



# *Parent Handbook*

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# Welcome to Love To Grow On

Dear Parents:

Welcome to **Love To Grow On**. Our handbook covers most of our center policies. Our goal is to establish a partnership with parents and provide quality care for their children.

Love To Grow On policies are written under the guidance of the MN Department of Human Services, National Association for the Education of Young Children (NAEYC), and Anoka County Public Health Services. Love To Grow On will enforce all policies.

Reading of this handbook is each parent's responsibility. We ask that you please follow the policies and procedures, and provide us with the information we require.

In order to form a partnership, we ask that you be an active participant. Love To Grow On offers free Reflective Parenting Workshops.

At Love To Grow On we believe parents our their child's first and most important teacher. In order to support families and build strong partnerships, Love To Grow On offers Reflective Parenting Workshops throughout the year.

If you have questions concerning any of the policies, please ask for clarification from our administrative team. Your suggestions and insights are always welcome. We appreciate your cooperation and look forward to having your family be a part of Love To Grow On.

Sincerely,

Directors and Faculty of Love To Grow On

Love To Grow On is a nonprofit corporation.  
The corporation is governed by a Board of Directors.  
The corporation Bylaws are available upon request.

# Love To Grow On Mission Statement

Our mission at **LOVE To Grow On** Childcare Center is to provide **Learning** experiences in a nurturing and accepting atmosphere where children can develop a sense of trust and security. We will provide **Opportunity** to enhance the sense of dignity and self-worth within the child and their family, by fostering the growth and development of the “whole child” and offering support to the child’s family. We believe that instilling Christian **Values** at an early age will help to promote loving relationships in which each child can thrive. We will provide **Encouragement** by creating a climate of confidence and success for each child to grow on.

## Love To Grow On Philosophy

Our goal will be to establish patterns and expectations for success by encouraging each child’s self-confidence, spontaneity, curiosity and self-discipline. We will strive to develop the physical, intellectual, spiritual, social and emotional health of each child.

The staff of Love To Grow On are committed to the development of a creative and culturally diverse curriculum. Together, we will create an environment where Christian values such as acceptance, cooperation, consideration, empathy, and respect can be nurtured. We will empower our children and community by emphasizing peace and non-violent solutions.

Quality childcare should be made available and affordable for all children. We believe that with the support of a church, with strong ties to the community, our center will accomplish this mission. Children, families and staff will not be discriminated against because of race, creed, gender, age, disability, national or ethnic origin, or source of payment.

## Licensing

Love To Grow On is licensed by the Minnesota Department of Human Services, Division of Licensing. We follow all the statutes and rules outlined for child care centers in the Department of Human Services, Division of Licensing DHS Rule 3 guidelines. We are reviewed by a state licenser periodically. Faculty and children’s files are reviewed by the licenser at the time of the visit.

# Mandated Reporting Policy

## Who Should Report Child Abuse and Neglect

- Any person may voluntarily report abuse or neglect.
- Our faculty is legally mandated to report abuse or neglect.

## Where to Report

- If you know or suspect that a child is in immediate danger, call 9-1-1.
- 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 651-297-4123.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be to the local county social services agency at 763-422-7125 or local law enforcement at 763-427-1212.
- 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 651-296-3971.

## What to Report

- Definitions of maltreatment are contained in the Reporting Maltreatment of Minors Act (Minnesota Statutes, section 626.556).
- 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.

## 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 Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

## 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, 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.

# Faculty at Love To Grow On

Our faculty comes from a variety of backgrounds and experiences and all meet or exceed the requirements of the Department of Human Services guidelines for the position they hold. **All faculty have received both SIDS and Shaken Baby Prevention training** prior to working with children. All faculty are annually required to participate in **continuing professional training** equaling at least 1 to 2% of their classroom time. All of the faculty of Love To Grow On have completed and passed a **background study** by the State of MN.

## Faculty Roles:

The **Executive and Center Directors** of Love To Grow On provide leadership and vision to see that the program meets its mission, goals, and objectives. The directors are responsible for the development and implementation of goals and objectives for the centers and are responsible for maintaining productive relationships among church staff and members, center faculty, community, and parents of the program. The directors ensures the facility, program and faculty meet all necessary licensing and NAEYC requirements.

Our **Circle Pines Center Manager** provides both administrative and classroom support, and actively works to promote staff morale and professional development. The center manager encourages parent involvement, assists with parent communication, and offers family support.

**Teachers** are responsible for providing a warm, nurturing environment that meets the needs of each child in their group. They develop and implement an emergent curriculum and supervise support staff and volunteers. Lead teachers at Love To Grow On often co-teach and work with the administrative staff to carry out the program goals and philosophy. The lead teachers work in partnership with parents to determine the best way to meet the needs of each child.

\*Your child's teacher(s) are: \_\_\_\_\_

**Classroom Aides** under the direction of the teachers provide nurturing care. They are a part of the planning and carry out activities as directed.

\*The classroom aide(s) helping your child are: \_\_\_\_\_

**Volunteers** at Love To Grow On play a vital part in enriching each child's experience and care under the supervision of the center faculty.

Our **Health Consultant**, in compliance with state regulations, reviews center practices monthly and reviews the health policies and children's health records on an annual basis. Love To Grow On receives health consultation services from Carol Koskinen, RN.

# Administrative Information

## Center Operation

Love To Grow On operates from 6:30 a.m. to 6:00 p.m., Monday through Friday.

**The center will be closed on the following designated days in 2012:**

President's Day.....February 20 - Monday

Faculty Professional Development\*....April 6 - Good Friday

Memorial Day.....May 28 - Monday

VBS Week at GBC.....June 18 - 22 (Parents not charged for this week)

Independence Day .....July 4 - Wednesday

Labor Day.....September 3 - Monday

Faculty Professional Development\*....November 9 - Friday

Thanksgiving Day & Friday.....November 22 & 23 - Thursday & Friday

Christmas Eve & Christmas Day.....December 24 & 25 - Monday & Tuesday

LTGO holds two Faculty Professional Development days each year. These days are set aside to enhance faculty knowledge and skills and have a direct impact on the quality of the care and education provided to children at the center. We are grateful for parent support in allowing us to close for these on-going trainings.

When completing the Enrollment/Tuition Contract, we ask parents to note the hours that they expect their child(ren) will be at Love To Grow On. This information helps us provide for our staffing needs. Please notify the director or center manager if the hours you need child care change.

Love To Grow On is licensed to serve up to 83 children. Children are placed in groups by age and development. The child/adult ratios listed below are state mandated. You will notice that Love To Grow On normally staffs at a better than required ratio in order to provide quality care to your child(ren).

- Infants 6 weeks - 15 months One adult to four babies/max. cap. 7
- Toddlers 16 months - 32 months One adult to seven toddlers/max. cap. 13
- Preschool 33 months - Kindergarten One adult to ten preschoolers
- School age Kindergarten - 5<sup>th</sup> grade One adult to fifteen school-agers

Max. capacity is 63 preschool/school age children, not to exceed 39 preschoolers.

Children are supervised at all times. The health and safety of each child in our care is our primary responsibility and concern. Careful supervision of children is practiced consistently throughout the center. Sleeping children are monitored at all times.

**Insurance:** Our center meets the state standards for liability insurance.

**MN Clean Air Act:** The facility is a smoke free environment. No smoking is permitted on the premises.

**Drug and Alcohol Use Prohibited:** Love To Grow On prohibits employees and volunteers with child contact from abusing prescription medication, being under the influence of a controlled substance or alcohol or in any other manner that impairs or could impair the person's ability to provide care or services. (MN statutes, Chapter 152)

# Program Plan

Our childcare program follows the mission and philosophy of Love To Grow On. Our program is centered on these four basic goals: Learning, Oppportunity, Values and Encouragement. Our teachers respect each child's individual developmental level and every child will be provided with experiences to enhance their learning. Faculty will offer opportunities for children to build self-confidence and a sense of self-worth by allowing choices and building on successful experiences. Christian values will be reflected through our philosophy of love, acceptance, and forgiveness in a safe, nurturing, and flexible atmosphere. We will encourage each child's social, emotional, physical, spiritual, and intellectual growth with developmentally appropriate classrooms and activities.

Peace and non-violent solutions are cornerstones of our program. All of our faculty will work to promote and instill a sense of caring and sensitivity toward others and aid in the development of peaceful problem solving skills in the children. We will accomplish this by:

- ☺ Helping each child learn how to participate and cooperate in a group.
- ☺ Providing a wide variety of activities where cooperative play is encouraged.
- ☺ Helping develop self-discipline.
- ☺ Helping children identify their own feelings and recognize the feelings of others.
- ☺ Enhancing language development through songs, stories, and conversations.
- ☺ Encouraging each child to participate in large motor activities both indoors and outdoors.
- ☺ Teaching respect and understanding of differences between age, race, gender, and disabilities.
- ☺ Providing an atmosphere where children discover and explore; teaching independence through learning how and where to find solutions.

## Special Note:

Love To Grow On is a more appropriate program for children whose families understand that discovery based learning is messy business. We take children outside daily to explore in nature. They splash in mud puddles and dig in the dirt. Children are allowed to explore with various art mediums and sensory materials daily. We highly recommend garage sales for picking-up play clothes.

The complete Program Plan for Love To Grow On is available for parents to read on request. Contact the Director for more information.

The following page contains a description of the Infant Program Plan. Research has revealed the importance of the early years in the development of each child. The Early Education Faculty of Love To Grow On believe in educating parents and caregivers about how positive interactions with caring, responsive adults stimulate growth and strengthen connections in a child's brain.

# Infant Program Plan

(Ages 6 weeks through 15 months)

1. **A safe and loving environment that encourages them to explore the world around them.**
  - An environment that provides infants with opportunities to experience a variety of developmentally appropriate experiences.
  - An environment that changes to accommodate the needs of your growing child.
  
2. **Teachers who:**
  - Help facilitate your child's learning by providing a physical and emotional environment that supports their natural curiosity and helps them learn and grow.
  - Help your child develop basic trust in themselves and others by providing loving, responsive, and predictable care.
  - Provide individualized care and developmentally appropriate experiences to promote a healthy sense of autonomy, personal power, competence, and self-help skills.
  - Provide one-on-one interactions and learning by using feeding, diapering, and quiet times to interact with your child.
  
3. **Curriculum that is planned and organized to maximize:**
  - Large and small motor experiences: looking, reaching, grasping, crawling, standing, throwing, walking, climbing, pushing, pulling, etc.
  - Sensory experiences: tasting, touching, smelling, feeling, hearing.
  - Language experiences: adults who encourage babbling, talking and singing through conversation, music, sign language, and books.
  - Social/emotional experiences: Develop trust, form strong attachments, identify emotions, and build self-esteem.
  
4. **Diversity experiences:**
  - Respect and understanding of differences between age, race, gender, and disabilities. Families will be encouraged to provide teaching staff with information on care giving styles so that care is consistent and reflective of home care. Materials such as books, pictures and music, also help young children experience diversity. Alike and different will be explored, talked about and enjoyed.
  
5. **Environmental experiences:**
  - Outdoor play, walks, and bringing natural materials indoors, will provide young children with a variety of environmental experiences.

## CENTER POLICIES

### Enrollment process:

1. Schedule a visit to see the center and classrooms
2. Complete an application packet
3. Return packet with the registration fee (plus first week's tuition, for infants only)
4. Schedule an enrollment conference

### The purpose of the enrollment conference is to:

- Discuss the program at Love To Grow On
- Discuss the needs and development of your child
- Review policies and procedures
- Determine schedule hours and start date
- Complete paperwork

### Financial Arrangements: (\*Please note late charges will be enforced.)

- All parents must sign a payment contract at the enrollment conference determining the terms of payment.
- **Tuition is due on the first day of the week for the upcoming week.** \*A late charge of \$5.00 must be added to each payment that is received after the due date. Postdated checks will be considered the same as a late payment.
- If child care payment falls behind more than two weeks, care will be suspended until payment is received or arrangements have been approved with our administrative team.
- Checks can be made payable to **Love To Grow On or LTGO.**
- The full rate of tuition is due during weeks with scheduled holidays. No reductions are made for holidays, vacations, illness or bad weather closings. LTGO will **not** charge for the VBS closing week. Care can be arranged at our Lexington site for the VBS week at your normal rate.
- **Holding Fee:** People who suspend care for four weeks or more (i.e. taking the summer off) must pay 10% of their weekly tuition as a holding fee. This fee does not cover vacations, extended illnesses or other absences of less than four weeks in duration (see policy above). Families needing to use care on a drop-in basis during the holding period may seek approval and schedule days through the LTGO office. Drop-in days will be charged at the regular daily rate and in addition to the holding fee.
- Drop-in care is available, as space permits. Fees must be paid prior to or on the day of care.
- \$30.00 handling fee for the processing of any check returned due to insufficient funds.
- Late fees will be charged if a child is not picked up by 6:00 p.m. (\$5.00 per child, for each five minutes will be added to your next billing).
- Love To Grow On readily accepts employed Child Care Assistance Clients in support of their efforts to retain employment.

**Failure to provide emergency information:** If you fail to provide required emergency and/or health information we will not be able to serve your child. The information provided will be kept in confidence and made available within our program to faculty who work with your child. Access to our records may be requested by the Department of Human Services to assure our compliance with licensing requirements.

**Attendance:** If your child is ill or will not attend for any reason, please call the center prior to his/her normal start time. If your child is absent for three days without notification and the parent cannot be reached, the child may be dropped from the program.

**Meals and Snacks:** Children at Love To Grow On will be served a nutritious breakfast, lunch and afternoon snack. Copies of monthly menus will be on our website and posted on the sign-in desk. Special diets will require a **diet statement** signed by your child's physician and will be kept on file at the center. Love To Grow On participates in the Child and Adult Care Food Program (CACFP) and will not charge parents for the cost of meals and snacks.

Meals must meet nutrition requirements established by USDA's Child and Adult Care Food Program. Call: 1-866-873-2263 or visit their website: [www.fns.usda.gov/cnd](http://www.fns.usda.gov/cnd)

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, sex or disability. To file a complaint, write USDA, Director of Civil Rights, Room 326-W, Whitten Building, 14<sup>th</sup> and Independence Avenue SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (Voice and TDD). USDA is an equal opportunity provider and employer.

**Withdrawal:** In the event you plan to withdraw your child from the center, the program must receive a two week written notice. Parents must pay the weekly tuition until two weeks after the date we receive written notice.

**Vacation:** Due to Galilee Baptist Church Vacation Bible School, our center will be closed one week each summer. **Parents are not charged for this week.** However, we are not able to offer parents any other tuition free vacations. We encourage you to consider this week for your yearly family vacation.

**Transition to a new group:** When a child reaches the age to transition to a new group the parent will receive transition information and have the opportunity to meet the new teachers. Preschoolers not yet bathroom trained will continue to pay at the toddler pay rate. Please note requirements on physicals under Health & Safety Policies.

**Unauthorized adults:** If there is a parent or other person who is legally forbidden to pick up your child, you must provide a copy of the legal document (Custody Decree or Order of Protection). Parents must provide a list of person's authorized to pick up their child(ren). Please keep us updated on any changes.

**Intoxicated adults:** If an obviously intoxicated person comes to pick up your child, we will intervene for the safety of your child. We will offer to call a cab, other parent, or authorized person to come for the child. If the intoxicated adult is uncooperative and is driving a vehicle, we will alert the police.

**Bad Weather:** We reserve the right to close the center when weather conditions make travel to and from the center hazardous. Generally, public school closings will be the guideline for center closing. If District 12 is closed due to weather, LTGO will also be closed. If the district is just reporting a late start, LTGO will open at our normal time. Listen to KARE 11 or KSTP channel 5 for closing announcements in the morning. If the center is forced to close early, parents will be notified by phone.



**Naps and Rest:** Infants' individual sleep patterns will be respected. Love to Grow On utilizes Halo Innovations sleep sacks. Infant bedding is washed once a week, or as needed. Naps will be a scheduled part of the day for toddlers and preschoolers. A child who has rested quietly for 30 minutes will be able to do quiet activities, i.e. puzzles, books, etc. We ask that parents provide a blanket, small pillow and/or non-noise making stuffed toy for rest time. Toddler and preschool parents must take their child's blankets, etc. home each Friday for laundering. A rest/quiet period will be planned for kindergarten and school age children.

**Toys:** Do not bring toys from home, with the exception of one non-noise making stuffed toy for naps or special days as designated by your child's teacher. Toys brought from home can cause conflict for children, and can be lost or broken. Love To Grow On will not be responsible for lost or broken toys. As peace and non-violence are cornerstones of our program, we ask that toy guns and violent characters not be brought to the center.

### **Special Events:**

Parents will be notified of upcoming special visitors and guests. Parents are always welcome to attend special events. Parent's signature will be required for children to participate in field trips.

### **Public relations, research, and experimental procedures:**

Parents will be notified and permission will be requested, in writing, if any research or public relations activity will be undertaken involving the children in the center.

### **Student Interns:**

Love to Grow On works in collaboration with Northwestern College, Rasmussen College, and Bethel University, providing opportunities for student interns to gain early childhood knowledge and experience under the guidance of Love To Grow On's lead teachers.

### **Volunteers:**

There are always opportunities to volunteer at Love to Grow On. We welcome the gifts and time others can share with children. Volunteers will never be alone with the children.

### **Open Door Policy:**

Parents are invited and encouraged to visit the center at any time during the hours of operation. They may observe and participate in their child's classroom activities.

### **Behavior Guidance:**

Our goals in guiding young children are to help them feel good about themselves, understand and recognize consequences to behavior, help process feelings and develop self-discipline and to consider the needs and desires of others. Our program promotes positive approaches to managing the behavior of children and protecting the safety of all children and faculty. Techniques include prevention, re-direction, modeling, limit setting, problem solving and behavior management. Corporal or abusive punishment will not be used at Love To Grow On. To review the complete guidance policy used by faculty, ask the center director to see the Program Plan kept on file in the center office.

Assuring that Love To Grow On is the right childcare setting for each individual child is of utmost importance to both the child's parents and our faculty. Love To Grow On is not the correct childcare option for every child. Recognizing the importance of selecting the best childcare setting for each child's personal growth, we have a six-week probationary period. During this time, either party (parent or center) can terminate a child's care without the normally required two-week written notice.

### **Weapons Policy:**

Love To Grow On prohibits the use, possessions and storage of weapons on its premises. This rule applies to all employees, enrollees and visitors as well as anyone else on the leased premises. Employees also are prohibited from using, possessing, or storing weapons wherever they are engaged in work or any other work-related activity for Love To Grow On. Weapons include firearms, ammunition, knives, or similar dangerous items, even if lawful. These prohibitions apply even to those who are qualified to carry handguns under Minnesota law.

Violations of this policy may result in immediate termination of employment and/or disenrollment of participants. Anyone who has information of any potential violation of this policy must immediately inform the Center Director.

Love To Grow On reserves the right to search and inspect property and persons while on the leased premises; and to search and inspect employees and their property: (a) while working

(including while operating company vehicles for work-related purposes), (b) while engaged in work-related activities or (c) while engaged in company business off premises.

### **Grievance Procedure:**

Love To Grow On is a non-profit center, with an active Board of Directors who oversee operations. All concerns and/or questions about center policies, financial issues, or faculty should be taken directly to the center administrative team. Any parent(s) with a concern and/or question about classroom issues or about their child in the classroom should first talk to the lead teacher(s) in charge. If they are not satisfied with the results they should then contact the center manager or center director who will respond within 10 working days. If the grievance is not resolved satisfactorily, you may submit your grievance to the Executive Director in writing. The Executive Director will respond within 10 working days. If further action is needed, you may then contact the Board of Directors of Love To Grow On in writing. The Board will review your grievance within fifteen working days of receipt of the grievance and will issue a written response.

### **Charitable Donations:**

Love To Grow On is a charitable, non-profit 501c3 organization which relies on your donations. Donations made to LTGO are greatly appreciated and tax deductible. Some employers will match donations made by their employees. Please check with your current employer about company matching. We will be happy to provide donors with receipts and 501c3 certification upon request.

## **Parental Responsibilities**

### **Procedure and Rationale:**

- ❑ Visit our website [www.lovetogrowon.com](http://www.lovetogrowon.com) regularly. You can download copies of the monthly menu, forms, and our annual report. Register as a member to gain access to our photo gallery.
- ❑ Please record your arrival and departure times daily on the sign-in sheet. Sign-in sheets are a device to verify which children are at the center. Check the sign-in desk daily for any notices of illness, center/community info and upcoming events.
- ❑ Parents must escort their children to and from the classroom and check in with the teacher when arriving/departing the center. It is important to connect with your child's teacher in order to ensure good communication as well as for your child's safety.
- ❑ Please be aware of your child's classroom and center schedules (i.e. meal times). If you are going to bring your child in after the scheduled meal time, please make sure you feed them at home.
- ❑ We request that parents turn off cell phones when dropping off and picking up their child(ren). In an effort to further support good communication between teachers and parents, we require parents be available to speak with faculty at both drop off and pick up

times. The children wait eagerly for their parents in the afternoon. They want to be greeted with their parents' full attention. Greeting your child warmly communicates how important and special they are and allows for a smoother transition in and out of the center each day.

- ❑ The way in which you drop off your child and say goodbye is important. It is not unusual for children to go through some separation anxiety at various times. We recommend that you say goodbye with confidence and then leave promptly. Try to avoid long, emotional goodbyes as they can often make children feel unsure about staying. Consistency and developing a goodbye routine are also helpful. We realize this can be a trying time for parents, but we assure you that our faculty is well-trained to handle this area of development. Feel free to call and check on your child at anytime. The Center Director will be happy to let you speak to one of your child's teachers.
- ❑ Please keep your emergency card up-to-date with current phone numbers. Notify us of any daily changes in your schedule or routine. Make sure any changes in your emergency contacts are also made to your emergency card. We will call you if your child becomes ill while at the center and we ask that you pick-up your child within an hour. It is very important that we know how to reach you in case of an emergency.
- ❑ Prescription medications will only be given with written parent consent and written physician approval. Medications must be kept in their original container and may only be given to the child for whom they are prescribed. This policy also includes over the counter medications for children. Diaper rash products, insect repellents and sunscreens are the only exception, and only require written parental approval. In accordance with health and safety policies, no exceptions will be made.
- ❑ Let us know if someone new will be picking your child up from the center. We will NOT release your child to anyone except the people whom you have listed on your release form, or those you have told us to expect to pick up your child. We will need to ask them for a driver's license or photo ID, so please advise them.
- ❑ Children must arrive at the center dressed and ready for their day. Dress your child in comfortable play clothes and appropriate outerwear. Be sure to label all of your child's clothing and outerwear with his/her name. Remember, we go outside daily, weather permitting. We want your child to be able to participate in all the daily activities at Love To Grow On. Even though we use paint aprons, we cannot guarantee clothes will not get messy. Large muscle time is offered daily inside and outdoors. Children need clothes and shoes that will allow them to be active and comfortable. In winter, we go outside if the temperature and wind chill are above zero degrees. In summer, children will go outside daily, unless it is storming. Please be sure your child is provided with the following required outerwear items: raincoats, galoshes/waterproof shoes (or extra pair) for puddle splashing. Spring/Fall: jackets and tennis shoes. Winter: coats, snow pants/snowsuits, two pairs of waterproof mittens, warm hats, & snow boots. Summer: sun hats, cool clothing. LTGO is not responsible for damaged, lost, or stolen clothing items.

- ❑ Please attend parent/teacher conferences twice a year (autumn/spring). Keeping the lines of communication open is important to your child's success. As the primary teacher of your child, our faculty realizes that you know your child best. Parents will have the opportunity to meet with the teachers to discuss their child's intellectual, physical, social, emotional, and spiritual growth and development. A copy of this information will be kept in the child's file.
- ❑ Please ask if you have questions or concerns about your child's care. You and your child are important to everyone at Love To Grow On. We want to maintain helpful ongoing communication between faculty and parents.
- ❑ Infants and toddlers need 3 complete changes of clothing kept at the center. Preschoolers need a minimum of 2 changes including socks and underwear. Accidents and spills happen, even with preschoolers. We will send soiled clothing home in a plastic bag. Please wash and return clothes to the center. School-agers should have one set of extra clothing at the center.
- ❑ Toddler and preschool parents, please bring a blanket for naps. A small pillow or stuffed toy may also be helpful. We are sensitive to your child's need for security at naptime and work very hard to provide that for your child. Sometimes nap schedules change as your child adjusts to the center. A routine is soon established. Be sure to take your child's bedding home every Friday for laundering.
- ❑ As you arrive in the morning, infant and toddler parents please fill out the daily note to give faculty more information about your child. We can better meet the needs of you and your child when we work with you as a team. What happens at home does affect your child at the center. Please read your child's daily note. We record your child's feeding, napping, diapering, and potty training information as the day progresses, as well as your child's daily activities. We want to keep you informed about your child's day.
- ❑ Provide diapers and wipes for your child. We can store a large bag of disposable diapers for your convenience. Cloth diapers must be taken home daily.
- ❑ Love To Grow On will provide Enfamil Lipil Formula and the soy alternative Enfamil Prosobee, but parents have the option of providing other iron enriched brands if they choose to do so. We prepare the bottles for all the infants. Please provide four bottles with covers, nipples and rings each day. We will rinse them out and have you take them home daily to sanitize. If your child uses a particular brand of pacifier please bring in two or three that can be left at the center.
- ❑ Label all bottles, wipes containers, medications, ointments and personal items with your **child's first and last name**.  
Licensing and health standards require us to have all children's personal items labeled with first and last names for use at the center. Please be sure you label items before bringing them into the classroom.

## HEALTH SAFETY POLICIES FOR PARENTS

**Health Record Information:** Two health record forms must be completed.

**Immunization Record:** This record must give dates (month, day, and year) of immunizations your child has received. It must be current and is due on admission.

**Health Record/Summary:** This information must include the date of the child's most recent physical exam (within six months), and be signed by the child's source of health care. This form is due on admission.

**Reexamination:** A new health record/summary is required for children already admitted to the program **whenever they change age groups**. Please provide an updated physical when your child moves from Infants to Toddlers, Toddlers to Preschool, and Preschool to Kindergarten.

An updated report of physical examination signed by your child's source of health care is required as children advance in age.

Parents are required to supply Love to Grow On with copies of these health records and shot updates in a timely manner to ensure continuation of care.

**Immunization records must be updated whenever your child receives additional immunizations.**

**Special Diets/Needs:** Parents also have the responsibility to inform the center when their child has, or develops, any special medical conditions, needs, or allergies so that we can provide for appropriate care and support. Dietary modifications because of special dietary needs shall be made under the direction of a trained health care provider. Written permission from the child's parent/legal guardian and the child's health care provider is required before LTGO will make any dietary modifications.

### **Medications:**

Prescription medications will only be given with written parent and physician written approval. The prescription label counts as the doctor's written permission. Parents must also complete a Medication Form (available on our website or from your child's teacher) if your child needs medication while in our care. Medications must be in their original container and may be given only to the child for whom they are prescribed. Outdated/expired medications will not be given. This policy also includes over the counter medications for children under two. Diaper rash products, insect repellents and sunscreens are the only exception, and need written parental approval only. These products must be used according to manufacturer's instructions. If dosage differs from manufacturer's instructions, written doctor's instructions will be needed.

**Please label all medications and diaper products with your child's first and last name.**

## Exclusion of Ill Child

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

We will follow the exclusion guidelines listed below which are taken from INFECTIOUS DISEASES IN CHILD CARE SETTINGS: INFORMATION FOR DIRECTORS, CAREGIVERS, AND PARENTS OR GUARDIANS, prepared by Hennepin County Community Health Department, Epidemiology Program.

**We must exclude a child with any of the following conditions:**

Chicken pox	Until all the blisters have dried into scabs; usually about 6 days after rash onset.
Eye drainage	Until 24 hours after treatment begins, if thick mucous or pus drainage is present. (Conjunctivitis or Pink Eye)
Diarrhea (3 or more)	Until diarrhea stops or a medical exam indicates that it is not due to a communicable disease. Diarrhea is defined as an increased number of stools compared with a person's normal pattern, along with decreased stool form and/or watery, bloody, or mucous containing stools.
Mouth Sores With Drooling	Until a medical exam indicates the child may return.
Fever	Auxiliary (armpit) temperature: 100° F or Oral temperature: 101 F or higher, before fever reducing medication is given, when accompanied by behavior changes, or other signs or symptoms of illness.
Impetigo	Until child has been treated with antibiotics for at least a full 24 hours.
Lice (head)	Until after the first treatment and no live lice or any nits (eggs) are seen.
Rash With or Without Fever or Behavior Change	Until a medical exam indicates these symptoms are not that of a communicable disease (i.e., chickenpox, fifth disease, measles, roseola, rubella, shingles, strep throat).
Respiratory Infections (Viral)	Until child is without fever for 24 hours and is well enough to participate in normal activities. No exclusion for other mild respiratory infections without fever as long as child can participate comfortably.
Ringworm (skin & scalp)	Until 24 hours after treatment has been started.
Scabies	Until 24 hours after treatment has been started.
Signs/Symptoms of Possible Severe Illness	Unusually tired, uncontrolled coughing, irritability, persistent crying, difficult breathing or wheezing should be evaluated by the child's health care provider to rule out severe illness.
Streptococcal Sore Throat	Until at least a full 24 hours after treatment begins and child is without fever for 24 hours.
Vomiting (2 or more)	Until vomiting stops. Vomiting is defined as two or more episodes in the previous 24 hours.

**The center must also exclude children who meet either or both of the following:**

- Not able to participate in child care program activities with reasonable comfort, including outdoor play.
- Require more care than faculty can provide without compromising the health and safety of other children in care.

When a child in our care has been medically diagnosed with a communicable disease, we will notify the appropriate health authorities and follow their recommendations to provide information to parents of all exposed children. The child care program will notify the parents of exposed children on the same day or within 24 hours by a written notice posted in the parent information area.

Parents are required by state laws and our center policies to inform the center within 24 hours, exclusive of weekends/holidays, if their child is diagnosed with a communicable disease.

### **Suspected Child Abuse/Neglect**

All early childhood education faculty, as mandated reporters, are required by Minnesota law to report any suspected incidents of child abuse or neglect to appropriate authorities.

### **First Aid & CPR**

In the event of any injury or illness, appropriate first aid will be administered by our trained faculty. If faculty decides it is an emergency situation, 911 will be contacted to provide emergency first aid. If necessary, the emergency medical service will transport your child to a medical facility as designated by emergency services. A parent or alternate listed on the Emergency Card will be contacted as soon as possible. An attempt to contact your child's source of health care may also be made. Faculty cannot transport children.

### **Care of Ill or Injured Children**

If your child becomes ill or injured while in care, he/she will be isolated away from other children under supervision of a faculty member. You or your emergency contact will be contacted to pick up your child immediately. Until you arrive, your child will be monitored and comfort measures provided according to program procedures. If faculty thinks it is necessary, the child's health care provider will be contacted.

### **Food Brought From Home**

If food is brought from home to share with other children (i.e., for special occasions) it must be commercially prepared and packaged.

### **Animals**

During in house fieldtrips, our guest educators may occasionally bring in animals for the children to see or touch. Also, children may encounter animals while on walks in the community or on fieldtrips. Safety precautions will be taken to make sure the children are not harmed. In the event that we do add a pet to a classroom, parents will be notified.

### **Transportation**

When planned activities at our program (i.e., field trips) require transportation, the methods used will be in accordance with the Department of Human Services regulations and Minnesota law. **LTGO faculty cannot transport children to or from the center.** If your child were to miss bus transportation, even at the fault of LTGO, you would be contacted to drive your child to school.

### **Health Consultation Services**

Our program receives health consultation services from Carol Koskinen, RN.

# Infant/Toddler Programs

## Diapering

Procedures for diapering are approved by our program's health consultant and are posted in the diaper changing area. Diapering may only be done in designated areas.

## Formula (6 weeks to 12 mo. only)

Love To Grow On will provide infant formula **Enfamil Lipil** and the soy-alternative **Enfamil Prosobee**. Parents may elect to accept an offered formula or decline and choose to supply another formula. If parents wish to decline a center-provided formula, they must indicate this choice on the initial registration document.

Bottles will be provided by the Parent. Love To Grow On will rinse bottles and send them home to be washed daily.

Infant food will be provided by Love To Grow On and given when determined to be developmentally appropriate, and after it has first been introduced at home. Parents should regularly update the "Foods I've Tried" form.

## Parents Providing Alternative Formula For Child

1. Only commercially prepared, unopened cans of formula may be brought to the Center.
2. Cans must be labeled with child's first and last name.

## Breast Milk

1. Mothers are welcome to come to the center at any time to nurse their child.
2. Wash hands, breast, and breast pump. Express milk.
3. Use a clean bottle.
4. Freeze breast milk in the bottle or storage bag until ready to use. Place thawed breast milk in bottles and label with date, time removed from freezer, and be sure child's first and last name are on lids, covers and bottles.
5. Bring bottles to center in an insulated bag.
6. Label the bag with your child's first and last name as well as the individual bottles.
7. Be sure bottles are refrigerated as soon as you get to the center.
8. Take bottles home at the end of the day. Bottles **will not** have been rinsed and you must wash them at home.

# Enrollment Checklist

To complete the enrollment process, a child's records must contain the following:

- 📁 Emergency Information Form
  - 📁 Enrollment/Tuition Contract including all the following releases:
    - 📁 Statement that you have read and familiarized yourself with the contents of this Handbook.
    - 📁 Public Relations/Video Release
    - 📁 Field Trip Release—for walking trips, six block radius
    - 📁 Medication Release for diaper products, sunscreen, insect repellent
  - 📁 Health Care Summary (**from child's physician**) - must be recent, within 6 months of enrollment date
  - 📁 Immunization Record
  - 📁 Infant/Toddler or Child Health and Personal Record (**signed by parent**)
  - 📁 HIS: Household Income Statement (for CACFP)—completed forms are kept in a separate confidential file
  - 📁 CACFP Enrollment Form
  - 📁 Special Needs Forms (if applicable): ICCP/ISP/IEP/IHCP
  - 📁 Special Diet Statement, if applicable
  - 📁 Medication release for any current medicines needed
- and...
- 📁 \$50.00 non-refundable registration fee per child

## Ministry Opportunities at Galilee Baptist Church

Love To Grow On children and their families are welcome to participate in any of the programs at Galilee Baptist Church. Following are a few of the opportunities that are available here at Galilee:

**Worship:** There is a 10:00 am worship service each Sunday morning. Love To Grow On families are warmly invited to attend. A nursery is provided for your convenience.

**Sunday School:** Classes for all ages are held at 9:00 a.m. on Sunday morning. Nursery is provided.

**Awana:** Activities for children age four years - 6<sup>th</sup> grade are held 6:30 to 8:00 p.m. on Wednesday nights.

**Youth Groups:** Middle school, grades 6<sup>th</sup> through 8<sup>th</sup>, meet at 6:30 p.m. on Wed. Senior high school grades, 9-12, meet at 7:30 p.m. on Wednesday. We invite your teens to join us!

**Special Opportunities:** We will inform you of other opportunities that may interest you and your family as they are offered (parenting classes, marriage enrichment opportunities, faith issues, Bible studies, mission trips, men's Saturday morning prayer breakfast, etc.)

**VBS:** Vacation Bible School (VBS) will be held one week each summer. The dates for 2012 are June 17-21. Children Kindergarten through 5<sup>th</sup> grade are invited to attend. This is an event that is looked forward to each year by kids from Galilee and in the community alike! Bible stories, drama, games, snacks, caring group leaders, etc. Join us for this fun summer kids program.

**Prayer Box:** Please drop your prayer requests in our box outside the front door. Prayer is held every Wednesday night at 6:30 pm in the Library. All requests are confidential.

**Women's Bible Study:** Thursday mornings from 9:30-11:30 during the school year.

**Invitation:** If you do not have a church home and/or if you would like to attend or receive more information about any of the above opportunities you are encouraged to call the church office at 763-784-1760, or visit Galilee's website at [www.galileechurch.org](http://www.galileechurch.org).

We believe children have 100 languages.

Therefore we will...

Listen to their words and actions.

Document and record their interests, thoughts and learning journeys.

Provide tools, materials and varied experiences for optimum learning.

Allow children to find their voice.

Let children's ideas guide our curriculum.

Introduce children to a variety of ways to express themselves including art, dance, music and drama.

Teach children there are no mistakes just beautiful imperfections.

Love To Grow On

We Believe...  
We Believe...

Coro  
Valios

We believe children need strong role models.

Therefore we will...

Encourage self-confidence.

Support and offer praise.

Give children the tools to solve problems.

Teach responsibility.

Respect children's abilities.

Model empathy.

Practice forgiveness.

Model the joy of learning through exploring, researching, and taking risks.

Therefore we will...  
Therefore we will...

We believe in developing trusting, respectful relationships between teachers, parents and children.

Therefore we will...

"Be there" for children.

Be reliable.

Create safe environments where children feel comfortable and loved.

Allow for individual growth and development.

Accept and encourage children's uniqueness.

Support families.

Positively and warmly welcome all parents.

Be respectful about parents' choices and sensitive to family's issues.

Help each other out.

Give children the right to make choices.  
Lovingly provide appropriate nurturing physical touch.

# We Believe...

## We Believe...

We believe in creating positive childhood memories and revisiting past experiences.  
Therefore we will...

- Supply open-ended materials for exploration.
- Engage in creative, fun activities.
- Encourage energetic and messy play.
- Laugh, giggle and be silly.
- Promote outside play and discovery.
- Remember and cherish the value of digging in the dirt, splashing in puddles, and making mud pies.

# Therefore we will...

## Therefore we will...

We believe in building a program which is Christ centered.  
Therefore we will...

- Teach and model Christian values.
- Offer unconditional love.
- Pray with children and for one another.
- Teach about God's love through songs and bible stories.
- Share personal stories about our faith.
- Respect nature and the beauty around us.

Love To Grow On

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