed age group . All transitions depend on room in the Preschool classroom. Your child will have a one week transition period in which to become acquainted with the routine of the Preschool Program. Parents will be consulted regarding the transition plans and will have the opportunity to ask questions. A transition schedule will be written and given to you prior to the transition period. ***Parents are billed the toddler rate if the child is considered a toddler for more care days than the child was considered a preschooler during the billing month.*** You will need to fill out a new Health History required by the state at this time.

## WHAT TO REMEMBER ABOUT TODDLERS

- They are active - sitting is NOT normal behavior.
- They are noisy - they learn by talking and working actively.
- They are shy - tend to enjoy one on one time, or small groups.
- They are egocentric - they are interested in themselves.
- They want to feel proud, big and important - little success are big successes.
- They have their own dream worlds - their play is their work.
- They are tender - they must be able to trust you.
- They are beginners - they learn by their mistakes, patience.
- They want simulation - be ready for anything.
- They are curious - they need to see, feel, taste and sniff everything.
- They are different - each child learns in his/her own way and time.



## APPENDIX 2

### PRESCHOOL PROGRAM

#### PURPOSE

The primary purpose of Cobber Kids is to provide a high quality Early Childhood Program by creating a safe, healthy, and nurturing environment that promotes the physical, social, emotional, and cognitive development of young children and responds to the needs of families.

#### GOAL

Young Children learn by doing! They acquire knowledge of their world through play. Children are motivated to learn by their desire to make sense of the world. The curriculum used in the Preschool Program supports this theory. Play is very important to all areas of a child's development. During free choice time, children choose what they need to learn through their play while adults follow the child's lead. Teachers also plan small group experiences that will promote children's choices, autonomy, and problem-solving skills (art, science, pre-math, pre-reading and listening activities). Independence is encouraged. Self-help skills such as putting on outdoor clothing, toilet use and hand washing are practiced and encouraged daily. In a group setting, a preschooler should be able to follow two or three step directions. Communication and social skills are very important in order for the child to stay involved with the group, resolve conflicts, and express their feelings appropriately in a group setting. Group times include a variety of activities; stories, songs, finger plays, etc. The length of our group activities ranges from 10-20 minutes. Each child is viewed as a unique individual with ideas to contribute to the group. Cooperation and consideration for others is encouraged and role modeled.

Cobber Kids plans with the Creative Curriculum by Teaching Strategies and uses the TS Gold Assessment tool. Parents are provided written reports twice yearly during parent conferences. Classrooms have been trained on the use of assessments.

#### STAFFING

Children generally begin attending the preschool program 31-36 months of age. Children attending kindergarten in the fall will finish at Cobber Kids **July 31**. The preschool program has a ratio of one teacher for each 10 preschool children. Children may choose to stay another year at Cobber Kids if they delay attending kindergarten.

#### ARRIVAL/DEPARTURE

Parents **must** sign their child in and out each day. A sign in/out chart will be provided by the classroom door. An estimated time-out is also needed so that the teachers can plan activities for the children. Please help your child wash their hands upon arrival.

A quick hug and a cheerful "I will be back after snack" is easier on the child than a drawn out farewell. Your child will occasionally cry at separation time. This is normal. The crying usually subsides within minutes as the child becomes involved in the activities within the classroom. Parents are welcome to phone at any time within day to check on your child's day. Departure time is a confusing time of the day. For your child's safety please verbally inform a teacher that you and your child are leaving. Please also teach your child that teachers and parents are the ones who open up the doors at Cobber Kids. This consistency will help your child remember who opens doors and will help keep him/her safe.

## **PRESCHOOL DAILY SCHEDULE**

7:30	Greeting –handwashing and free play
8:00-8:30	Breakfast served ( <b><i>please arrive before 8:30 if your child needs breakfast</i></b> )
8:45	Personal care (brushing teeth and bathroom)
9:00	Circle time
9:15	Small group activities
10:15	Personal care
10:45-11:00	Music/movement or science/math
11:00-11:30	Outdoor Play/Large motor/Gym time
11:30-12:15	Lunch served ( <b><i>please arrive by 11:30 if your child needs lunch</i></b> )
12:15	Personal Care
12:00-12:30	Quiet activity (story time or books)
12:30-3:00	Rest time/Nap/Quiet activities
2:30	Personal care
3:00	Circle time
3:15	Snack served
3:45	Art/science/math and table activities
4:30-5:00	Free play/Outdoor play/Gym time

- This schedule may change at any time to meet classroom needs

### **NAPTIME**

Naptime is an important part of our daily program for preschoolers. It is a time when children are given the opportunity to lay down, rest and regroup. All children participate in rest time. Relaxation is an important skill that needs to be practiced in order for children and adults to be successful and comfortable doing. It is an important skill that children need to carry on into their adult life. Soft music is played during naptime. Children rest quietly on their cots. Caregivers will rub the children's backs. Children like to have a naptime cuddly stuffed animal or soft doll (Barbie's and superhero figures are not nap items). The length of the quiet time depends upon the age of the child and individual needs. Caregivers strive for a warm, relaxed atmosphere where soft music is played.

Bedding will be washed weekly or when soiled. We ask that you bring crib size blankets only. Blankets will be sent home weekly for washing. Please also send a washable pillowcase if your child uses a pillow (remember to label everything).

### **OUTDOOR PLAY**

Preschoolers will go outside to play daily, weather permitting (0 degrees or warmer in the winter, the wind chill will be taken into consideration). The weather and the children's interest will determine the length of time spent outdoors.

Please provide your child with adequate outdoor clothing each day. During the winter months, mittens, hats, snow pants and boots must be provided. (Please label all items of clothing.)

We cannot guarantee that your child will remain indoors during outside time. If only small groups of children and staff are going outside your child could remain indoors. If your child is too ill to go outside, he or she should probably not be in a group care situation. In all fairness we can't keep a whole group inside because of one child. Research has shown that children who are exposed to fresh air daily get fewer colds and respiratory infections than children who typically remain indoors.

The State Fire Marshall requests that all children wear shoes at all times, this includes Nap time. Please remember this during winter months when children are wearing boots.

We suggest a shoe with a rubber sole to help prevent injuries when climbing on equipment.

### **CLASSROOM RULES**

1. Children must come to school dressed and ready to participate in planned activities.
2. Please call in the morning **before 9:00** if your child is not attending. This is for staffing reasons and lunch counts.
3. Children are asked to use walking feet and must keep their feet on the floor. (Please do not stand or sit your child on tables or the sign-in counter).
4. Chairs are for sitting on.
5. Candy and gum are not allowed in the classroom. If you bring treats please bring enough for the entire class. All treats should be peanut free. All treats are to be store bought. The state does not allow homemade items.
6. Parents and teachers are to open classroom and entry doors this includes the handicap push pads.
7. Please leave toys at home unless it is a "Sharing Day". The teachers and center will not be responsible for lost or broken toys.
8. Children are asked to use their gentle touches and nice words.
9. All children are escorted in and out of the building by an adult.
10. Please have your child with you as he/she is signed out. Once your child is signed out he/she is your responsibility.
11. We ask that all children be accompanied by an adult. Older children of any age **are not** permitted to be running freely in the hallways.



**APPENDIX 3**

**ACCIDENT/INJURY REPORT FORM**

Date:

Time

Child's Name:

Age of Child:

Staff Present:

**EXAMPLE**

Where accident/injury/incident took place:

What happened (describe type of injury, if any)?

Action taken by staff:

Parent notified: By this form: Yes No By Phone: Yes No

Medical attention needed: Yes No

Signature of person completing this form: \_\_\_\_\_

**APPENDIX 4**

## COMMON COMMUNICABLE DISEASES

### 1. Conjunctivitis (pink eye)

*Incubation period:* 24-72 hours

*Communicability:* While symptoms are present.

*Symptoms:* Tearing, irritation, puffy eyelids, mucous and pus like drainage, intolerance of light.

*Mode of Spread:* Contact with discharges from eye or upper respiratory of an infected person.

*Policy:* Child is to stay home until medication has been administered for 24 hours and the eye is not draining.

### 2. Acute Viral Respirator Infections

*Incubation period:* Variable depending on agent causing disease.

*Communicability:* Variable, generally for duration of active illness.

*Symptoms:* Fever, general aching, respiratory problems such as runny nose, sore throat, cough, bronchitis.

*Mode of Spread:* Person to person contact with contaminated articles or droplets.

*Policy:* Child is to stay home until symptom free.

### 3. Diarrhea

*Incubation period:* Variable, depending on agent causing disease.

*Communicability:* Variable; greatest during acute stage of illness.

*Symptoms:* Loose stools- runny stools in addition there may be nausea, fever and vomiting.

*Mode of Spread:* Probably oral or fecal, contact with articles contaminated with bacteria

*Policy:* Child is to stay home for at least 24 hours. If your child has more than one loose stool at Cobber Kids and the staff judge it as diarrhea, you will have to pick up your child.

### 4. Strep Throat

*Incubation period:* 1-3 days

*Communicability:* During acute phase of respiratory illness.

*Symptoms:* Sore throat, difficulty swallowing, swollen glands, may be none.

*Mode of Spread:* Person to person.

*Policy:* Child is to stay home until he/she has received antibiotic therapy for at least 24 hours and is symptom free of fever.

### 5. Chicken Pox

*Incubation period:* 10-21 days

*Communicability:* One day before eruption and not more than six days after last eruption. Highly contagious!

*Symptoms:* Elevated temperature, rash, skin eruptions.

*Mode of Spread:* Person to person by droplet or airborne transmission.

*Policy:* Child may return to Cobber Kids Corner when all lesions are completely crusted over (5-7 days).

### 6. Impetigo

*Incubation period:* 2-5 days

*Communicability:* As long as lesions continue to drain, Self-infection is common.

*Symptoms:* A flat red area that develops lesions, which eventually dry.

*Mode of Spread:* person to person.

*Policy:* Child is to stay home during draining stage of the infection and he/she has been treated with antibiotics for 24 hours. A doctor must approve that the child may return to child care.

### 7. Measles (Rubella, red measles, hard measles, 9-10 day measles)

*Incubation period:* 8-12 days from exposure.

*Communicability:* From 24 hours before onset of illness to 4 days after appearance of rash. Highly contagious!

*Symptoms:* Fever, conjunctivitis, rash, coryza

*Mode of Spread:* Person to person, droplet spread.

*Policy:* Child is to stay home through 4<sup>th</sup> day of the rash.



8. Rubella (German measles, 3 day measles)

*Incubation period:* 14-21 days

*Communicability:* Person is contagious one week before rash appears and up to four days after.

*Symptoms:* Mild discomfort, a slight fever for 24 hours and a rash appearing on the face and neck which last for about 2 days.

*Mode of Spread:* Person to person, droplet, and indirect contact with articles contaminated with respiratory secretions.

*Policy:* Children may return 5 days after the appearance of the rash.

9. Mumps

*Incubation period:* Usually 14-21 days, with 18 being common.

*Communicability:* 6-7 days before swelling occurs to 9 days after. Height of communicability is 48 hours before swelling occurs.

*Symptoms:* Swollen glands in the face and neck, fever, headache, earache

*Mode of Spread:* Person to person, droplet.

*Policy:* Providing there are no complications, child may return when symptoms subside (approximately 9 days from onset of swelling).

10. Ringworm

*Scalp Incubation period:* 10-14 days

*Body Incubation Period:* 4-10 days

*Communicability:* As long as lesions are present and living spores persist on contamination materials.

*Symptoms:* Small pimples on scalp spreading to leave scaly patches and temporary baldness.

*Mode of Spread:* Person to person or from contaminated articles (combs, pillows)

*Policy:* Prolonged treatment may be necessary. Child may return after 24 hours of treatment of scalp or affected area by physician.

11. Lice (Pediculosis) (body/head)

*Incubation period:* 1-3 days

*Communicability:* While lice remain alive and until eggs have been destroyed. Person to person or indirect contact with person's belongings (combs, clothing).

*Symptoms:* Red areas, itchy scalp, and nits

*Mode of Spread:* Person to person or indirect contact with person's belongings (combs, clothing).

*Policy:* Child will remain home until appropriate medication is applied and the child is nit free.

12. Roseola

*Incubation period:* Estimated to be 9 to 10 days.

*Communicability:* While fever and rash are present.

*Symptoms:* High fever, 101-105. Flat, red rash present when fever subsides. White spots on throat within the first 24 hours.

*Mode of Spread:* Airborne; contact with upper respiratory.

*Policy:* Child is to stay home until fever and rash are gone.

13. Vomiting

*Policy:* You will be called to pick up your child if he or she vomits for no apparent reason. Please wait 24 hours before sending your child back to the center if your child vomits and it was suspected he or she was ill.

14. Rash

*Policy:* A physician must check a suspicious rash. Your child may return when determined not contagious.

15. Ear Infection

*Policy:* If the child sees a doctor and is diagnosed with an ear infection the child can return on medication if the child is fever free and is well enough to be in group care and participate in group activities.

16. Fifth Disease (Erythema infectiosum)

*Incubation period:* 4-14 days

*Communicability:* The disease remains contagious from 2 weeks to 3 days before the appearance of the rash (or joint pains). Children usually feel perfectly well or have only a mild illness at this time and continue to play with other children.

*Symptoms:* It may begin with no previous illness but usually starts with 3-4 days of low grade fever and symptoms of a mild cold. This is followed in 7-10 days by the appearance of a bright, red, raised rash, which covers the cheeks, making them look as if they had been slapped. The area around the mouth is not usually involved. After another 1-3 days, a blotchy and often itchy rash appears on the upper part of the arms and legs.

*Mode of Spread:* It is spread by direct contact with infected mucus from the nose or mouth or by inhaling droplets coughed or sneezed into the air. Illness starts from 4 to 18 days after exposure.

*Policy:* Children are no longer contagious and can return to group care once the rash occurs.

17. R.S.V. (Respiratory Syncytial Virus) \*\*

*Incubation period:* up to 10 days

*Communicability:* Shortly prior to symptoms appearing and for the duration of the active disease.

*Symptoms:* Fever, chills, headache, general aching. Localized symptoms may also include a runny nose, watery eyes and wheezing. Very young infants sometimes have tiredness, irritability, a loss of appetite, and trouble breathing.

*Mode of Spread:* Through droplets of a contagious child. The virus can live on the hands for 30 minutes.

*Policy:* A child may return to care after the fever has been gone for 24 hours and he/she is well enough to participate in normal activities.

18. Rotavirus

*Incubation period:* 1 to 3 days after exposure

*Communicability:* 1 to 2 days before exposure and 10 days after onset of symptoms.

*Symptoms:* Vomiting, fever and watery diarrhea. Symptoms may persist for 5-7 days. Many children show no symptoms. Sometimes a cough, runny nose or ear infection is present.

*Mode of Spread:* Through droplets that are expelled from the nose and mouth during sneezing and coughing. Spread can also occur when hands, food or objects are contaminated and placed in the mouth.

*Policy:* A child may return to care after the diarrhea has stopped for 24 hours and he/she is well enough to participate in normal activities.

Information is from Infectious Diseases in Child Care Setting, Fourth Edition, 1998, Hennepin County Community Health Department

## APPENDIX 5

### Parent Agreement for Child Care at Cobber Kids

I, \_\_\_\_\_, understand and agree that as long as my child(ren) \_\_\_\_\_ is enrolled at Cobber Kids I will comply with the following provisions:

- My start date for child care is: \_\_\_\_\_. The reserved slot for my child(ren) will start on this day. I will be charged for child care as of this date. A two weeks advance written notice is required for withdrawal.
- I will pay the monthly fee within 10 days of receiving the bill. Please see tuition schedule.
- Patrons enrolled in the Child Care Assistance Program must follow the same payment schedule if you have a co-pay.
- Late payments received after the 10th of the following month will be assessed a \$10.00 late fee.
- Vacation and sick days are not credited at Cobber Kids.
- I will pay a non-refundable registration fee at the time of registration.
- I will ensure that my child(ren) is picked up by the regular closing hours. Please respect our hours of licensing and hours of operation. Parents who continually arrive late may be asked to give up their position at Cobber Kids. There is a \$15.00 late fee after 5:30 and an additional \$2.00 per minute after 5:40.
- Please call the center by **9:00** if your child will not attend for the day. This is for staffing, meal counts and safety of children.
- All parents need to sign their child in and out each day on the daily attendance form. This is a State requirement.
- Please keep drop offs and pick ups very short.
- I will pick up my child within the hour if my child becomes ill while in care at Cobber Kids.
- I will ensure my child is dressed appropriately, taking into consideration weather and sometimes-messy activities that children love. We highly discourage parents from sending children to the center in open –toe or flip flop type shoes, as they could pose a safety hazard to children when using play equipment or daily play.
- I will ensure that my child has an ample supply of diapers and wipes for each day.
- Parents/guardians are required to inform Cobber Kids as soon as possible when their child has been exposed to a communicable disease.
- The parent or guardian shall follow all policies in the parent handbook.
- We ask that all parents read the newsletter and information posted on the front door. This is the way you will receive notice or other information regarding the center.
- Each child's behavior while on the premises is the direct responsibility of the parents. Children are expected to cooperate with staff. However, for the safety of all children, children who continually disregard the safety rules or exhibit excessive aggressive behavior a parent conference will be called. Parents/guardians shall come to the center when asked by the director or teacher. If the behavior continues and the safety of the child or other children or staff is a concern the child will be dismissed from Cobber Kids.
  - Consistent disregard of safety, health and social rules
  - Consistent disregard of instructions from the caregivers
  - Unprovoked incidents of biting, kicking and scratching of others.
  - Verbally abusing others in the classroom. Uncontrollable screaming or shouting.

I have read and understand this agreement and agree to abide by all conditions and restrictions stated above. I further acknowledge that failure to comply with the terms of this agreement will result in my child(ren) being removed from Cobber Kids enrollment. Any questions should be addressed to the center director.

