

Overview

Kids' Corner Child Care Center is a non-profit organization dedicated to providing quality and affordable care for infants, toddlers, preschoolers and school age children in a healthy and stimulating environment. The State of Minnesota, through the Department of Human Services, licenses it with an enrollment of 106 children (12 infants, 36 toddlers, 27 preschoolers, and 31 school age).

The Center employs professionals and paraprofessionals with a certified teacher leading each room. Children at Kid's Corner are under the constant supervision of qualified, experienced, and dedicated staff. Staff members are carefully chosen for their sensitivity and their ability to meet the needs of both children and their parents. The staff at Kids' Corner will be supportive of parents and families, encouraging open and honest communication and parental involvement while using tact and discretion.

The focus of the program offered at Kids' Corner is to promote the growth and development of each child's personality at his or her own pace. Children will participate in a variety of activities on a daily basis to enrich their emotional, social, physical, and intellectual growth. With the support of creative staff and many stimulating learning materials, a child in our center will develop an enthusiasm for learning through purposeful play.

The Center's program plan is available through the program Director's office and we encourage its review and discussion with staff. Parents are also welcome to visit our center at any time. The phone number at Kids' Corner is (507) 934-1002. Any mailed correspondence should be addressed as follows:

Kids' Corner Child Care Center
600 S. Fifth Street
St. Peter, MN 56082

Enrollment and Operations of the Center

Kids' Corner Child Care Center was established for use by the

community through initial funding assistance from Gustavus Adolphus College, Citizen's Scholarship Foundations of America, and other private sources.

Kids' Corner is an equal opportunity provider and does not discriminate against children or parents on any basis. Names of prospective enrollees will be placed on a waiting list and admitted to the program as vacancies occur. Those who seek full-time enrollment will always be given priority over those seeking only part time care. Currently we are only accepting full time enrollment, which is defined as 35 hours per week. If part-time opportunities arise, part-time enrollees may retain their enrollment status until the Center receives an application seeking more hours for a child in the same age group. The center will then allow the part-time enrollee the option of changing the contracted hours to equal or exceed the newly received request, or ask that the family seek alternate care within the subsequent two-week period. Each child is required to have his or her own contract; there are no shared contracts.

During a maternity leave following a birth or adoption of a new family member, the current contract will be allowed to be dropped to 25 hours per week for up to 8 weeks.

For children with special needs, please contact the Program Director to discuss an individual childcare program plan.

Kids' Corner will not knowingly enroll more children than it has the capacity to care for; however, the Center may under some circumstances be forced to disenroll a child who is enrolled on a full-time basis in order to comply with State regulations. This could happen if the State were to reduce the license capacity of the Center, and it could also occur as a result of children progressing from room to room throughout the center. For instance, when an early preschooler enrolled full-time reaches the age to move to the preschool room, then either the early preschooler or one of the preschoolers will need to be disenrolled to keep the preschool room within its licensed capacity. The Board of Directors has established a policy for

choosing which child to disenroll in these situations; this policy is explained in the section entitled "Policy for Selecting Capacity-Driven Disenrollees."

Admissions

Before a child can be admitted, a parent must complete the following:

- *Enrollment Application/contract
- *Food allergies and special diets form
- *Infant and/or child personal history
- *Parent permission form
- *Emergency authorization form
- *Health care summary and immunization form

At the time of application, parents are required to remit a fee of \$15.00 per family. This fee will be refunded if we cannot immediately enroll your child and you choose not to retain a position on our waiting list. Once enrolled, parents are encouraged to accompany their child on a visit to the Center before the first day.

Hours

Kids' Corner is open Monday through Friday from 6:45am until 5:45pm. By virtue of licensing restrictions, the Center's staff is not allowed to provide childcare services either before or after these designated times. Please see **Late Pick Up Policy** for more details. If you are unable to bring or pick up your child within these hours, you must make arrangements for someone else to do so by providing written authorization to Kids' Corner in advance.

If you would like to bring your child(ren) earlier or pick them up later than your contracted time, you must contact the Program Director or your child's teacher at least 24 hours in advance. The Center will try to accommodate such requests whenever possible providing staffing is

adequate, but we may not always be able to do so. Abusing this policy could result in the termination of services. Your cooperation in adhering to contracted hours is necessary so that the Center's compliance with licensing requirements is not jeopardized.

Holidays

Kids' Corner will be closed on the following holidays as set annually by the Board of Directors. Kids' Corner will bill the parents for these holidays (if you are contracted for hours on the day that the holiday falls on):

- *New Year's Day
- *Memorial Day
- *July 4th -- Independence Day
- *Labor Day
- *Thanksgiving Day and the Friday following
- *Christmas Eve Day and Christmas Day

The Center is also closed one week during the summer and one week in December. Parents are not expected to pay tuition charges for either week that we are closed, with the exception of Christmas Eve Day, Christmas Day and New Year's Day. The Center will post exact closing dates at the beginning of each calendar year.

Permanent Withdrawal

You are required to provide Kids' Corner with a two week written notice before withdrawing your child from our program so that another child may fill the vacancy. If two weeks notice is not given, you will be billed for the equivalent hours. You will be given two-business days to change your mind about disenrolling your child. After the two-day grace period, your child will be considered disenrolled and all Absentee Credits will be lost. Seniority will be lost upon disenrolling.

Enrollment and Options

If you seek childcare for your child(ren), you will be required to fill out a contract. This contract will specify the care you require for your child on a weekly basis. Rates will be set for each calendar year and will be published in December for the upcoming year.

An 8% discount will be given for the oldest child(ren) if a family has two or more children enrolled at the same time at Kids' Corner.

Bills will be computed on a straight-fee basis. You must declare on the Enrollment Form how many hours per week you are contracting for. In all cases, any hours of excess care will be billed at the previously established hourly rate. When you are contracted for care, you agree to pay the contracted fee whether your child is in attendance or not. All fees are subject to change.

Absentee Credits

Preschool, Early Preschool, Toddler, & Infant Children

If your child(ren) will not be attending the Center on a specific day for which they are scheduled, please inform us as soon as possible. This will allow us to staff accordingly.

Each child enrolled full-time in our program will receive 9 credit days for September through May and 3 credit days for June through August, in which you will not be charged for absences during contracted care. If you are currently enrolled, credit days begin with the contracts in September. New enrollees after September will receive prorated credit days based on date of enrollment.

You will not be able to roll over any unused credit days not used by May 31st or August 31st. All credit days are lost when the child is disenrolled. Please notify the Director if you wish to use a credit day(s). **Credit days can only be used if your child is absent from the center or when the center is closed for holidays.**

Billing Policy

Bills will be distributed on the first and fifteenth day of each month. Any charges for excess hours of care and from the previous month will be added to the bill. Payment will be due on the seventh (7th) and the twenty first (21st) of each month. A \$25.00 late fee will be charged if you do not pay on time.

An account which is 30 days past due can result in the child or children being disenrolled. The finance committee of the-Board of Directors will review all delinquent accounts and authorize appropriate further action. The Board reserves the right to terminate services in cases of delinquent accounts.

For every insufficient check, a \$20.00 charge will be applied to your bill. After two insufficient payments by check the parent will no longer have the privilege of using a check for payment. It will strictly be payment by a cashiers check. Kids' Corner **does not** accept cash as payment.

We appreciate your prompt payment. It is essential to the life of our program. Since Kids' Corner is a self-supporting, non-profit organization, it is necessary that we have a consistent source of income. Your tuition is this source of income. Our expenses continue whether your child is present or not.

Fundraisers

Fundraisers are a crucial part of the survival of our center. It is very important that all of our families participate in every fundraiser that Kids' Corner is involved in. We depend on the monies from fundraisers to help pay for the every day operating costs of our center.

Arrival and Departure

You are required to sign your child(ren) in and out every day they are at the Center. There are sign in books in every room which the

teachers will bring with them when they are away from the classroom (library, outside, activity room etc). The sign in/out process is not only for recording the child(ren)'s time at the Center but to ensure that all children are accounted for at all times. It also provides an opportunity for communication between parents and staff.

If you would like to bring your child(ren) earlier or pick them up later than your contracted time, you must contact the Program Director or classroom teacher at least 24 hours in advance. They will try to accommodate such requests whenever possible, provided that staffing is adequate. However, we may not always be able to do so. Your cooperation in adhering to your contracted times is necessary so that the Center's compliance with licensing requirements is not jeopardized. Abusing this policy could result in the termination of services.

If at any time the center staff feel that it is not appropriate for a parent to take their child from the center (example: intoxication), we will recommend that you contact another person to come and give both you and your child a ride. If you choose to ignore our request, we will inform you that once you drive away from the building, we will contact the local police about the situation.

It is not appropriate for a child of any age under 12 to be left in your vehicle outside the building, whether it is running or not. We ask that you bring siblings into the building with you while you drop off or pick up your children for their safety.

Your child will be released only to those persons you authorize on the Parent Permission Form. We will require picture identification before releasing your child to an authorized person who is not the parent or legal guardian. **If you wish to have somebody pick up your child that is not on the Parent Permission Form you will need to add their name to the form.**

Late Pick-up Policy

During hours of operation:

A late fee will be charged to parents that:

1. Do not call to find out if staffing is available for their child to stay later.
2. Are later than 15 minutes from the contracted times. You will be billed according to the hourly rate for that room.

After hours of operation:

A late fee will be charged to the parents that pick up their child(ren) after 5:45pm (The time the Center closes)

Because we are not licensed to provide services after our hours of operation, late pick up (after 5:45pm) is NOT ALLOWED! If this is violated the following fees will be applied. These fees will be asked for immediately during child(ren) pick-up. This fee will be paid directly to the closing staff member. The closing staff member is paid on salary and therefore does NOT get paid by the Center after 5:45pm. We feel that any time spent after hours waiting for a late parent pickup should be compensated accordingly.

A \$5.00 FEE WILL BE COLLECTED FOR EACH CHILD AFTER THE FIRST FIVE MINUTES, AND AN ADDITIONAL \$5.00 PER CHILD WILL BE COLLECTED FOR EACH ADDITIONAL FIVE MINUTES UNTIL THE PARENT PICKS UP THE CHILD(REN).

The Health and Safety of Your Child

Your child's health is a matter of great importance to all of us! Before your child may attend Kids' Corner, the Program Director must receive the Health Care Summary and the Immunization Form. These Immunization Forms also need to be kept updated as new immunizations are given. Please give a copy to the Director to keep your child(ren)'s file updated. We also encourage your child (if of the appropriate age) to visit

the dentist.

Illness

Kids' Corner is not licensed to provide care for children who are too sick to participate in regularly scheduled activities. Therefore, it is very important for you to make prior arrangements for substitute care when your child is ill. The following criteria are outlined to assist you in deciding when not to bring your child to Kids' Corner because of illness. Your child **may not** come to Kids' Corner if he/she:

- Has or had a fever 12 hours prior to attending the Center;
- Has vomited in the 12 hours preceding attending the Center;
- Has skin sores which are open and draining (including such things as impetigo, etc.) Your child may return to the Center when the drainage ceases, the sores begin to heal, and prescription medication has been administered for at least 24 hours;
- Has ear/eye drainage such as pink eye. Your child may return to the Center when prescription medication has been administered for at least 24 hours;
- Has Streptococcal Group A throat infection. Your child may return to the Center when medication has been administered for at least 24 hours;
- Has diarrhea during the 24 hour preceding attendance at the Center;
- Has a contagious disease, such as Chicken Pox (until the child is no longer contagious or until the lesions are crusted over);
- Has lice, ringworm, or scabies that is untreated and contagious to others;
- Has undiagnosed rash or a rash attributable to contagious illness or condition;
- Has significant respiratory problems.
- In some cases, a note from the child's physician may be required.

When doubtful about your child's health condition, play it safe for the sake of your child, other children, and the staff at the Center. Keep your child home for the 48 hours of a severe cold or upper respiratory infection or if your child has an infectious disease.

Any child who becomes ill while at our facility will be isolated with a staff member until a parent arrives to pick up the child. The Program Director or teacher will notify you if your child:

- Has a fever of 100F or higher;
- Vomits during the day;
- Is constantly crying or fussy for an unusual amount of time and for unexplained reasons;
- Has two diarrhea episodes in the same day;
- Has any contagious drainage or weeping sores, which includes such things as chicken pox, impetigo, pink eye or ear drainage;
- Requires more care than the program staff can provide without compromising the health and safety of the other children.

These criteria for sending your child(ren) home because of illness were adopted from the criteria by Dr. Eunice Davis, St. Paul Ramsey Hospital, Child Development Section. We strongly encourage you NOT to bring your children who are ill, even if they are symptom-free due to use of over the counter medication. The medications typically only mask the symptoms rather than cure the illness.

Communicable Diseases

You must notify the Center within 24 hours if your child becomes ill with a communicable disease. A list of communicable diseases was made available to you in your enrollment packet and is available from the Program Director. You will always be informed if your child has been exposed to any contagious illness with a Medical Health Alert. This notification will be posted on the door to your child's room.

Medication

Kids' Corner will only administer medication supplied by you if:

- You have properly completed and signed a Medication Permission Form;
- The medication is in its original container with its original label. This label must be legible;
- The medication is specifically prescribed for your child. We will NOT administer the same prescription to siblings or outdated medication.

Medication can only be administered according to the written instructions for the child's use provided by a licensed physician or dentist.

Although a parent may come to Kids' Corner at any time to give medication, the Center staff reserves the right to refuse to give any medication. Medication must be taken home daily. We are not responsible for any medication left at our facility.

Nutrition

A breakfast, a lunch, and an afternoon snack will be served at Kids' Corner to all of the children, unless you specifically ask that your child not be served for scheduling or dietary reasons. Infants will be provided with baby food, as well as iron-fortified cereal. Formula will need to be provided by the parents. Breakfast will be served at 8:15am and will consist of at least three of the four food groups. Depending on the schedule of your child's group, lunch will be served between 11:00am and 11:30am. Lunch will include milk, fruit, vegetable, a whole grain product, and meat or another source of protein. The afternoon snack will be served at 3:00pm and will consist of at least two of the four food groups. Monthly menus will be posted in your child's room. Infants who are on table food will have the daily menu. We ask that parents NOT send food from home unless it is for a special dietary need. In those situations, parents are expected to provide the special diet items for their child/ren.

The Center must be informed if your child will not be at the Center

for lunch by 8:30am.

The Center must be informed of any food allergies. Please list these requirements on the Special Diet Form found in your enrollment packet.

We encourage you to join your child(ren) occasionally for lunch. The cost for parent lunch is \$2.35 payable to Kids' Corner. Please sign up in the Program Director's office or with the child's teacher at least 24 hours in advance in order for us to plan the additional food acquisition and preparation.

Rest/Nap Time

Nap and quiet time are regularly scheduled after lunch each day, for all except the school age children. A cot is provided for each toddler, early preschooler and preschooler. A crib is available for each infant during nap time. In order to comply with licensing requirements each infant, toddler, early preschooler and preschooler must bring his or her own small blanket, clearly labeled. Sheets will be provided for the infants. It is your responsibility to launder blankets weekly for toddlers, early preschoolers and preschoolers.

Outdoor Play

Our daily schedule includes outdoor activities. During cold weather, please provide appropriate clothing (boots, mittens, hats, scarf, snow pants, etc.)-labeled with your child's name. During severe weather conditions (when air temps are <20 F, rain or heavy snow) we will not venture outside. Instead, large muscle activities will be offered in a separate room provided for this purpose. In the summer months, please provide the Center with sunscreen and insect repellent for your child.

Evacuations

Should it be necessary to evacuate for any emergency, the staff have been instructed in procedures for exiting the building. Monthly fire drills are conducted. During severe storms or if alerted by Civil Defense regarding a tornado warning, children will be evacuated to the storage cage area. Monthly severe storm drills are conducted from April through September.

Blizzards

The Kid's Corner website (www.kidscornersaintpeter.com) will be updated with closing information by 6:15 am if the center is closing. Please listen to KRBI radio stations (105.5 FM/1310 AM) in Saint Peter or Clear Channel Radio Stations in Mankato (93.1 FM/1230 AM/103.5 FM) for closing information. You may also check www.mankatofreepress.com or WCCO TV Station for closing information. We encourage you to pick up your child before weather conditions become severe to ensure the safety of you, your child and our staff.

Emergencies

Kids' Corner staff is trained in First Aid and CPR. The source of our emergency care is Community Hospital in Saint Peter. To obtain medical care the Program Director and/or the teacher will take whatever steps are necessary. These steps may include, but are not limited to, the following:

1. Attempt to contact a parent or guardian;
2. Attempt to contact the child's physician;
3. Attempt to contact parent(s) through any of the other persons listed on the completed Enrollment Form;
4. If we can not contact you or your child's physician, we will do any or all of the following:
 - *Call another physician or paramedics;

*Call an ambulance and have a staff person accompany them
Any expenses under item 4 above will be the responsibility of the child's
parents.

Accident/Incident Report

If your child sustains a non-threatening injury during the day, you will receive this information on an accident/injury report form. Your signature will be required after reading the details of the accident and treatment. This form will be placed in your child's file.

A log will be kept, stating the following: name and age of persons involved; date; time and place of the incident/injury. The Program Director will monitor the log and modify the procedures as needed.

Conferences

Teachers will provide a formal opportunity for teacher/parent conferences at least twice yearly. Conferences are intended to be a quiet time when parents can discuss with teachers their child's progress and behavior in the areas of intellectual, social, emotional and physical development. It is also an opportune time to discuss any concerns and questions you may have about the Center. The teachers will discuss any concerns they may have about your child at that time. If the teachers have questions, they may not necessarily wait for a regularly scheduled conference. Parents are encouraged to bring concerns to teachers at any time. Regularly scheduled conferences simply offer a special structure which provides for communication between parents and teachers. Communication ideally occurs throughout the year as problems arise so that a prompt solution can be found. Notes highlighting your child's activities are sent home daily (for the infants, toddlers and early preschoolers) with your child.

Child Abuse Mandate

In Minnesota, child care workers are mandated to report all cases of suspected abuse and/or neglect. This policy does not require the child care worker to make any decisions about the existence of abuse but to report any unusual occurrences to the county Social Services Department. Any reports made are not discussed with the family prior to reporting. The Social Services Department takes over after the report is made to assess the information and to determine what action, if any, needs to be taken. Reports received by the Center concerning suspected abuse by members of its staff will also be forwarded to the Nicollet County Social Services Department. Parent's, child care staff, and Social Services all have your child's welfare as their main concern. We do not allow physical, emotional, or verbal abuse of children in our facility by the staff, volunteers or parents. We ask your understanding and support in this area. Following is the Reporting Policy for Programs, from the MN Department of Human Services Licensing Division.

***REPORTING POLICY FOR PROGRAMS PROVIDING SERVICES TO CHILDREN**

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 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 made to the local county social services agency at (507)931-6800 or local law enforcement at (507)931-1550.

*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 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.

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.

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.

The reporting policies and procedures 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. The Division of Licensing recommends that parents with children currently enrolled in your child care program are informed of the development of the reporting policies and procedures, and provide them with an opportunity to request the information.

Child Guidance and Discipline

To provide for the safety of all children, as well as for their individual development of self-help and self-control skills, we maintain daily routines and set limits. These routines and limits are discussed and defined with the children. Consistency in knowing what to expect throughout the day helps your child develop a sense of trust and understanding of his/her environment.

Discipline is meant to point out inappropriate behavior in a positive manner. It is not intended to destroy the self-esteem of the child.

Techniques used in disciplining include:

- Ignoring the behavior
- Discussing the problem with the child
- Redirecting the child's activity
- Time-out, which is removing the child from the situation for a specified period of time and explaining clearly why he/she was removed
- Removing the child from any potentially dangerous situations

Techniques which are not utilized in disciplining include:

- Corporal punishment, including spanking, hitting, pinching, shaking, rough handling, shoving, hair pulling, ear pulling, kicking, biting, or any other form of physical punishment
- Emotional abuse, including loud screaming or yelling, verbal abuse, name calling, ostracism, shaming, using language that threatens, humiliates, or frightens a child or making derogatory remarks about a child or his/her family
- Restriction of movement by binding or enclosure in a confined space such as a closet, locked room, box or similar cubicle
- Delegating disciplining to older children or peers
- Punishment for lapses in toilet training
- Withholding or forcing meals, snacks or naps

A child who requires separation from the group will remain within an enclosed part of the classroom where a staff person can see the child. The child's return to the group must be contingent on the child stopping or bringing under control the behavior that precipitated the separation. Time-out is not used for infants or toddlers through 18 months. Any separation from the group must be documented by the staff on a Separation Form. This form is subject to review by the Department of Human Services.

Discipline Policy

This policy covers persistent unacceptable behavior by a child at Kids' Corner. As a guideline, persistent unacceptable behavior is defined as three or more instances of unacceptable behavior in a day, five or more times in a week, or eight or more times in two weeks. Note that these numbers are intended as guidelines and depending on the nature of the behavior, the staff may determine that a lower threshold is appropriate.

Behaviors of greatest concern are those that put the child, other children, or staff at risk of injury or those that require removal from the room, or one-on-one staff time.

When a child exhibits such behavior, a written notice will be sent home for each incident.

Step 1: If the behaviors become persistent, the head teacher and Director will consult with the parents to develop written procedures to meet the needs of the child, while not diminishing the care of other children in the room. This document should outline the persistent unacceptable behavior, corrective measures to be taken by staff and parents, and the strategies for the future. This document should be signed-off by the head teacher, parent, and Director. The goal of this plan is to work with the child

and the child's family in order to have a positive impact on the child's behavior.

Step 2: If the plan for addressing the persistent unacceptable behavior is unsuccessful in changing the child's behavior, Kids' Corner will make appropriate referrals to obtain professional assistance in determining an effective plan for the child.

Step 3: If the behavior continues, a meeting will be held with the Director, parents, and sub-committee of the Board to discuss strategies for positive change. At this meeting possible disenrollment will be discussed.

Step 4: If new strategies prove unsuccessful in meeting agreed upon changes in behavior, the Director will notify the parents that there will be a review of the situation with the Board and Director regarding disenrollment. If disenrollment appears to be the only possible option, the Director will communicate this to the parents.

If the parents do not respond to the requests for a meeting to create a behavior plan or refuse to collaborate with suggestions by an outside professional, disenrollment will be discussed at a meeting with the Director, parent, and sub-committee of the Board.

In the event that the above steps are followed without a significant change in behavior, Kids' Corner reserves the right to terminate child care for that child if it is determined that the staff at Kids' Corner cannot provide the support necessary to meet the child's needs. It is expected that this is a rare situation. Re-enrollment of a child whose care has been disenrolled due to behavior issues will be examined on a case-by-case basis by a sub-committee of the Board and the Director. Factors that will be considered are such things as age of child, developmental/physical growth since

disenrollment, and staff or children changes.

Children Files

As a licensing requirement by the Department of Human Services, the Center must keep a file of required information for each child. These files are kept in the Program Director's office and are open to the child's parents or legal guardian at all times. Written permission must be obtained from the parents if information is to be shared with others.

Pets

The Center has no pets, except for the possibility of fish. If your child would like to bring a pet to sharing day, please notify your child's teacher one week prior to bringing the animal in. This allows for arrangements to be made for children who may be allergic.

Toilet Training

When you feel that your child is ready for toilet training, inform your child's teacher. The Center's staff will then cooperate with your efforts to teach your child. It is important that you inform your child's teacher of your methods of training in an effort to provide consistency and less confusion for your child. We want this to be a positive experience for everyone. Too many accidents may mean that your child is not quite ready to take this step. It is our goal to have your child potty trained before entering the Preschool room. The Preschool room is not equipped to change diapers. Certainly, the staff will work independently with each child to make positive steps in potty training.

Extra Clothing

For all children, an extra set of seasonally appropriate clothing must be kept in your child's cubby. This should include an entire change of

clothing, including socks and underwear. Please label all of your child's clothing, including training pants, coats, jackets, mittens, boots, etc and check periodically to be sure the clothing still fits your child.

Missing Child

In the extremely unlikely event that a child should be missing from a group, the Program Director or Teacher will take all steps necessary to locate the missing child. These steps may include, but are not limited to the following:

- Doing a thorough search of the building and the surrounding area
- Attempt to call a parent or guardian
- Attempt to contact parent through any of the persons listed on the emergency information card
- Contact the proper authorities

There is a procedure set up for these types of emergencies. The staff discusses these procedures periodically to keep them refreshed. A copy is in the Director's office.

Grievance Procedures

Kids' Corner recognizes problems should be discussed and resolved through open channels of communication. Parents are encouraged to discuss their problems openly and honestly in a productive fashion with the teacher involved and/or the Director. In an event that a parent may have a complaint or grievance that cannot be solved by a meeting with the teacher involved and the Program Director, these procedures should be followed:

Step 1: If a parent is dissatisfied with the results of the informal meeting between the teacher involved and the Program Director, the matter may be presented, in writing, to the Program Director. The Program Director must respond within five working days.

Step 2: If the written response is unsatisfactory, an appointment with the Grievance Review Board may be requested. The Grievance Review

Board will consist of the Program Director, if not directly involved, and members of the Board of Directors selected by the President of the Board. The Grievance Board will respond in writing within five working days of their meeting. The decision will be final.

Field Trips

Classrooms may go on field trips occasionally throughout the year. During a field trip the classroom involved will be closed during that time unless 7 or more children stay back from the field trip. If you choose not to send your child on the field trip and the classroom is closed, you will need to find alternate care during that time.

Parental Permission Forms

Parental Permission Forms will occasionally be sent home with your child. These forms must be read and signed by you before your child may:

- Be involved in an occasion of research, experimental procedure, or public relations activity
- Accompany the group on a field trip * There may be additional fees for fieldtrips*
- Be given any medication
- General photo release form---photographed for purposes of publication.

Policy for Selecting Capacity-Driven Disenrollees

As described in the section "Enrollment and Operations of the Center," it may be necessary to disenroll a child enrolled full-time in order to stay within our licensed capacity. If the Program Director foresees an imminent situation of this kind at the time a child is enrolled, the parents may be informed at the time of enrollment that the enrollment is only temporary. For example, the parents of a child enrolling full-time in the

preschool room might be informed at the time of enrollment that the contract was only until such time as the next full-time enrollee moved from the early preschool room to the preschool room. Any such enrollment-time stipulation will take precedence over the policy in this section. The policy in this section was developed by the Board of Directors to provide a method of deciding which child to disenroll full-time. This policy does not govern termination of care by the Center for non-capacity-driven reasons, such as child behavior problems or delinquency in payment.

Seniority assigned to a child will be the number of full months that they have been enrolled at Kids' Corner at the time of the capacity-driven disenrollment, plus the following two adjustments:

- An additional two months of adjusted seniority for each full month of remaining eligibility for care in the current room experiencing the capacity issue, up to a maximum adjustment of 12 months
- Up to an additional (12 months) of seniority per sibling currently enrolled at the Center. If the sibling has been enrolled for less than one year, the child will receive one month of additional seniority for each month their sibling has been enrolled.

The Board of Directors developed the above policy with the goal of protecting not only the Center's interests, but also the welfare of the enrolled families. The rationale for including adjustments for siblings is that most families prefer to keep all of their children with a single care provider.

State Requirement

Kids' Corner is licensed by the State of Minnesota as a center-based group child care facility. We follow the guidelines as set up by the licensing bureau and participate in annual inspections of the Center by the Department of Social Services. The telephone number for their office is (651)296-3971.