

World Around Us Child Care Learning Center Inc.

Parent Handbook



WWW.WORLDDAROUNDUS.NET
e-mail: Admin@worldaroundus.net

Serving the St. Paul suburbs with two locations:

1. 2290 11th Avenue East (Hwy 36 & McKnight)
North St. Paul, MN 55109
651-773-1400
651-773-1401 (fax)

2. 5065 Stewart Avenue
White Bear Lake, MN 55110
651-773-1406
651-762-1402(fax)

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Welcome to World Around Us Child Care Learning Center

World Around Us is your child's home while you are away. During operation hours our door is open, please come in. We are a locked facility; however, your key fob or entrance code will open the door immediately for you. Parents are welcome to come at any time during business hours to visit or just observe your child. If you would like to have lunch with us let us know in the morning so that we may notify our cook. Your contract with us is for specified hours. If you need to change your hours, a two-week notice is needed.

Parents may review our child care program plan at the orientation registration period. During registration, each parent must have a complete immunization record, emergency contacts and World Around Us enrollment packet filled out completely before we are able to provide care. A health care summary form is required by our State Licensing Department (296-3971) and must be signed by a physician and mailed back to us within 14 days.

North St. Paul location is licensed for 111 children. The ages of children serviced are as follows:

- Infants with a capacity of 16
- Toddlers with a capacity of 12
- Toddlers with a capacity of 19
- Preschool with a capacity of 41.
- School age with a capacity of 23

White Bear Lake location is licensed for 106 children. The ages of children serviced are as follows:

- Infants with a capacity of 16
- Toddlers with a capacity of 10
- Toddlers with a capacity of 10
- Preschool with a capacity of 50
- School age with a capacity of 20

Our Program is structured with curriculum in each age group from Infant through Schoolagers. Each curriculum includes learning's of the Spanish language and Sign language. Whole-Child growth is the goal of World Around Us. Children with and without special needs will find a place to develop emotional, social and motor skills in a safe, loving environment. We are focused on promoting a positive self-concept, respect for others, spiritual, emotional, physical, social growth and a curiosity about the world around us.

The quality care and trained staff will encourage individuality and maintain a relaxed home-like environment. Our staff members work with children on a variety of curriculum which will enrich your Child's life. It will include learning of different cultures of our world, fieldtrips educational kindergarten readiness skills, Spanish language and Sign language. Twenty minutes of each day your child will have free play outside, weather permitting. Each classroom has daily curriculum for the children which will teach your child on their developmental level. Our Education Specialist will be contacting you with specific age appropriate forms to fill out. This will ensure our assessments and curriculum are individualized as much as possible!

We look forward to love and care for your child during your absence. Please feel free to call us anytime during your child's day!

To all of our current and future parents:

World Around Us has teamed up with the Creative Curriculum Network to offer a wonderful online child development support service. World Around Us parents and teachers track each child's development and create an online portfolio. A portfolio includes parent-teacher Child Observation Records that map the child's growth and a journal to record experiences and insights from parents and teachers. World Around Us parents can receive information about development and print out curriculum and participate in the assessment process at www.creativecurriculum.net

World Around Us Mission Statement

Our child care program is committed to multi-cultural education serving children and children with special needs. This means we share a commitment to dignity of the individual, human rights, and encouraging the development of each child's uniqueness. We provide a warm, nurturing, positive environment of the "whole child's" continued growth. World Around Us seeks to provide a physically safe and emotionally secure setting where children can explore and experiment with a variety of materials and experiences that promotes physical, emotional, intellectual, creative and social growth. We seek to recognize, appreciate and respect the uniqueness of each child. We strive to create a program that truly reflects the lives of our children, families, staff and community. The world at your child's fingertips approach to parent-teacher tracking development; a partnership approach designed to create a shared point of view on the child's development and goals for success in our world!

About World Around Us

* **Development is a Journey, not a race**

When we are in settings with lots of children of the same age (like child care), in a society that sees time as a precious commodity and getting ahead and being first as prime goals, it is hard not to see development as a race to achieve milestones. Taken to extremes, early childhood can feel like a sprint-first to stand, then to walk, to talk, to control bodily functions, to run, to read, to write, and on and on. But development is not a race and earlier is not better, nor is earlier generally an indicator of future development. Your child benefits from individual, measured pacing of the journey, not from achieving developmental milestones at the earliest possible moment.

* **World Around Us tracks development from 6 weeks old on up.**

We track development to create developmentally appropriate curricula for the children in our program. We provide early care and education for children in groups. But your child is an individual, and our quality care and education stems from our ability to view the group as a collection of individuals on that basis plan the environment, routines, activities, and projects.

World Around Us teachers also track development to answer the question: Are we succeeding in helping each child learn? What is your child learning and to what degree? The process of tracking development focuses on the child's strengths – not on "How smart is the child?" but on the more important questions, "How is the child smart?"

We track development of your child to:

- Be in tune with your child so that we can construct an environment and provide the kind of interactions with others that empower the child and enhance the child's development.
- Gain a picture of the child's strengths in order to understand how your child is smart, resilient, and competent.
- Make sure we are aware of areas in which your child may have special needs that the program or family needs to take into consideration.
- Assure that your child is gaining the appropriate skills and understandings for success in school and life, and encourage them to approach life as an invitation to learn of the World Around him/her.

The World Around Us curricula is not a diagnostic curriculum that takes developmental information and designs a program for each child to meet expectations. The World Around Us approach assumes that an experimentally rich learning environment organized for child choice and teachers who create opportunities in tune with the developmental characteristics and ideas of the child will provide the child with the nourishment in which to grow and flourish! World Around Us assumes that together parents and teachers will approach the child

with respect for strengths the child has and the rich complexity of the development journey.

The World Around Us Child Portfolio: Your Child's World

The World Around Us Child Portfolio is an integral tool for planning curriculum, tracking development, and making learning visible so that parents and teachers will have a clear sense of what their children are learning.

***WHAT IS A WORLD AROUND US PORTFOLIO?**

The World Around Us Portfolio is a collection of observations, work samples, pictures, anecdotes, recordings, and other artifacts that document your child's experience. It is a scrapbook that records experience and achievements and evokes a range of memories (proud, warm, or possibly anxious), helping you and your child's teachers capture and understand the child's experience. It is also an organized record of the observations and insights of all the caregivers-parents and faculty who have cared for the child during his or her journey at either of the World Around Us Child Care Centers. Your child's World Around Us Portfolio will include material that creates a picture of the child's growth and development over time in particular skill or area of understanding. Examples might include changes in a child's drawing, writing, block creations, or language experience over a period of months; and infant's progressive ability to coordinate vision and motor coordination; or a toddler's growing vocal development.

The World Around Us Portfolio is more than just a record; however, it is an active instrument that assists in the planning process for your child and aids in the transitions children will make throughout their time at the center. It is something that teachers, parents, and children (when older) will use to reflect, set goals, and consider experiences. As a complement to the Child Observations Record, it will include observations, anecdotes, and materials that demonstrate each child's individual strengths and competencies as we answer the questions "How is your child smart?" and "how do we, parents and teachers, support your child's development?"

The World Around Us Portfolio begins at enrollment and continues throughout your child's experience at the center. In both the paper and the preschool first online version, the World Around Us Portfolio documents your child's (and family's) developmental journey and entire World Around Us experience. The World Around Us Portfolio is initially created at the enrollment conference, grows with the child's experience at the center, and is shared at subsequent conferences as your child transitions throughout the program. Periodically, you and your child's teacher will decide which items to keep in the portfolio and which to send home.

The World Around Us Portfolio's value is that it is a "live" instrument to be used in planning, building the parent partnership, and helping the child to reflect and develop a sense of accomplishment. The World Around Us Portfolio is a parent-teacher-child vehicle, and parents and children are encouraged to view and add to the portfolio any time.

The World Around Us Portfolio is an essential component of the parent conference, which is a time to share observations and celebrate the child's achievement. As children grow older and enter the preschool, the World Around Us Portfolio becomes important to them. It is their history, a record of their short but rich past. Children are encouraged to add to the portfolio work that they may feel is meaningful or best represent their struggles. It may represent:

- An extraordinary effort (a block tower, a painting, a hunt for worms!)
- A first time (riding a trike, writing the letter J)
- Using a new medium (real clay!)
- A fascination or obsession (big fire trucks, horses, palm trees!)
- An event significant to the child (performing a play, my friend Jordan's last day at the center)

As children include items, help them discuss and reflect on what the item represents and why it is important. Use the time as an opportunity for complex thought and language.

The World Around Us Observation Record

The World Around Us Child Observation Record (COR) creates a child development profile that is a key component of the World Around Us Child's Portfolio, used to systematically chronicle the development journey for parents and faculty to provide children the care and education they deserve. The COR is designed to help answer the questions:

- What can the child do?
- What has the child learned in the past months?
- Which developmental milestones and challenges lie ahead?
- What can we – parents and teachers – do to support and promote the development journey?

The COR considers a child's capabilities and interests in a number of important developmental areas. They are not intended to be systematic report cards, checklists to speed up development, or screenings to point out deficiencies, (although the profile/portfolio may point out the need for screening). We are working with the Preschool first network version.

How the Child Observation Record Process Works

The process begins with parents and teachers sharing observations using the Child Observation Record (COR) at the enrollment conference or the first parent-teacher conference. On a quarterly basis until age 2 and semi-annual basis thereafter, parents meet with their child's primary caregiver/teacher to complete a

Child Observation Record on paper or online at preschoolfirst.com. By completing this questionnaire together, parents and World Around Us teachers are in a unique position to create a picture of the child's experience across the child's World Around him/her. The COR considers the child's interests and abilities across different critical areas of development. After the record is complete, parents and teachers will have a comprehensive profile of the child to add to the child's portfolio.

The Content of the Child Observation Record

The Infant Toddler Child Observation Record and the Preschool/Kindergarten Observation Record cover the following area:

- Sense of Self (Infant/Toddler) – Initiative (Preschool/Kindergarten)
- Social Relations
- Creative Representation
- Movement (Infant/Toddler) – Music and Movement (Preschool/Kindergarten)
- Communications and Language (Infant/Toddler) – Logic and Mathematics (Preschool/Kindergarten)
- Exploration and Logic (Infant/Toddler) – Logic and Mathematics (Preschool/Kindergarten)

Together these areas encompass the skills and understandings that children need to be successful in school and life learning about the World Around Us!

Admission Policy

A pre-admission conference visit with parents and their child is required. Visiting the program allows both the parent and child to become comfortable with our environment, staff, and schedules. Registration fee is required for each child yearly. Every fall you will be required to pay. Registration forms to be completed include a health care summary and updated immunization record. These must be turned in with the first week's tuition and registration fee prior to your child's first day in the program.

Tuition Fees

All tuition is due in advance. Fees for full-time children are due on Friday prior to the week of childcare. Children may not be admitted to the center if fees are not current. A five-dollar (\$5.00) will be charged every day the tuition is late. There is a 3 percent discount for tuition paid on a monthly basis (the first of each month). We have automatic EFT payment plan through ProCare. Our program and licensing regulation require us to engage staff based on the number of children enrolled, we cannot refund tuition for days your child is absent or the center's designated holidays.

Attendance/Vacation

World Around Us does not offer unpaid vacation time. All absent days are not refunded.

School Release Days

World Around Us has established a rate for each day of care provided when school is not in session. Each family will be charged for any school release days that they schedule to utilize the center's services regardless of attendance.

Sibling discounts are available for school release day charges.

Registration Fee

World Around Us requires a registration fee at the time of enrollment. This fee may be prepaid to reserve a spot for your child up to three months in advance of your child's first day (six months for an infant). This fee is applied to processing costs and is non-refundable.

Late Payment Fees

All tuition is due on Friday for the upcoming week. The family's account will be charged a late fee each day your account is not current.

Family/Sibling Discount

Families with more than one child received a discount on the tuition for the second and any subsequent children. Families with two or more children enrolled receive a ten percent discount on the second and all subsequent children. The ten percent discount is given on the least expensive of the programs. Sibling discounts are not given on field trip fees, late fees or summer activity fees. This discount is not to be used in conjunction with any other discount nor is this discount applicable if full tuition is not received for the first child.

Late Pick Up Fees

All children are expected to be picked up before the center's established closing time. In the event that a child has not been picked up at closing, the family's account will be charged the appropriate fee of \$1.00 per minute, for each fifteen minutes, or portion thereof, that the child remained in care at the center. Late fees are charged for each child in care after the center's established closing time.

No sibling discounts are given on late pick up fees.

Returned Checks

There is a \$50.00 service charge for each check returned to us for insufficient funds or account closed from the bank. Cash or money order will be the only acceptable form of payment from then on.

Refund

If first week tuition has been paid, and decide not to enroll, that week will be refunded.

Withdrawal/Termination of Care by the Parent

If you no longer need childcare at World Around Us Development Center, we require that the parent provide a two-week written notice of your child's last day in our care.

Contract Hours/Change of Hours

If you need a change of hours; a 2 week written notice is required. Contracted times have a 10 hour a day limit. If your child is at our center over the contracted hours, an hourly fee and a late fee will be charged to your account. These fees must be paid before care will be given the following day.

Termination of Care by World Around Us

The child's adjustment to the program, the appropriateness of the particular care arrangement for an individual child may cause concern for the child's well being. If the World Around US staff does not feel that it is meeting the child's needs, we reserve the right to terminate the care arrangement on a timeline that is in the child's best interest. Other reasons which may result in the termination of a specific care arrangement are as follows:

- Non-payment for the childcare services and/or lack of adherence to our registration fee and tuition payment policies.
- Lack of cooperation from parents with the programs efforts to resolve differences and/or to meet the child's needs through parent/staff meetings or telephone correspondence.
- Abusive behaviors and/or verbal threats by parents toward program staff or other parents will result in immediate termination.
- Behavioral issues with a child in which staff and teachers cannot effectively control. This decision to terminate a child would primarily be made by the director after exhausting efforts working with the parent for help to redirect the inappropriate behavior.
- Parents disciplining in any way, children (other than their own) while at the program.
- Child exhibits special needs or needs related to a serious illness that is not possible to meet at the program. In this case, the program staff will make every effort to involve the parents, and possible other resource persons (as appropriate) in order to decide together on the best course of action for their child, prior to any termination.

Holiday and Center Closings

We are closed the first week of August for Staff development training in CPR, First Aid, SIDS, and Shaken Baby Syndrome. That week tuition will not be charged. Tuition will remain the same during periods that contain closings for holidays and our two professional days each year (to be used as training days for our staff). These days will likely fall on Veteran's Day and Presidents Day and will be announced to parents well in advance. We are closed 8 holidays during the year. These include: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day, and

Christmas Day. If the holiday falls on a Saturday, the center will be closed on the Friday before. If the holiday falls on a Sunday, the center will be closed on the following Monday.

Sick Child

We will care for your child if he/she is mildly ill (colds, running nose). However, if they have the flu or a contagious disease such as chicken pox, the child is not allowed at the center. Fever over 100 degrees; please do not bring the child to the center. The exposure will spread rapidly through the center. We will also call and ask you to pick up your child/children in the following cases:

- Temperature of 100 degrees or over
- Vomiting
- Diarrhea (if more than three episodes)
- Rash (other than heat or diaper rash)

If your child is on prescription medication, it must be in the original container(s) showing the name of medication, the dosage and the expiration date. The tuition charges will remain in effect during these sick day(s).

Reduction of Risk of Sudden Infant Death Syndrome in our Program

When a teacher is placing an infant to sleep, the teacher must place the infant on the infant's back, unless the director has documentation from the infant's parent directing an alternative sleeping position for the infant, and must place the infant in a crib with a firm mattress. The license holder must not place pillows, quilts, comforters, sheepskin, pillow-like stuffed toys, or other soft products in the crib with the infant. Licensed child care providers must meet the crib requirements under section 245A.146.

World Around Us Closings

World Around Us will be closed only in the case of very severe weather or hazardous road conditions. The director will have the closing decision. When our local school districts are closed due to bad weather, we will also be closed. The following schools in the district are: North St. Paul, White Bear Lake, Oakdale, and Maplewood schools (district 622 and 624). Parents can call the center and hear the outgoing message as to whether we are closed. If you provided us with your email address, you will be emailed notification of closings. The tuition charges will remain in effect during these emergency days unless the number of snow days exceeds five days, then it will be credited.

Parent-Center Communication

Activities will be posted on a bulletin board near the front door of the center. Periodic newsletters and flyers will be distributed to parents concerning field trips or events. Parent Involvement is necessary to the continuing success of the program. Parents are encouraged to share time and talent, go on field trips and visit the program. We welcome and invite your suggestions and participation in events and activities.

Parent-teacher conferences are offered routinely twice a year. These

conferences are to establish understanding, cooperation, and consistency between your home and World Around Us. The staff will discuss your child's intellectual, physical, social and emotional development during these conferences. Additional conferences can be arranged by either the parent or teacher as a need arises. We will document in your child's record that conferences were planned and offered. Daily contact between parent and teacher is an important part of our program. Staff and parent discussions are welcome and a necessity for the well being of the child.

By sharing information concerning your child's activities and welfare, we can work together to meet the child's needs. Staff will provide parents of all classrooms (except school age) with daily written notices informing happenings during your child's day.

A newsletter is published periodically to keep parents informed of upcoming events, changes in policy and recent program happenings and parenting 'tips'. This newsletter will be posted on our website www.worldaroundus.net.

You can e-mail us anytime for any questions – small or large.

Rebecca admin@worldaroundus.net

Directors director@worldaroundus.net

North St. Paul Teachers nsp@worldaroundus.net

White Bear Lake Teachers wbl@worldaroundus.net

Accident Report

If an injury occurs at school, a form will be filled out for parents to read and/or sign. This procedure is used so that you have full information regarding the incident.

Minor Mishaps

Minor scrapes and bruises handled at school and which need no further attention to but TLC will be reported to you on a form called a Minor Mishap form. These forms will be sent home with your child at the time of the incident describing the nature of the mishap.

Pets

Pets are only allowed to visit if with an adult or owner at all times. This must be approved by the director.

Lost and Found

Our lost and found is located in each class. We encourage children to be responsible for their own belongings by placing them in their proper places and having all items labeled. Please let us know immediately when your child has lost an item. If items are not claimed within a month, we will give them away to various charitable organizations. Any items of value should remain at home as World Around Us cannot assume responsibility for items brought from home. Each child will have a coat hook and area for their personal belongings. It is requested that each child bring a complete set of extra clothes (shirt, pants,

socks and underwear) to be left at the center in case the child needs to be changed. Well-worn and comfortable clothes are suggested.

Open Door Policy

World Around Us welcomes you to come in and visit anytime during normal business hours. If you would like to have lunch with your child(ren), please let us know ahead of time, so we can prepare an extra plate.

Person Authorized to Pick Up Child

At the time of enrollment, parents must provide us with the names of persons authorized to pick up the child. It is the parent's or guardian's responsibility to inform the center of any changes in the names of person authorized. We will release children to authorized persons only. If necessary, photo identification may be requested by the director before the child is released. If someone other than an authorized person (as indicated on the Emergency and Authorization Card) is to pick up your child, please notify the staff in writing. We will release children to authorized persons only.

When a person who seems to be under the influence of drugs or alcohol attempts to pick up a child, or if no one picks up a child, our procedure is to call the next authorized person on the authorization card or the police department. Copies of legal documents must be provided to the director before any staff person can actively prevent non-custodial parents from picking up the child. We follow the Minnesota Child Restraint Laws. If a staff person sees a child not appropriately restrained, he/she will notify the Police with vehicle license plate number and your name and address.

Multicultural Policy

Our program is committed to multicultural education. This means we share a commitment to human rights, dignity of the individual and social justice. We strive to create a program that truly reflects the lives of our children, families, staff and community. By recognizing the impact culture plays on families, we will make every effort to provide culturally responsive child care by affirming human differences and the right of people to make choices about their own lifestyle. We seek to recognize, appreciate, and respect the uniqueness of each child.

- Recognize the beauty, value and contribution of each child.
- Foster high self-esteem and positive self-concept in children.
- Teach children about their own culture.
- Introduce children to other cultures.
- Increase children's ability to talk and to play with people who are different from them.
- Help children to be a group member.
- Talk about racism and current events regularly with children.
- Help children live happily and cooperatively in a diverse world.
- Help children notice and do something about unfair behavior and events.

Touch and Nurturing

Physical touching is an important part of the care and nurturing of young children. Children feel loved, accepted and supported through the sensations of touch by nurturing adults and peers. However, physical touch should be respectful of children's body cues and only occur with their permission. Staff members are sensitive to children's responses and requests for physical interaction. It is our policy to inform parents of the nature and type of routine physical contact that your child will experience. Please feel free to discuss or question anything you read in this document.

- Nurturing touch is necessary for each child's emotional growth. Affectionate nurturing touch includes: hugging, holding on the lap, rocking, carrying, rubbing or patting backs, cuddling and hand holding. Children always have the right to refuse these touches. While tickling may be an appropriate form of playful touch, it is kept to a minimum because of its potential for getting out of hand.
- Personal care touch includes cleaning, dressing, and nap routines and is done in a gentle and respectful manner. It will also include face and hand washing, assisting with toileting, examining rashes and unusual marks, nose blowing and assisting with necessary clothing changes. Genital areas are touched gently for purposes of cleansing only. First aid is administered as gently as possible and always accompanied by verbal explanation and appropriate comfort.
- Physical interaction is used only to protect the safety of children and staff or to provide the least restrictive guidance necessary in a given situation. Children are taught through modeling and verbal guidance to use words rather than physical interaction to settle their differences with others.

Staff Qualifications

Each staff member is trained in infant/child CPR, First Aid, Shaken Baby and SIDS Training on a yearly basis by a Red Cross Instructor. Each teacher has a minimum of a 2 year college degree in Child Development/Education. All of our employees have on-going in-service hours of 40 hours a year including Pandemic Planning, child passenger restraint training, cultural dynamics and disabilities training for child care teachers.

Continuing one's education is very important to World Around Us. We strive to have a low turn-over rate with our employees. World Around us is privately owned and in turn offers a great 401K plan, child care discounts and profit sharing. Each staff will have a background study completed and approved by the Commissioner before direct care is given.

Department of Education Website for Parents

The Minnesota Department of Education recently released a new website for parents called Minnesota Parents Know (MNParentsKnow.info). This website includes tips, videos, developmental milestones, and a customized search of high-quality, non-commercial child development and health websites. As a license holder, we would like to refer parents to this new website.

This website also includes the video approved by the Minnesota Department of Health for child care providers to watch to satisfy the shaken baby video reviewing requirements. To find the links to this video in multiple languages, go to <http://mnparentsknow.info/newborn/topicsAZ/index.html>, select Shaken Baby Syndrome under "Select a Topic" then look for the videos in the right hand column.

Guidelines for Birthday Treats

Children enjoy celebrating their birthdays in the classroom with their friends, whether it is their full birthday celebration or half-birthday. You may want to send a special snack for the day of your child's celebration. If you do plan to send a snack to us, please make sure that it is "Store Bought" and not homemade (per Health Department). Send enough for your child's classroom attendance and two teachers. We will furnish milk to go with the snacks. Here are a few suggested snacks for you to consider: No candy or peanut products please!

– Cracker and cheese in pre-packaged containers, fresh fruit: ½ banana, apple, orange per child, raisins, animal crackers, any packaged crackers, cookies, doughnut holes, ice cream treats.

Snacks

A snack, including a beverage (usually juice), fruit, vegetable, cheese, or bread/cereal product is served daily. Please advise the staff if your child has or develops food allergies in writing including the symptoms resulting from the allergy and the remedies and precautions to be taken.

Meals

Meals are provided by World Around Us staff. We are on the CACFP program. Our cooks are restaurant certified cooks. If your child has a special diet, we will accommodate the best we can. A doctors note may be required for allergies.

Our meal time is as follows:

- Breakfast will be served between 7:30am to 8:30am
- Lunch will be served at 11:00am
- Afternoon snack at 3:00pm

Parent Conferences

Each Parent will have the opportunity to preview the program in session, meet the coordinators, talk with the core teaching staff, and review the above policies shall occur at this orientation period. This pre-enrollment orientation will be noted by date on the child's application. Both parents should attend together. We will not give separate orientations or conferences.

- Parent/teacher conferences are scheduled twice per year, fall and spring. The parent is notified two to three weeks in advance, with a number of options with regards to time and date.
- Parent/teacher conferences are scheduled on the school calendar and parents are informed of these dates in the summer preceding their child's

- attendance at the program.
- A copy of the parent/teacher conferences is placed in the child's personal file.

Feedback/Suggestions/Grievances

We feel that most positive, emotional environment exists when parents and the program work together as partners. Over the years parents have provided us with valuable input, which has assisted us with the information that we need to improve our program. Yearly, a parent questionnaire will be sent home. We encourage you to answer the questions honestly and let us know "what you are feeling". We encourage and respect parent feedback so that we can provide the best early childhood experiences for all children. At any other time, throughout the year, please communicate any suggestions, comments, or concerns.

Show and Tell Policy

The purpose of show and tell is to encourage interests in life, build self-esteem, self-image, self-discovery, awareness, social skills, enhance vocabulary, and knowledge. Show and tell can be fun for children and a part of the person may be shared with others in more ways than one.

Staff may decide and agree on scheduled show and tell days, and these days will then be marked on the calendar for parents for parents. On their day, each child may bring something to school. During the day staff may allow children to play, share, and talk about what they brought. These are the only days that items/toys from home are allowed. Parents are informed verbally and by written notice about show and tell days, logical size of item. Children may bring an item to show and tell **each Thursday** or they may choose to tell about something or choose to watch and listen. Guns and war related items are not allowed; they promote aggressive play not suitable in a group situation.

Nap and Rest Policy

All children in the program participate in a time of rest or sleeping in the early afternoon. Each child will have a cot and will be expected to remain quietly on it during the rest time. Restful music is played during this time and a staff member may give back rubs to the children. It is our policy that if a child falls asleep we will make no efforts to keep a child awake during this time (their body may require the rest).

Children are welcome to have a security object, such as stuffed animal, blanket, and pacifier at nap time. For health reasons, bottles in the toddler room are only permitted while your child is sitting at the table. They are not allowed to walk around with a bottle, for safety reasons. Bottles are permitted any time in the infant room.

At all other times of the day security objects are to be kept in the child's backpack. If a child shows a need for the security object during the day, a place will be provided for them to sit and rest with the item in need. Please have all

items labeled. Preschool children really need this rest time to help them relax and unwind from their busy morning learning schedule. This quiet time enables them to have a more positive afternoon and be a happier child at home with you at the end of the day.

Outdoor Play

Daily outdoor activity is very important for young children and is planned whenever possible in the afternoon times. In the winter we will go out as long as the temperature or wind-chill are 10 degrees Fahrenheit or above. It is our policy that children who are well enough to come to the program are well enough to go outdoors. If children are dressed properly, weather conditions should not pose any health risk. Please supply appropriate clothing allowing for extremes found in Minnesota. In winter children should have available to them mittens, hat, boots, a snowsuit or snow pants with a coat. In the summer they should have available cool tops, shorts, and closed toe shoes need to be worn outdoors. Sunscreen should be supplied. Please label each of your child's items. World Around Us is not responsible for any lost items.

Field Trips

Field trips expand a child's experience through a variety of "out of school opportunities." Permission slips will be distributed prior to any field trip. A signed, parental permission slip is required to be on file in order for any child to attend a field trip. Please take notice of these special trips, discuss them with your child and return the permission slip to the program.

Data Privacy

The only persons permitted to see your child's record (name, address, phone, health information, emergency information, etc.) will be you – the parent or legal guardian, World Around Us employees and the state licensing examiner. Information will not be given to others without parent or legal guardian written consent. We will not verify your child's enrollment to anyone via the telephone without your consent. Parental permission is a required procedure before any research, experimental procedure, or public relations activity.

Insurance

World Around Us program has comprehensive liability insurance. This covers accidents and/or injuries which may be incurred at the program or on field trips sponsored by the program, as well as vehicles operated in behalf of the program in carrying out its program. It does not include transportation of the child between their homes and World Around Us.

Behavior Guidance

The behavior guidance techniques used by the staff will center on positive reinforcement, positive role modeling by adults, intervention techniques, and redirection. When behavior problems arise we will look at our routines, the environment, and individual needs of the child, to help the child overcome the

behavior. It is important for all adults to be aware of the language, the tone of voice, and the manner of speech they use when working with young children. Providing each child with choices, foreseeing problems and responding to their needs immediately enables us to help the child positively without having to use discipline. Giving a child who is having trouble handling an activity a choice enables her/him to be a part of the decision making process and often time's results in an acceptable choice. We avoid giving children negative attention by calling their names or loudly correcting an action. Helping each child with conflict resolution and conflict solving is a large part of working with young children, and important part of ongoing curriculum. In cases of conflict between two or more children, it is important to help the children verbally solve the conflict, i.e., role modeling, helping with words, sign language signs, etc. If the child finds it is hard to come to a positive solution, it might be necessary to help her/him find another activity by redirection.

We feel by using positive statements like: "Do you need to be by yourself for a while? This seems to be hard for you right now; can I help you find something else to do?" Consequences for a child's unacceptable behavior must be immediate and directly related to the behavior. We appeal to the preschool's growing intellectual and moral reasoning by using natural and logical consequences and asking questions to encourage problem solving. Teachers help children identify their needs, feelings, causes, alternatives, and choices. We provide cues such as the statement: "Use your words." It is the policy of our program that teachers will record any/or address concerns regarding a child's concerned behavior pattern to the parent and or legal guardian as soon as possible to enlist their cooperation and input.

Abuse and Neglect

World Around Us ensures that each child is provided with a positive model of acceptable behavior. We tailor to the developmental level of the children we serve. Our teachers have been trained to redirect children and groups away from problems toward constructive activity in order to reduce conflict. Our teachers teach children how to use acceptable alternatives to problem behavior in order to reduce conflict. We have monthly staff meeting and address and learn of new ways to improve our teaching quality. We will protect the safety of all children and our staff/teachers. Our teachers provide immediate and directly related consequences for a child's unacceptable behavior; redirection, talking, showing proper actions, limit time-outs and if use a time-out method, each teacher must document the incident.

World Around Us documents and records persistent unacceptable behavior of our children and the staff response to their behavior. We will develop a behavior plan to address the behavior and document a parent-teacher conference. We work with Child Care Resource and Referral if we or the parent need alternate or additional resources.

World Around Us prohibits the following actions by or at the direction of a staff

person:

- A. Subjection of a child to corporal punishment. Corporal punishment includes, but is not limited to, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.
- B. Subjection of a child to emotional abuse. Emotional abuse includes, but is not limited to, name calling, ostracism, shaming, making derogatory remarks about the child or the child's family, and using language that threatens, humiliates, or frightens the child.
- C. Separation of a child from the group except in subp. 4 which is on the next page.
- D. Punishment for lapses in toilet habits.
- E. Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
- F. The use of physical restraint other than to physically hold a child when containment is necessary to protect a child or others from harm.
- G. The use of mechanical restraints, such as tying.

Separation from a group. (Subp. 4). World Around Us ensures no child may be separated from the group unless we have tried less intrusive methods of guiding the child's behavior threatens the well being of the child or other children in the center. A child who requires separation from the group must remain within continuously seen and heard by a program staff person. When separation from the group is used as a behavior guidance technique, the child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation, and the child must be returned to the group as soon as the behavior that precipitated the separation abates or stops. A child between the ages of six weeks and 16 months must not be separated from the group as a means of behavior guidance.

World Around Us has a Separation Report Log book which records any and all separations from the group on a daily log. The log book has notation in the log including the child's name, staff person's name, time, date, and information indicating what less intrusive methods were used to guide the child's behavior and how the child's behavior continued to threaten the well being of the child or other children in care. If a child is separated from the group three times or more in one day, the child's parent shall be notified and notation of the parent notification shall be indicated on the daily log. If a child is separated five times or more in one week or eight times or more in two weeks, the procedure in subpart 2 must be followed (refer to Rule 3 licensing book).

Accidents/Emergencies

Should an accident or injury occur staff will act immediately to administer emergency procedures and rectify deficiencies in the program. If it appears that an accident may lead to future complication, or if it becomes serious, the child needs to be medically examined. The following procedures are required:

- The teacher/staff to carry out immediate first aid.
- The director will contact the parents/legal guardian.
- If parents or the alternate emergency number cannot be reached, the director will have the authority to call a previously designated physician and/or call 911 for treatment and/or transportation to a hospital. A staff member should accompany the injured/sick child to the hospital and stay until the parent or legal guardian arrives.
- In some emergency situations, the staff should contact the local emergency unit before calling the parent (i.e. cessation of breather). Staff will administer CPR and check for vital signs.

All incidents, emergencies, accidents, and injuries that occur to children, staff, or visitors of children must be reported on an accident report form. It is imperative that all parents or legal guardians sign our emergency form accurately.

Fire Prevention

Fire safety is a regular part of the curriculum for the children and the emphasis is on safety procedures. Evacuation routes and actual staff responsibilities during evacuation are posted in each room. All emergency telephone numbers are posted by the telephone. Instructions on how to use the fire extinguishers are posted next to each fire extinguisher. Fires are reported to the Division of Public Health within 24 hours. A fire panel has been installed for World Around Us children and staff safety. When smoke or fire is detected within the building, the alarm will sound and will automatically call the fire department and ambulance.

Fire Drills

Each month a fire drill will be held. These drills will be scheduled monthly by the director. The drills will be a combination of scheduled and surprise drills, both for the children and the staff. The drills will be logged in a fire drill book; date and time noted.

Tornado Drills

The procedure for tornado drills is the one that would be followed for a tornado or severe weather warning. Each month between April and September tornado drills will be held.

Blizzards

In the event of a blizzard while the children are at the program, the children's safety and well being will be the prime concern for the staff. If the schools close and the highway department advise no unnecessary travel, parents will be

notified immediately and asked to pick up their children within the hour. If White Bear Lake, Maplewood, Oakdale, North St. Paul or Mahtomedi Schools close, we will be closed (districts 622 & 624). Proper staff ratios will be maintained while children are in the program. If bad weather occurs and we are closed, an announcement will be made on WCCO radio station to notify parents. We will also have a message on our outgoing voice mail. We may e-mail you of closings.

Medication Administered

The program's medication policy states: Our teachers are permitted by state law to administer prescription medications to your child provided the medication is brought to the program in the original prescription bottle accompanied by an appropriately completed and signed medication permission form. Over the counter non-prescription medications must accompany a signed parental consent form with the amount given, time given, and why given. We will accept only original current prescription bottles or containers. The signed and completed form must accompany each medication form. These forms are posted in each room. If medication is not administered on time, and it is more than an hour past the administration time, the parents will be contacted for further advice. After completing the medication cycle, the empty bottle or container is returned to the parent. The permission sheet is filed in the child's file and kept for licensing.

Illness Policies

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms should be excluded from the child care setting until 1.) A Physician has certified the symptoms are not associated with an infectious agent or they are no longer a threat to the health of other children at the program or 2.) The symptoms have subsided for at least 24 hours. For the mildly ill child, exclusion should be based on whether there are adequate facilities and staff available to meet the needs of both the ill child and other children in the group. The ill child will be removed from the classroom. We will call the parent, then emergency contacts. The ill child must be picked up within the hour from the center.

FEVER: Auxiliary or oral temperature: 100 degrees or higher. Rectal temperature 101 degrees or higher; especially if accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache and stiff neck or undiagnosed rash.

RESPIRATORY SYMPTOMS: Difficult or rapid breathing or severe coughing (child makes high-pitched croupy or whooping sound after she/he coughs, and child is unable to lie comfortable due to continuous cough).

DIARRHEA: An increased number of abnormally loose stools in the previous 24 hours (3 times at the center usually would suggest viral infection, unless caused from antibiotics). Observe the child for other symptoms such as fever, abdominal pain, or vomiting.

VOMITING: One or more episodes of vomiting within the previous 24 hours.

EYE/NOSE DRAINAGE: Thick mucus or green color or pus draining from the eye or nose.

SORE THROAT: Sore throat, especially when fever or swollen glands in the neck are present.

SKIN PROBLEMS: Rash; skin rashes, undiagnosed or contagious. Infected sores; sores with crusty, yellow or green drainage which cannot be covered by clothing or bandages.

ITCHING: Persistent itching (or scratching) of body or scalp.

APPEARANCE/BEHAVIOR: Child looks or acts differently; usually tired, pale, lacking appetite, confused, irritable, and difficult to awaken.

UNUSUAL COLOR: Eyes or skin; yellow (jaundice), Stool; gray or white, Urine; dark, tea colored. These symptoms can be found in hepatitis and should be evaluated by a physician.

Communicable Disease Policy

Parents are asked to notify the program within 24 hours if their child has been exposed to any communicable disease. The program will notify all parents in writing when the children in the program have been exposed to a communicable disease. Further, the program will notify the Commissioner of Health when any illness or condition specified by law or regulation is present in the program within 24 hours of the program's awareness of this situation.

Illness Log

The illness log is used by staff in each classroom to record any symptoms of illness with children or staff. It is the responsibility of each classroom teacher to make sure the log is maintained accurately. Parents are notified of symptoms, and program policy is followed with regard to posting a notice. When a teacher feels a physician's opinion is needed, the teacher will discuss the symptoms with the program director or her designates and sends a health observation form home with the child. When it is no longer needed in the classroom log, these notes are filled with the child's form. We hire a registered nurse to review our logs and answer any questions our teachers may have. She comes to each center on a monthly basis.

Guidelines for Readmitting

AIDS: Exclude infected child if he/she exhibits biting behavior, is not in control of his/her body fluids, or has open skin sores which cannot be covered.

CHICKEN POX: Exclude until all the blisters have dried into scabs; about 6 days after rash onset.

PINKEYE (CONJUNCTIVITIS): Generally, if eyes have been medicated for 24 hours, readmitting is permitted.

DIARRHEA (INFECTIOUS): Exclude until stool returns to normal form. Each specific disease situation needs to be evaluated on an individual basis.

GIARDIASIS: For those with diarrhea only; exclude until the child has started treatment and diarrhea is no longer present.

HAND, FOOT, MOUTH DISEASE: Exclude until fever is gone and child is well enough to participate in normal daily activities (sores may still be present).

HEPATITIS B: No exclusion necessary unless infected child exhibits biting behavior or has open sores that cannot be covered.

IMPETIGO: Exclude until sores are healed or can be covered with bandages, or until child has been treated with antibiotics for at least a full 24 hours.

LICE (HEAD): Exclude until first treatment has been completed and no live lice are seen.

MEASLES: Exclude until 4 days after the rash appears.

MUMPS: Exclude until swelling subsides, usually 4 days but may be as long as 9 days after swelling begins.

WHOOPIING COUGH (PERTUSSIS): Exclude until 5 to 7 days after antibiotic treatment begins. Parents could consult their physician for further information and exclusion guidelines.

Civil Rights Statement

In accordance with the federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint, write USDA, Director, Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

This child care World Around Us Child Development Center does not discriminate in relation to admissions on the basis of race, creed, color, national origin, religion, or sex.

We at World Around Us, thank you for allowing us to care for your child. We hope to establish a great relationship with you and your child. We know communication is key to all relationships. We will provide you with daily notes and periodic e-mails. Please feel free to call the center at any time to talk to a teacher or your child if you would like! We strive to provide individual attention to your child as much as possible. We, as teachers/educators of your child know the importance of Professionalism and Training. We believe quality learning and a structured environment provides culturally responsive care. We want each of you to feel welcomed and supported as parents. If you have any questions, please feel free to call or e-mail us. We want you to feel confident and comfortable knowing your child is happy, loved, challenged, and safe in our care.

Receipt of Parent Handbook

I have read and understand World Around Us Child Development Center's Parent Handbook.

Parent Name Printed: _____

Parent Signature: _____

Date Signed: _____

Child Name: _____

Child Name: _____

Child Name: _____

Child Name: _____

*All Parents please sign and date this form and return to your director. We will need this to keep providing care for your child.

Thank you,
Rebecca Garber / Owner