



# Parent Handbook

*810 South Main Ave*

*Phone: 701-776-7018*

*Director: Lyndsey Graner*



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## *Introduction*

Welcome to Kids Next Door! We are a nonprofit, licensed child care center established in 2014. The primary objective of this center is to provide quality care for the children of our HAMC and Haaland Estates employee's; 6 weeks to 12 years. The following pages will help introduce you to the policies of the Center as well as inform you of the many benefits included with enrollment. Parents are welcome and encouraged to contribute ideas, opinions and recommendations regarding potential change or offer volunteer assistance.

## *Open Door Policy*

At Kids Next Door we have an open door policy where you are free to stop in at any time. We value what parents have to say and encourage open communication between parents and caregivers. The way the child will react to the visit should be taken into consideration when the parent decides to visit to help avoid a difficult situation. A visit may cause the child stress if he or she is at the stage when separation anxiety can occur and seeing his or her parent may upset the child when the parent leaves.

***Don't hesitate to call our center to see how your child's day is going!***

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 with their child's teachers. Since our staff will have significant contact with your child, we would appreciate being provided with any relevant information pertaining to your child. Information such as recent death, baby, separation, or illness can affect your child's behavior and help us assist you in dealing more effectively with any issues that arise or emotional changes which take place with respect to your child.

***Please read this Parent Policy manual carefully, and retain this copy for future reference. The consent form and contract must be signed, dated, and returned to the Director before starting care. If you require additional information or clarification with regard to any matter, please speak with the Director.***

Thank you for choosing Kids Next Door! ☺

*Dear Parents,*

*Welcome to Kids Next Door! I am glad that you have chosen Kids Next Door as your child's home away from home.*

*The parent guide you are about to read contains important information regarding your child's participation in the program offered here at our center. Parents and staff are equally responsible for familiarizing themselves with all of the policies that are outlined in this book. The expectation is that you will read its contents carefully and keep it in a safe place for future reference.*

*I have included the forms necessary to enroll your child at our facility. If you have any questions, concerns or an emergency please don't hesitate to call me, Lyndsey Graner at 701-776-5455 ext 2342 or 701-776-7018. Director hours are from 8:30am-5:00pm Monday-Friday.*

*If you have any concerns, questions or suggestions about your child's day please direct those to your child's teacher before me. I am looking forward to working with and getting to know you and your child/children during their time here at Kids Next Door.*

*Sincerely,*

*Lyndsey Graner  
Director, Kids Next Door*

## Information included in the packet/paperwork to return:

Parent policy manual: Please read through carefully. If you have any policy questions please ask for clarifications. In the event that these policies change or are added to we will try to call a parent meeting or send you out comment sheets. Please keep the policy manual for future reference.

## Sheets that need to be filled out and returned:

Parent's statement on health: This form is required by state regulation. Please notice the area where allergies are listed.

Child Information Sheet: This form is required by state regulation. Please pay special attention to the following areas; basic information, Emergency Authorization (signature), and the Authorization to release child.

Certification of Immunizations: This is just a photocopy of an immunization form. We can photocopy whatever form you are using. Must be complete and on file upon enrollment.

Birth Certificate: This is a state requirement for proof of identification. We only have to see a copy.

Letter of households: This letter is about our Child Nutrition Program. Our Lunch and Dinner meals will be from the HAMC cafeteria. Menus are posted in the reception area. We are reimbursed by the Department of Public Instruction for all meals. They reimburse at a higher rate for lower income families. The chart is on the front page. If you don't think you qualify simply sign your name and write, "Do Not Qualify" on the second page. There is also a USDA enrollment form in the packet that allows your child to be registered with the food program and receive meals at the center.

Parent Contract/Consent Forms: There is a contract form AND consent form for all parents to sign and return. Please read carefully, sign and return. If you have any questions about the policies please ask for clarification before you sign the contract.

Photo Release Form: This form is for permission to display photos of your child. We like to take pictures of the children playing and doing special activities and display them in their room/hallway. This is also a great way for parents to see what we've been doing!

Paycheck Deduction: This form is for you to authorize HAMC/KND to deduct your child care expenses from your paycheck.

Infant Sleep Permission: If your child is an infant, you must fill this out in order for them to use a pacifier, blanket, or security item in their crib with them.

Non-Prescription Products: All over the counter products (OTC) require written parental permission on a yearly basis. This includes diaper ointment, lotion, lip balm, sunscreen, etc. Any time you bring a different brand/kind of OTC product and it is not already on this authorization form, you must fill out a new one.

Child/Family Background Information: This sheet is intended to help us become acquainted with your child and to assist us in planning activities.

### **Kids Next Door Mission Statement**

*The mission of the Kids Next Door Child Care Center is to provide safe, affordable, high quality child care serviced for employees of the Good Samaritan Hospital Association.*

### **Kids Next Door Vision Statement**

*We support families in their efforts to access child care of varying hours, schedules and days of the week. Kids Next Door Child Care program is designed to care for children newborn to 12 years. Our goal is to strengthen the bridge between the parents and their family's life by providing a special place that supports them both.*

*We believe that each and every child has a right to learn, to laugh, to dream, to dissent, to reach upward and to be themselves.*



### *Open Hours:*

*Monday–Friday 5am–11:00pm*

*Saturday and Sunday **CLOSED***

*The center will be CLOSED these six major holidays:*

*New Year's Day*

*Memorial Day*

*Independence Day*

*Labor Day*

*Thanksgiving*

*Christmas Day*

*The center will be closing EARLY on the following days:*

*New Year's Eve (4:30 pm)*

*Christmas Eve (12:30 pm)*

### *Registration*

*Parent(s) are required to fill out the necessary forms as mandated by the North Dakota Department of Human Services.*

*Parent(s) or legal guardians are required to sign a form, authorizing emergency medical care for his or her child. The center will keep the following emergency care information on file:*

- 1. Name, Phone number of parent(s)*
- 2. Name and phone number of work site*
- 3. Same information for person(s) to be called in case of emergency when the parent cannot be reached (must have 2 Emergency contacts other than parents)*
- 4. Name, address, phone number of children's regular physician*
- 5. Signed permission to take the child to the hospital in case of emergency. Every effort will be made to contact a parent or designated person before transportation takes place.*

**THIS PAPERWORK MUST BE COMPLETED AND ON FILE BEFORE THE CHILD ENTERS THE PROGRAM. IT IS VITAL THAT PARENTS KEEP THIS INFORMATION UP TO DATE. Parents will be required to sign new paperwork every year when the center relicenses.**

## *Schedules*

You will need to turn in your days and hours needed for care by the second Thursday of the previous month to guarantee a spot for your child. Most employee's schedules come out a month in advance so the sooner you can get them to us the better. We need this advance notice in order to schedule our employees. If you pick up a shift or get called in, please call us and we will do our best to work with you to get your child/children in.

-Monthly schedules can be found on the wall by the reception desk. Schedules can be returned in the basket below.

Parents can bring children in 15 minutes prior to their scheduled time.

## *Cancellation & No Show*

Any changes to your schedule must be made 2 weeks in advance and should be submitted in writing with the date submitted on it. If schedule changes are not received by the two week deadline you will be charged for your originally scheduled amount of time. As of February 1<sup>st</sup>, 2017 if your child leaves early, you will be charged for a minimum of half of the shift they were scheduled for. For example, if your child is scheduled from 8am-4pm and only comes from 8am-10am, you will still be charged for 4 hours.

Childcare is available to employees during working hours. Exceptions will be allowed in the following instances:

1. Employees working the night shift will be allowed up to 8 hours of sleep/recovery time the following day.
2. Employees attending meetings or other required training.
3. If the employee is sick and taking PTO for that day, we will take the child/children if openings are available to aid in a speedy recovery. We want the employees to get well and back to work as quickly as possible.
4. Other exceptions will be determined by the director and CEO on situations that occur.

## *Sign-in/sign out:*

You must sign your child in and out each day on the time clock at the front desk area upon arrival and departure. If someone else is dropping off your child or picking them up please make sure they know to do this. Also, in each room there is a sign-in/sign-out sheet that has room for you to write the time in (drop off) and time out (pick up) for the child along with their name and number of the emergency contact for that day.

Parents should notify the staff of any important information pertaining to their child. (i.e., medication, health, appointments or if someone else will be picking them up). The sign-in/sign-out sheet provides staff with a correct account of children during emergencies and fire drills.

Parent(s) must designate, in writing, all other adults who may pick up their child.

When someone else will be picking up your child for the day please inform the teacher or call to let us know. If an unfamiliar adult comes to pick up a child, the staff/supervisor will check the listing of authorized adults for the child. If their name is listed, their identification will be checked to confirm. If our staff recognizes the person listed on the pick-up list, I.D. will not be required. The authorized adult must sign the child out on the daily attendance record with their signature.

**IMPORTANT: Our policy dictates that we will not release a child to anyone that does not have prior authorization.**

#### *Accountability Procedure:*

If children are arriving to the center unaccompanied by a parent (for example: walking from school), the parent is responsible for informing the center of their expected arrival time. If the child fails to arrive at the center at the expected time, the supervisor/director will notify the parents so that they can locate the child. The staff will remain at the center and wait for any calls concerning the late child. The staff will try to contact the parents if the child arrives at the center. If the staff is unable to locate the parents, they will call the emergency contact person provided on the child's enrollment form. If all efforts fail to find a responsible party, we will notify the local law enforcement center.

#### *Fee Schedule:*

Kids Next Door will be charging \$2.89/first child, \$2.36/second children, \$1.84/third children and \$1.84 for each additional child. All drop-in/PRN kids are charged a flat rate of \$3.00 per hour. In order to hold a Childs spot they must be at daycare or pay a minim of 48 hours per pay period. **THESE FEES WILL BE TURNED INTO THE HAMC's HR office AND WILL BE HANDLED AS A CHECK DEDUCTION FROM YOUR PAYROLL BI-WEEKLY.**

*Childcare assistance is available through the North Dakota Department of Human Services. Parents utilizing this program will be receiving a check from the Pierce County Social Services office in Rugby. Once eligibility is determined, parents are responsible for taking the appropriate forms to the Social Services Office, at the end of each month.*

*<http://www.nd.gov/dhs/services/financialhelp/childcare.html>*

### *Vacation Days (For Full-Time Children Only)*

*Each child is allotted 5 consecutive vacation days per year that you will not be charged for. These would be used if your family is going out of town, parent is on maternity leave, etc. Vacation days need to be given in writing at least 2 weeks in advance (preferably when you turn in your schedule).*

### *Sick Days (For Full-Time Children Only)*

*Children will be allowed 3 sick days per year. On these days you will not be charged for your scheduled hours. These days can be used if your child becomes ill and cannot attend daycare last minute. Please mention that you would like to use a sick day when calling to let us know that your child is out sick. These days are not to be used because your child wants to stay at grandmas or go to friend's house last minute. Sick days start over on January 1<sup>st</sup> of every year.*

***IF A CHILD IS NOT WELL ENOUGH TO PARTICIPATE COMFORTABLY IN REGULAR ACTIVITIES, (INCLUDING GOING OUTSIDE) THEY SHOULD NOT BE ATTENDING THE CENTER.***

### *Illness*

*Kids Next Door Child Care Center follows the following policies and will require removal of the child from the center:*

- Fever (temp of 100 degrees Fahrenheit or higher)*
- Diarrhea- runny, watery, or bloody stools (2 within an hour)*
- Vomiting*
- Body rash with fever*
- Sore throat with fever and swollen glands*
- Severe coughing-child gets red or blue in the face or makes high-pitched whooping sound after cough*
- Eye discharge-thick mucus or pus draining from the eye, or pink eye (child can come if they've been on medication for 24hours)*
- Child is irritable, continually crying, has difficulty breathing, is wheezing, has a bad stomach ache*

- Impetigo until 24 hours after Rx
  - Ringworm until rash improves with Rx or clothing covers rash
  - Scabies/Head lice until 24 hours after Rx
  - Strep throat until 24 hours after Rx and no fever
  - RSV- until fever free and breathing comfortable
  - C.dif- until child has solid stools and fever free for 24 hours
- OR
- If your child is too ill to participate, or requires more staff attention than can be provided safely for all children.
  - Hand foot and mouth- child may not return back to daycare until the fever is no longer present and the vesicles begin to subside.

*NOTIFICATION: If it is determined by the director or designee that a child needs to be removed from the daycare because of any of the above listed symptoms/reasons the following will be done:*

- The parent of the child will be contacted and asked to pick up the child as soon as possible.
- The Department Director of the parent/employee or Human Resources will be notified of such and there will be no attendance penalty for the employee.

*Child must be fever free and vomit free for 24 hours before returning to daycare.*

### *Medication (Rx means treatment with a medicine.)*

*-Parents must fill out a medication form giving permission before ANY medication (whether prescription or nonprescription) can be dispensed to a child at our center.*

*-All medications administered at Kids Next Door must be in the original medication bottle.*

*-Prescription medication must have the label with the child and Doctor's name attached.*

*-Parent should give the medication to the supervisor to put away in a locked storage container.*

*-Each time medication is given to the child it will be recorded on their medication permission slip (date, time and given by).*

### *Non-prescription (Over the Counter) Products*

*Written permission is required before we can use sunscreen, insect repellent, lip balm, diaper ointment, lotion, antibiotic ointment, and any other over the counter product on a child.*

*Parents are responsible for providing these over the counter products for them. Please label each of these with the child's name.*

Please see the attached "Non-prescription" handout for more information. Form must list the brand of product being used. If you bring a different brand of product at any time, you will need to update this form. This form will also need to be filled out yearly.

### *About our Programs*

All programs will be developmentally appropriate according to a child's age. Programs will include activities to meet all area of the child's skill development (social, cognitive, and motor). Staff will do their best to maintain the routine each day.

### *Legal Requirements*

-Each staff person, before they are hired, must sign a statement that he or she has never been found guilty of a crime against children or been convicted of a felony. These statements are verified by Pierce County Social Services and background/fingerprint checks are done.

-All staff members at Kids Next Door are required to be CPR and First Aid certified.

- If a child sustains injuries at the center which require medical attention the parents will be notified immediately and an incident report will be filed with Pierce County Social Services.

- **The Department of Human Services sets minimum staffing requirements for child care centers. The ratios are as follows:**

0-18 months	1:4- max 8 children
18-36 months	1:5 -max 10 children
3-4 years old	1:10 (all depending on the ages of the children) - max 20 children
6-12 years old	1:20 (all depending on the ages of the children) - max 20 children

### *Mandated reporters*

We are all mandated reporters here at Kids Next Door. We are required by ND Century Code Chapter 50-25 to report any suspected abuse or neglect. If any person suspects a child has suffered any type of abuse or neglect, the staff member will report the situation to the Director who will then notify the Pierce County Social Services and the County Licensor.

### *Children with Special Needs*

Kids Next Door is wheelchair accessible in all programming areas. Upon enrollment of a child with special needs, the director, supervisors, and parents will meet to discuss the program needs of the child. A developmentally appropriate program will be created if we have the proper staff and space.

## *Daily Care Sheets/Daily Communication*

For each child less than 3 years of age, a daily record/communication sheet is written. These forms will be located by the sign-in sheet in your child's classroom. The daily record/communication sheet is to inform us and parents information about their child for that day. When a child is dropped off in the morning there will be a spot for the parent to fill in the child's name, what time they woke up, when they last had a bottle or food, last diaper change or toileting and an area for them to add any comments/notes. Teacher will also write on here to inform you when they are in need of more supplies (diapers, wipes, etc.).

## *Infants*

The staff work together to meet the individual needs of the babies. Infants learn through their own experience, trial and error, repetition, imitation and identification. To encourage this learning, their environment must be safe, healthy, and emotionally supportive.

Kids Next Door will provide infant formula (Parents Choice). If you would like to use this brand, please let us know when enrolling your child. Parents must provide substitutions. Parents must also provide 4 bottles or more (depending on how many hours the child is going to be with us as they must have one for each feeding) with their child's name labeled on it. Bottles will not be left outside the refrigerator for more than 1 hour. After 48 hours in refrigerator, unfed portions of formula or milk will be discarded.

Special guidelines must be followed if you prefer to send breast milk for your child. Breast milk is a bodily fluid. North Dakota Infection Control strongly encourages us to handle the milk as little as possible. Breast milk must come ready to feed. All bottles must be clearly labeled with the child's name and date/time the milk was expressed. The staff will warm the bottle up in a container of warm water. We will substitute breast milk with formula when necessary.

Younger infants will be held during feedings. No child will be put to bed with a bottle, and no bottles will be propped. Bottles are used only in the infant room.

When your baby is ready to begin eating table food, parents and teachers should examine our menus and decide what foods are appropriate (following food program guidelines). Babies will be introduced to the sippy cup at 5-6 months as well as a spoon.

Parents will provide diapers, ointment (as needed) and wipes for their child as well as anything else they may need. You can plan for your child to be changed every 2 hours or as needed.

Extra diapers and wipes can be stored at center.

**Infant Schedule can be found on page 26.**

## *Toddlers*

*The world of toddlers opens the door to learning many self-help skills and social interaction. Music, art, and literature, along with manipulative toys are used to expand their knowledge and language skills.*

*Toilet training (learning) is a new skill for toddlers. Using the potty can be exciting but it can also be frustrating, because a new skill is seldom learned overnight. When you feel your child is ready to begin toilet training please consult with your child's teacher. Toilet training is a joint effort between provider and family. Child size toilets are provided for this age group. It is the responsibility of the parents to provide an adequate supply of clothing to accommodate any accidents your child may have. 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 (more than 4) accidents and not showing signs of being ready you may want to postpone training and wait until your child shows a desire.*

*Toddler Schedule can be found on page 27 and Potty Training on page 30.*

## *Preschoolers*

*Preschoolers are provided with many opportunities to explore, in depth, language, science, math, music, and art activities that will expand verbal skills, intellectual curiosity, creative thinking, and enjoyment of learning. 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. 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, independence, and problem-solving skills. 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 group setting. At this age we encourage independence and work on self-help skills such as putting on your own shoes, outdoor clothing, toilet use, and hand washing. We also work on following two or three simple step directions.*

*Preschoolers Schedule can be found on page 28.*



## *School Agers*

School age children have a little more freedom than the other child. They are provided with many opportunities to explore in depth the language, science, math, music and art activities that will expand verbal skills, intellectual curiosity, creative thinking, and enjoyment of learning in their daily routines and through field trips.

*School Agers Schedule can be found on page 29.*

## *Diapering/Toileting*

Children wearing diapers will be changed on a regular schedule (at least every 2 hours) and as needed. Disposable gloves will be worn when diapering or assisting with toileting. The infants and toddlers will be changed on the diaper changing stations and the preschool will have a changing mat located in their bathroom.

Preschool caregivers will remind children to go to the restroom, assist them, and help clean up/change a child in the event of an accident.

Toilet accidents will be treated as that: accidents! The child will not be shamed or made to feel bad. We will simply assist the child to change his/her own clothes and remind them that if they need to go potty to tell someone or ask for help if they need it. The attitude will be: I know you'll remember next time. Soiled clothes will be placed in a plastic bag, closed securely and placed in the child's cubby with their name on it to be sent home.

## *Meals*

All meals and snack will be provided by the center. Meals and snack will meet USDA requirements and will be served in an age appropriate, family style setting. Menus will be posted weekly and parents are welcome to look them over. Please contact the director to discuss any concerns about the menu or special dietary needs for your child.

**Breakfast** will be served from 8:30-9:00 (7:45-8:15 for School Agers), **Lunch** from 11:30-12:00, **Afternoon Snack** from 3:00-3:30 (3:30-4:00 for School Agers), and **Dinner** from 6:30-7:00 for the evening children. If your child doesn't like what we are having that day you may provide a healthy alternative for them.

All parents/guardians will be asked to fill out the necessary paperwork in order for the Center to obtain food reimbursement. You can find this in your application folder.

### *Birthday or Special Occasions*

If you wish to provide a special snack for your child's birthday or special occasion, please talk to your child's teacher to inform them ahead of time and check for any food allergies.

### *Toy Policy*

Kids Next Door is adequately equipped with toys. We cannot be responsible for toys that come from home. Please have your child/children leave their toys in the car or at home unless it is a sharing day. (You will see this day posted and teachers will let you know)

### *Nap/Rest time*

All babies (birth to 12 month) will be placed on his or her back to sleep at naptime. If a baby falls asleep in a positional device such as car seat, swing or bouncy chair or on our mats we will remove them and place them in their crib to sleep.

Naptime is an important time for little children. It is a time when children are given the opportunity to lay down, rest, and regroup. All children younger than school age will participate in rest time. Soft music will be played during this time. Children one and older will be sleeping on individual nap mats. Caregivers will rub the children's backs; this often helps children to fall asleep. Children are allowed to bring their own little blanket and/or a cuddly stuffed animal/soft doll (Barbie's and superhero figures are not nap items). Children who do not fall asleep after forty-five minutes of rest will be given a quiet activity. Bedding sheets and mats will be washed weekly or when soiled.

*Children's blankets and stuffed animals need to be taken home weekly to be washed.*

**CHILDREN'S PERSONAL ITEMS MAY NOT BE LAUNDERED AT THE CENTER.**

*Evening Sleep Time- Children will start getting ready for bed by 8:30pm. The parents may supply pajamas or sweatpants. Older children may remain awake if parents choose and will be allowed to engage in quiet activities.*

*Effective January 1, 2013, ND Child Care licensing regulations state:*

*With written parental permission, the provider may place one individual infant blanket or sleep sack, a pacifier, and a security item that does not pose a risk of suffocation to the infant in the crib or portable crib while the infant is sleeping or preparing to sleep. Parents will need to sign an authorization form stating what item(s) they want their infant to sleep with.*

### *Extra clothing*

Children should bring at least one full change of clothing (a couple extra if your child is potty training) to be left at the Center and be replaced as needed. An extra change of clothes is recommended in case of an accident, spill, etc. Extra clothes will be kept in the child's cubby.

**ALL CHILDREN SHOULD COME TO THE CENTER DRESSED IN CLOTHES THAT THEY CAN comfortably play in AND GET DIRTY.**

Seasonally appropriate clothing which is comfortable for play and easily managed by the child is recommended for all children. Shoes will be worn at all times in the center. If snow boots are worn in the winter, shoes will need to be supplied for children to wear while in the Center.

### *Outdoor play*

The children will play outside every day, weather permitting. We will not be going outside if temperatures, with the wind chill, are 0 degrees or below. Fresh air and physical activity is essential to the children's health so when the temps are above 0 degrees the kids will go outside every day, even if it's just for a little bit! Fresh air and sunshine are necessary to keep us all healthy!

PLEASE SEND ADEQUATE OUTDOOR CLOTHING especially for the winter months.

-All outdoor clothing, including boots, hats and gloves, should be labeled with a child's name.

IF A CHILD IS TOO ILL TO GO OUTSIDE, THEY ARE PROBABLY TOO ILL TO BE AT DAYCARE.

Parents are responsible for ensuring that the child's outerwear (boots, jackets, etc) are removed and that they are dressed and ready for the day. Outerwear and all personal belongings should be hung in the child's cubby outside of room. Parents should also wash or sanitize their child's hands when entering the classroom. This procedure greatly reduces illness.

### *Handwashing*

Parents please have or help your child wash their hands when entering their classroom.

Staff and children: thorough hand washing using soap and running water has been proven to be effective in the preventing the spread of germs, illness or disease. All staff and children must wash their hands at the following times:

- upon arrival /entering the room
- immediately before and after eating or participating in any food service activity

- after diapering a child/getting diaper changed
- before leaving the restroom either with a child or by themselves
- before and after administering non-emergency first aid or medication to a child
- after handling any body fluids; wiping noses; cleaning up vomit, etc.
- Hand sanitizer will be used as an adjunct to hand washing when hand washing can't be done.

### *Volunteers*

Volunteers are NEVER included in the child to caregiver ratios. Each volunteer will have a name tag/ID badge identifying them as such. When there are volunteers in your child's classroom, we will operate as if the volunteers are not available to supervise the children, unless it's an emergency.

### *Field Trips*

Field trips are a great way for children to experience things first hand and make connections with the real world. This will add levels of understanding and new elements to their play, enrich vocabulary and enhance their overall learning.

Teachers may take their group of children on field trips to different places around town. You will be notified and asked to sign a permission slip for any field trip that would require transportation needs.

### *Discipline/Behavior Management Policy*

Our philosophy on discipline is that many discipline problems are avoided when children are interested in what is going on around them and are engaged in what they are doing.

When children are having a difficult time, our goal is to help them learn how to express themselves appropriately, gain self-control, respect the rights and feelings of others, and choose appropriate behaviors. Our goal is to keep children in their classroom rather than to isolate them from their friends, caregivers, and routines when they are already stressed and/or anxious. We strive to provide a calming, aesthetically-pleasing classroom environment for the children and to update books and activities on a regular basis. Also to be proactive by continually observing the students and giving help or new presentations as needed.

- Staff will avoid discipline problems by keeping the children interested and engaged. Quietly address inappropriate behavior by redirection as soon as it is observed.

-Staff acknowledges and appreciates appropriate behavior! We like to acknowledge and appreciate appropriate behavior whenever the children are playing with others well, using manners, etc.

-Each classroom will have a "quiet area" where a child can sit alone and work with some sort of manipulative (sensory table, play dough, legos, etc.). This quiet area is not a place where children go when they are being disciplined; rather it is an area that the children can choose to work in at any time. The teacher will also suggest this area if they feel that the child would benefit from the quiet area. As a coping skill, children are encouraged to recognize feelings within themselves that signal the need for quiet time.

All staff are trained in Handle with Care.

**We use the following steps when discipline is needed:**

1. Warn

- Teacher will remind the child of proper school behavior (i.e. our feet belong on the floor.)

2. Redirect

- If further attention is needed, we suggest a redirection of activities. (i.e. we need to find something else to do, how about reading a book or playing in the sensory table?)
- Suggest a favorite activity or the quiet area
- A new presentation is also a good way to redirect a child's attention

3. Time out (as a last resort before leaving room)

- In the extreme case, a time-out in the classroom will be used if all other attempts to change inappropriate behavior have failed.
- If a child gets up from time out, they should be gently placed in the time-out chair, repeatedly if needed.
- Quietly and firmly repeat, "You have X minutes of time out because you are X years old."
- Teachers may hold them in their lap to help them calm down ONLY at the parents' request.

4. Office visit

- If the inappropriate behavior continues and is unsafe for the other children in the environment, the child may then be sent to leave the room with the supervisor or director.

- As a last resort, the supervisor or director will call for a parent/guardian to pick up the child.

### *Behavioral Issues*

If your child has what are determined as behavioral issues while at daycare the parent will be notified of the particular issue by a behavioral report or phone call (depending on the situation). The daycare is not staffed to provide one on one or constant care for each child. Every child in daycare is to be provided with equal care and attention by staff. If a child constantly needs one on one care which takes the attention away from the other children they may be asked to find alternative care. If a child gets three behavioral reports in one day they will be sent home for the day and charged for their full time scheduled. Three times getting sent home within a 3 month period or less will be cause for dismissal from our center (different for drop-ins). Such issues can be, but are not limited to:

- non-stop crying
- inability to get along with other children at the daycare
- performing inappropriate behaviors such as bullying (using superior behavior or influence to intimidate someone) and/or hitting
- excessive behavior that causes harm to the child, teacher or other children
- a child repeatedly refusing to participate in necessary program activities (handwashing, resting/napping, toileting, meals, or staying within sight and sound of the group) and they require one to one teacher assistance

### *Safety/Action Plan*

- The director, supervisor and caregivers will meet with the parents to create a plan to help the child who seems unusually stressed, anxious, or otherwise motivated to engage in negative behavior. This meeting will be called by the director or supervisor if a child is experiencing behavioral issues (or concerns). The caregiver may also request for a meeting if they feel that the child would benefit from it.
- A Standard Safety Plan is a contract made between Kids Next Door and the parents so that if a child becomes a danger to other children, themselves, or staff or refuses to cooperate with the staff to a point where every option has been exhausted, the parents/guardians are called and are expected to make arrangements to pick their child up within 1 hour.

- An Action Plan consists of steps that the caregivers, supervisor/director and parents create to help the child reach certain goals. Parents, staff, and children must work together to meet these goals.

**Physical punishment will not be permitted.** Physical punishment, which includes striking a child, directly or with an object, shaking, shoving, or spanking is not permitted. It also includes forcing a child to repeat physical movements, force feeding, or any other actions carried out which results in physical injury to the child. The denial of physical necessities includes normal comforts such as shelter, clothing, food, bedding, or toileting.

**Verbal and emotional will not be permitted.** This includes harsh, belittling, and/or a degrading response by an adult which would humiliate or undermine a child's self-respect.

### Emergency Procedures

-All staff members know the location of all fire extinguishers and understand/are able to implement emergency procedures.

-If the fire alarm sounds, children and staff members are to proceed out to the nearest exit door in an orderly fashion.

-Everyone will meet on the basketball court located on the West side of the building

-Caregivers are responsible for knowing the correct room count and making sure all their kids get out with them.

-As soon as children are assembled in the meeting area, attendance will be taken. If any children or caregivers are missing the supervisor and/or the director will be notified immediately.

-The director will secure the building. Classes should not return to the building until the all-clear has been announced by the director.

-Kids Next Door participates in monthly fire drills.

### What to do when an injury occurs:

- All staff at Kids Next Door are trained in First Aid and CPR
- Parents will be informed in writing (accident report) if any first aid is administered at the center or child has been hurt.
- If a child has been bitten and skin has been broken/bleeding a parent of victim will be contacted and informed, and one of the parents of the biter will be contacted and informed.
- If an injury occurs, while a child is at the Center, and the injury requires more than first aid, the staff will call the parent/guardian immediately and follow their instructions.

- The licenser will be notified if the child requires medical care.
- If a parent cannot be reached, we will call the emergency care person designated on the registration form
- In case of extreme emergency, we will call for an ambulance, and then call the parents and/or the designated emergency contact. The director or supervisor will accompany the child to the hospital whenever possible.

#### *What to do if Missing Child:*

- Supervisor and director will be contacted immediately if a child disappears from their group.
- Search immediate area for child's presence.
- If child is not located within 10 minutes, law enforcement center and the child's parents will be contacted.

#### *What to do in case of a Tornado:*

*During periods of severe weather, particularly when a tornado watch is in effect (a tornado watch occurs when weather conditions exist which make a tornado possible) the director will continuously monitor the HAMC weather alert from KZZJ and also listen for early warning sirens. The director will also watch the sky for dark rolling clouds. When information is received of a tornado warning, (which means a tornado has been spotted) the director or supervisor will send everyone in the building to the designated safe areas.*

*If the tornado alarm sounds (siren) everyone in the building will move to the designated safe areas in the hallways where there aren't any windows.*

*When sent to the designated areas, caregivers will (if possible) carry their attendance list and emergency backpack, and if time permits, identify each student present in the area.*

*-If a tornado or other storm should hit the building, persons should remain in the sheltered area until it passes.*

*-The director and supervisor will then carefully look for downed electrical lines and other hazards.*

*-Before leaving, the area needs to be checked for injured persons.*

*-The director will have a master copy of the children present, those known to be injured and left in the building, and those who cannot be located.*



### *Disaster Plan:*

If something would ever happen to our building where we could not use it we will be relocating to Calvary Evangelical Free Church, 305 4<sup>th</sup> Street SW-Rugby.  
2<sup>nd</sup> option of relocating for disaster plan is the Rugby Armory.

### *Relocating out of town:*

If for any reason we would ever have to evacuate the town of Rugby we will be relocating to the Towner Public School, 302 2<sup>nd</sup> Street SW-Towner ND.

### *Authorization for Unaccompanied child:*

-State Child Care Regulations have been updated as of April 1, 2016 and with those updates has come to a change to how we handle children coming and going from the center. If your child will be leaving unaccompanied from our center, whether it be for practice, lessons or even appointments at the hospital, we will now need you to fill out and sign a written form specifying what activity they are attending, time they are leaving, how long they will be gone and method of transportation.

-We will have forms available for you in the schedule basket by the front desk and for those who have email can be emailed a copy so you can print them. They will need to be filled out before we can allow your child to leave unaccompanied. Forms can be dropped off at the desk, with your child's teacher, emailed to Lyndsey Graner and Dcsuper or faxed to 776-7017. If you have any questions please feel free to ask one of us at the desk.

### *Aquatic policy*

As of April 1, 2016 state regulations have changed and we will need written consent from parents, with a written description of their child's swimming ability, before their child will be participating in any aquatic activity.

We will not be taking the kids to open swimming at the pool but will be participating in one session of swimming lessons. Kids Next Door will maintain child-to-staff ratios while children are at swimming lessons. Staff will be present during the entire lesson. In addition to that we will also be monitoring the children very closely and if a child is not listening, following instructions or becoming a danger to themselves or others in the pool we will have to remove them from the pool and ask that you make other arrangements for them as we will no longer be able to take them to lessons.

## ***Infant Daily Schedule (6 weeks-18months)***

Our infant program provides a clean, secure setting where babies can explore their environment safely and in comfort. This schedule is only tentative, as we adjust our routine to meet the needs of the infants (eating, napping and diaper changes). Infant's personal schedules are honored. Feeding and sleeping occur as needed. Diaper changing occurs approximately every 2 hours or as needed.

<b>5:00-8:30</b>	<b>welcome families-sleep/eat/free play</b>
<b>8:30-9:00</b>	<b>family style breakfast</b>
<b>9:00-9:30</b>	<b>sleep/eat/free play</b>
<b>9:30-10:30</b>	<b>outdoor play/adventures, weather permitting</b>
<b>10:30-11:30</b>	<b>free play; use of fine and gross motor skills</b>
<b>11:30-12:00</b>	<b>family style lunch</b>
<b>12:00-3:00</b>	<b>afternoon nap/ sensory activity</b>
<b>3:00-3:30</b>	<b>family style snack</b>
<b>3:30-5:30</b>	<b>free play/eat/sleep</b>
<b>5:30-6:00</b>	<b>pm snack</b>

## ***Toddler Daily Schedule (18 months-36 months)***

The world of toddlers opens the door to learning many self-help skills and social interaction. Music, art, math, and literature, along with manipulative toys are used to expand their knowledge and language skills. We offer simple choices for the development of decision-making skills and the building of self-esteem.

<b>5:00 -8:00</b>	<b>welcome families and quiet time</b>
<b>8:00-8:30</b>	<b>free play/personal care</b>
<b>8:30-9:00</b>	<b>family style breakfast</b>
<b>9:00-9:15</b>	<b>personal care (diaper changes, toileting) and circle time</b>
<b>9:15-10:15</b>	<b>outdoor play/adventures, weather permitting</b>
<b>10:15-11:30</b>	<b>personal care, (diaper changes, toileting) fine &amp; gross motor/ art activities</b>
<b>11:30-12:15</b>	<b>family style lunch</b>
<b>12:15-12:30</b>	<b>personal care (diaper changes, toileting)</b>
<b>12:30-3:00</b>	<b>afternoon nap</b>
<b>3:00-3:30</b>	<b>afternoon snack and personal care (diaper changes, toileting)</b>
<b>4:15-4:45</b>	<b>outdoor play, weather permitting</b>
<b>4:45-6:00</b>	<b>free play</b>

Toddlers will be changed every 2 hours or as needed. If a child is potty trained or working on potty training please let us know and we work with you on this goal.

## ***Preschool Daily Schedule*** ***(3-5 year olds)***

Preschoolers are provided with many opportunities to explore in depth the language, science, math, music and art activities that will expand verbal skills, intellectual curiosity, creative thinking, and enjoyment of learning in their daily routines.

<b>5:00 -8:00</b>	<b>welcome families and quiet time</b>
<b>8:00-8:30</b>	<b>free play</b>
<b>8:30-9:00</b>	<b>family style breakfast &amp; personal care (diaper changes, toileting)</b>
<b>9:00-10:15</b>	<b>circle time/centers/small group projects</b>
<b>10:15-11:15</b>	<b>outdoor play/adventures, weather permitting</b>
<b>11:15-11:30</b>	<b>personal care and transition to lunch</b>
<b>11:30-12:30</b>	<b>family style lunch and personal care (diaper changes, toileting)</b>
<b>12:30-3:00</b>	<b>afternoon nap</b>
<b>3:00-3:30</b>	<b>family style snack and personal care (diaper changes, toileting)</b>
<b>3:30-4:15</b>	<b>outdoor play, weather permitting</b>
<b>4:15-5:00</b>	<b>free play/project</b>
<b>5:00-6:00</b>	<b>combine with other rooms/free play/outdoor play</b>

*School Age Daily Schedule  
(5-12 year olds)*

<b>5:00 -8:30</b>	<b>welcome families and quiet time</b>
<b>8:30-9:00</b>	<b>family style breakfast &amp; personal care</b>
<b>9:00-10:15</b>	<b>free play/small group activity/experiments</b>
<b>10:15-11:15</b>	<b>outdoor play/adventures, weather permitting</b>
<b>11:15-11:30</b>	<b>transition to lunch</b>
<b>11:30-12:15</b>	<b>family style lunch</b>
<b>12:15-1:00</b>	<b>quiet time/storytime</b>
<b>1:00-3:00</b>	<b>outdoor play/adventures, activity/experiments</b>
<b>3:00-3:30</b>	<b>family style snack and personal care</b>
<b>3:30-4:15</b>	<b>free play</b>
<b>4:15-5:00</b>	<b>outdoor play, weather permitting</b>
<b>5:00-6:00</b>	<b>combine rooms with other ages/free play</b>

# Kids Next Door Potty Training Policy

Potty Training at Kids Next Door will be done in a relaxed manner with the cooperation of the child's family. This must be a joint effort between provider and family and children must show signs of readiness. We ask that if you want to start potty training that you bring your child in Pull-Ups and please avoid the following:

- No Tight clothing
- No shirts that button in the crotch
- No pants with snaps or zippers
- No Overalls or bib type clothing
- No belts
- No one piece outfits

These clothing items can make it very hard for your child to reach the potty in time. Also please make sure that your child has **2 full changes of clothes** here while potting training, including socks and another pair of shoes if available.

**Please do not expect the same performance here as at home.** We have many more distractions here with a larger group of kids, toys, and activities. We also have multi-level aged children who have various needs and supervision requirements. Due to this we are unable to focus on just one child but must divide our attention with all the kids. For these reasons it is also important that your child can verbalize to the providers if they need to go potty.

While potty training we will follow this consistent schedule throughout the day even if your child indicates they may not need to use the potty we will have them try.

**Upon arrival at the center**

**Before and after breakfast**

**Before and after lunch**

**Before and after nap**

**Before and after going outside (morning and afternoons)**

*\*Please make sure you are also putting them on the potty before they come to the center in the morning and that they are in a Dry Pull-Up. We will not put kids on a potty schedule where they are going every 15-30 minutes. This makes the day centered around going to the potty which isn't realistic in this setting. It also makes it almost impossible to go for walks, have outside playtime or do any organized activities.*