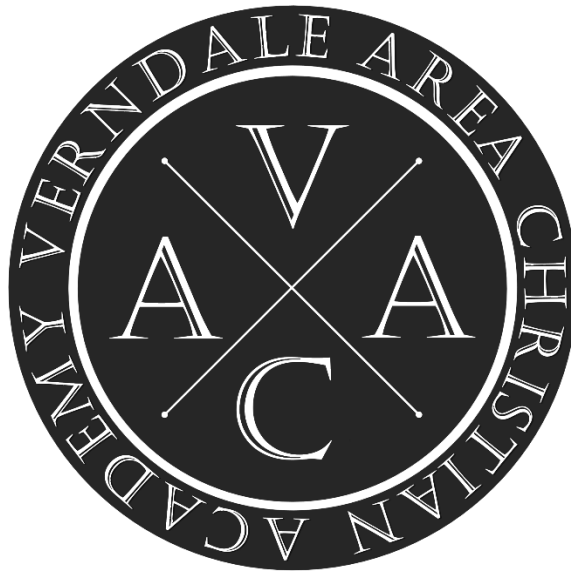


## Parent/Child Handbook

Address: 402 Clark Drive, Verndale, MN. 56481

Phone: (218) 445-5568

Email: [Director@VerndaleACA.org](mailto:Director@VerndaleACA.org)



## VERNDALE AREA CHRISTIAN ACADEMY PARENT HANDBOOK CHILD CARE FEE SCALE

INFANTS	TODDLERS	PRESCHOOL	SCHOOL-AGE
6 Wks-15 ½ mon.	16 mon.-31 mon.	31 mon.-5 yrs.	Kindergarten-4 <sup>th</sup> grade.
\$174.00/5 days	\$157.00/4-5 days	\$145.00/4-5 days	\$122.00/4-5days
Flat rate	\$100/2-3 days	\$92/2-3 days	\$77/2-3 days

### Daily Drop-in Rate per day \$45.00

Full time students take priority over part time students. All rates are based on a 9-hour day. Anything over 9 hours will be billed \$3.35 per hour extended fee. All childcare payments must be paid before the week that the child(ren) are attending. **We are a pre-paid program** so there will be a late fee of \$20.00 if payment is not received by **9 AM Monday morning**. Bills will be placed in your VACA mailbox. Please remember to check so that you will not receive late fees.

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## **GENERAL INFORMATION**

### **Mission/Vision/Philosophy:**

Verndale Area Christian Academy Child Care Center is a nonprofit 501©3 organization. Our Center is licensed by the state of Minnesota and can serve 54 children. VACA Child Care Center admits children/students of any race, ethnic or nationality origin to all the rights, privileges, programs and activities generally made available to students. It does not discriminate against race, ethnic or nationality origin in administration of its educational policies, tuition assistance, and other school administrated programs.

Mission of our childcare center: Verndale Area Christian Academy Child Care Center will provide love and care to your child in a safe, clean, fun environment by trained, caring staff.

Research indicates that during the first three years of life, 85% of the brain's physiological development takes place. Approximately 60% of a child's cognitive skill, the ability to learn, is developed by age four. We recognize the importance of early brain development and learning and strive to help your child develop to the best of their ability. VACA is committed to individualize learning for each child at age-appropriate levels so that each child can learn and grow at their own pace.

Our general education method will provide children with a learning environment and experiences that will help children develop socially, cognitively, physically, and emotionally. VACA will also teach children life skills in a manner appropriated to their age and stage of development. We will be using a variety of supplies and equipment to help us with these experiences. Our teachers will provide a daily schedule with both indoor and outdoor activities, weather permitting. We will be using Creative Curriculum and a Christian based curriculum in all classrooms.

All parents are required to provide a Health History Form, Health Care Summary Form and Immunization schedules for each enrolled child in VACA program. Health History Form and Immunization records are required by first day of starting in the classroom. Immunization will be reviewed by Health Consultant and communicate with family if child needs any immunizations prior to starting. Health Care Summary Form is due within 30 days of first day of child being in the classroom.

VACA Child Care mandates that children are always supervision. VACA Child Care Program Plan will be available to parents/guardians upon request.

**Hours of Operation:** Monday-Friday 6:30 am to 6:00 pm.

**Dates of Operation:**

VACA will be closed nine holidays throughout the year:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. July 4<sup>th</sup>
5. Labor Day
6. Thanksgiving Day and the following Friday
7. Christmas Eve Day
8. Christmas Day

Parents are required to fill out the two-week registration form and turn in by the due date. If this form is not turned in by the due date, you will be charged for all 5 days even if you are not coming 5 days.

**Licensing Capacity:**

1. Infant- 12
2. Toddler- 14
3. Young preschool (2.5-4 yr. old)- 18
4. Preschool- 30
5. School-age- 15

*No more than 87 children total at any given time.*

**Rates and Schedules:**

You will be responsible for the hours your child is scheduled on our schedule sheets. Please fill out and return to us by the due dates with the hours you will be here. Any additional hours will be added to your bill as extended hours. If you do not turn in a sheet within the due date, which is two weeks out, you will be charged for a full 5-day week. Your vacation times will need to be scheduled. If you make changes to your schedules less than the two weeks, you will still be charged the original schedule, since I prepare staff schedules two weeks out. Periodically rates need to be reevaluated and passed onto the students. Rate changes for infants will become effective within 2 weeks of first written notification. Rate increases will become effective upon a student transitioning up to a new room. Their current rate will be grandfathered in until and age change is made. New enrolling students will automatically pay the new rate for whatever class they are entering. There is a \$25. Yearly registration fee due per child January 31<sup>st</sup> of each year.

**Seasonal work rates:**

Seasonal rates may be available for a discount if there is no waiting list for a student's spot. If there is no waiting list, a parent may hold their spot at a 25% discounted rate or remaining coming at least two days a week. If there is a waiting list, students must pay full rate or risk forfeiting their place.

**Late Payment Fee:**

Fees are due on Thursday prior to the following week. A late fee of \$20.00 will be charged on Friday morning if payment has not been received. A \$20.00 fee will be charged by the Child Care Center on all returned checks, in addition to the charge from the bank.

**Unpaid Balances:**

Regarding VACA being a self-supported nonprofit childcare organization, unpaid bills hinder our ability to serve other needs in our community. If a family becomes one-week delinquent, the childcare will refuse further service to the family until the bill is paid in full. **VACA Child Care will pursue collections on accounts more than 30 days past due or exceed \$25.** Cash or money orders will be required for payments if there has been a prior problem.

**Late Pick Up Fee:**

Please notify the center if you are going to be late dropping off or picking up your child. Pick up time is no later than 6:00 pm. A \$20.00 late pick up fee per child will be charged for every part of fifteen minutes that you are late. (Example: 20 minutes late = \$40.00) if staff have not heard from you- you will be reached at 6:05 pm. If parent cannot be reached, the staff will call pick up names on the registration form. If the child has not been picked up by 6:30 pm and no contact with parents has been made, 911 will be called.

**Birthdays:**

Birthdays are a special event for children, and we want to make this day as special as possible. Please feel free to bring any special snack (store bought) or games.

**Clothing and Personal Belongings:**

All clothing and personal belongings should be labeled with your child's name. Infants and Toddlers should have two extra sets of clothing that should be kept at the center and Preschoolers should have one extra set kept at the center. You will need to supply diapers, wipes and any over the counter products your child may need. We encourage having your child potty trained by the time they move to the Preschool room (2 ½ to 3). If they are not trained, we will keep them under the toddler rate until they are as it is a hard process for us to train with the bathroom being a distance from the room. Toys from home should be brought only on Show-n-Tell times, please no guns or weapons. We are not responsible for any lost or damaged items. We believe that children should play and get messy. We encourage play with jello, pudding, finger pain, shaving cream, dirt, water, and mud. Please do not send your children in their best clothing items if it should get stained. We will clean up your child after getting messy!

**Field Trips:**

Parents will sign permission slips to allow children to participate in any field trip as scheduled. Extra fees may apply and will be communicated with families in advance. Parents would provide transportation for their child in event of a field trip.

**Meals and snacks:**

VACA Child Care Center will partner with Verndale Public School system and will have meals catered for all children, including milk. Parents/guardians who choose to send cold lunch will be given a 'My Plate' document to follow. Verndale Public School system will provide documentation of Safe Serve Policies and USDA/CACFP guidelines in which are required. Families with infants will supply all formula and/or breast milk, infant cereal, and food. Snacks will be provided for all children by parents/guardians. All snacks will meet USDA guidelines and parents will receive a list of qualified foods. The center will keep a supply of qualified snacks to supplement when needed.

**Preparing, Feeding and Storing Breast Milk**

Expressed breast milk must be supplied by parent in a clean bottle with a nipple that fits tightly or into an equivalent clean and sanitary sealed container to prevent spilling during transport to home or to the facility. Only clean bottles and nipples will be used for the child. The bottle or container should be properly labeled with the infant's full name and the date and time the milk was expressed. The bottle or container should be stored in the refrigerator upon child's arrival to center. Breast milk remaining at the end of the day for child, will be sent home with parent if child has not fed directly from the bottle.

The mother's own expressed milk must only be used for her own infant.

Breast milk will always be defrosted in the refrigerator and heated briefly in bottle under warm running water or bottle warmer so that the temperature does not exceed 98.6 degrees F. VACA childcare staff will wash hands before preparation of breast milk. Breast milk is considered a bodily fluid and VACA childcare staff will take proper precautions in preparing breast milk.

Breast milk poured from a bag will be put in clean, sanitary bottles.

**Preparing, Feeding, and Storing Infant Formula**

Formula will be provided for each infant by the center and should be made in clean infant bottles sent from home with name on it. Powdered infant formula requires special handling in mixing as it cannot be sterilized. All preparation of formula and food will be done on a clean, sanitized surface. Cans of formula will be labeled with child's name and date. Before opening can of formula, VACA childcare staff must wash their hands. The can and lid must be washed prior to opening.

Written feeding instructions will be supplied to VACA Child Care for each infant. Any formula taken out of refrigerator must be discarded within one hour after serving to an infant as bacteria begins to grow after milk and saliva are mixed.

Solid foods will be introduced per parent request and guidance. VACA will provide the solid foods that their child will need for the day. All food will be labeled with child's full name and date.

**Nap and Rest Policy:**

Children are required to have a rest time of at least 30 minutes. A child who has completed a 30-minute rest time, will not be required to stay on cot or in crib. Quiet activities such as puzzles or books to look at will be available at the table on the opposite side of room, until the other children are awake. Naps and rest must be provided in a quiet area that is physically separated from

children who are engaged in an activity that will disrupt a mapping or resting child. A crib will be provided for each infant. Cribs and cots will not be stacked when in use. Cots will be placed directly on floor in a manner that will reduce the spread of contagious illness and will allow clear aisles and unimpeded for both children and adults at least one side of the napping equipment. Separate bedding will be provided for each child while in care. Sheets for cribs will be provided by VACA and will be washed weekly or when soiled or wet. Blankets from home will be sent home weekly for parents to wash. Each crib or cot will have child's name on it and designated for such child. Sleeping Infants in cribs will be checked on every 15 minutes and placed on their backs with nothing in crib but child. Parent or Physician signatures will be needed for alternative sleep patterns. All parents will be provided with the information sheet of sleep positions.

**Reduction of risk of sudden unexpected infant death: Pursuant to Minnesota Statutes, section 245A.1435:**

We will place each infant to sleep on the infant's back, unless the license holder has documentation from the infant's physician directing an alternative sleeping position for the infant. The physician directive must be on a form approved by the commissioner Physician's Directive for Infant Sleep Position form and must remain on file at the licensed location. An infant who independently rolls onto its stomach after being placed to sleep on its back may be allowed to remain sleeping on its stomach if the infant is at least six months of age or we have a signed statement from the parent indicating that the infant regularly rolls over at home. To meet these requirements, it is recommended that you use the sample form titled: Optional form for parent statement; infant less than six months of age regularly rolling over

We will place each infant in a crib on a firm mattress with a fitted sheet that is appropriate to the mattress size that fits tightly on the mattress, and overlaps the underside of the mattress so it cannot be dislodged by pulling on the corner of the sheet with reasonable effort. The teacher must not place anything in the crib with the infant except for the infant's pacifier, as defined in Code of Federal Regulations, title 16, part 1511.

If an infant falls asleep before being placed in a crib, the teacher must move the infant to a crib as soon as practicable and must keep the infant within sight of the teacher until the infant is placed in a crib. When an infant falls asleep while being held, the teacher must consider the supervision needs of other children in care when determining how long to hold the infant before placing the infant in a crib to sleep. The sleeping infant must not be in a position where the airway may be blocked or with anything covering the infant's face.

Placing a swaddled infant down to sleep in a licensed setting is not recommended for an infant of any age and is prohibited for any infant who has begun to roll over independently. However, with the written consent of a parent or guardian according to this paragraph, a license holder may place the infant who has not yet begun to roll over on its own down to sleep in a one-piece sleeper equipped with an attached system that fastens securely only across the upper torso, with no constriction of the hips or legs, to create a swaddle. Prior to any use of swaddling for sleep by a provider licensed under this chapter, we must obtain informed written consent for the use of swaddling from the parent or guardian of the infant on a form approved by the commissioner

Parent Consent for Swaddling and prepared in partnership with the Minnesota Sudden Infant Death Center. Verndale Area Christian Academy will not swaddle infants.

VACA Child Care Center will follow crib standards under Code of Federal Regulation, title 16, part 1219 for full size cribs, or part 1220 for non-full-sized cribs. See MN Statutes, section 245A.146, for additional crib standards guidelines.

**PROCEDURE FOR ALL CHILDREN:**

- At the time of enrollment, parents will be informed about the nap and rest time policy in the handbook.
- Parents are asked to share about their child's rest habits and needs.
- The nap/rest area is a quiet area separate from active children.
- Cribs and cots are placed in a manner that will reduce the spread of contagious illness and allow a clear aisle and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment.
- Each infant/child will be supplied with their own crib or cot.
- Cribs and cots are placed directly on floor and will not be stacked when in use.
- VACA childcare staff soothe children needing help to get settled for rest time.
- Each child has a separate blanket that is washed at least weekly, but also whenever soiled or wet. Each crib has a set of sheets to be changed and washed weekly or when soiled or wet.
- Children are encouraged to rest and/or nap for 30 minutes. If child awakens or is restless after the 30 minutes, child will not be required to remain on a cot, crib, or bed. Staff will have a quiet table activity available.
- VACA childcare staff will remain within sight and hearing of all children during nap/rest time to ensure the health and safety of all children.
- Infant room will only utilize cribs that are safe and sturdy that conforms to Code of Federal Regulations, title 16, part 1219 for full-size baby cribs, or part 1220 for non-full-size baby cribs.
- Monthly Crib Safety Inspection Form for Child Care Centers will be done monthly by VACA Health Consultant.
- Safe Sleep Documentation will be completed on all enrolled infants, if applicable, that include:
  - Parent Consent for Swaddling an Infant
  - Physician Directive for Alternative Infant Sleep Position
  - Optional Parent Statement- Infant Rolling Over Before Six Months

**Open Door Policy:**

We have an open-door policy and encourage parents and families to visit at any time. All upcoming events will be posted on Parent Information Board. Parent engagement is always encouraged and appreciated.



**Parent Conferences:**

Conference can be scheduled with your child's teacher as needed to discuss your child's intellectual, physical, social, and emotional development. The Ages and Stages Questionnaires as well as CORE will be used to help initiate discussion and address concerns you may have. Conferences are held twice a year and a copy of the assessment will be given to the parent as well as kept in their file. Daily contact is made with parents and families when dropping off and picking up children.

**Pet Policy:**

A child or staff member may bring pet to visit for short periods of time if the pet is clean, is in good health, and has been vaccinated. Vaccinations of pet must be turned into childcare center prior to pet presence. Parents will be informed prior to a pet being in the childcare center.

**Research Release:**

Parents will give written permission to the Verndale Area Christian Academy Child Care Center administration prior to any research, observation data or public relation activity about their child in the childcare setting. (For example, if data needs to be collected for a grant report to assist with funding, if applicable.)

**Risk Reduction Plan:**

The center has a Risk Reduction Plan in place which is an assessment of potential risks to children the center serves and established procedures to minimize identified risks, train staff on the procedures upon hire and yearly, therefore.

**Sick Day Policy:**

If your child is sick and cannot make it to childcare, please notify VACA staff before the scheduled time your child was to attend. A half day credit will be added to your account.

## **Sick Child, Emergency and Accident Policies and Records**

Verndale Area Christian Academy Child Care Center will take every precaution possible to ensure the Center is protected from the spread of germs. All areas are cleaned with disinfectant and gloves will be worn when necessary.

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

*VACA Child Care Center follows 'Infection Diseases-Hennepin County' guidelines.*

### **Sick Child:**

VACA Child Care Center is for well children only. *NO CHILD WILL BE KEPT AT THE CENTER IF THEY ARE SICK.* According to state licensure "9503.0080 Exclusion of Sick Children: A child with any of the following conditions or behaviors is a sick child and must be excluded from a center not licensed to operate sick care program. If a child becomes sick while at the center, the child must be isolated from other children in care and the parent called immediately. A sick child must be supervised always. The license holder must exclude a child:

- A. with a reportable illness or condition as specified in part 4605.7040 that the commissioner of health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk to others;
- B. with chicken pox until the child is no longer infectious or until the lesions are crusted over;
- C. who has vomited one or more times since admission that day. Children may return to the center 24 hours after the last episode of vomiting;
- D. Who has three or more abnormally loose stools since admission that day. Children may return to the center 24 hours after the last episode of diarrhea;
- E. who has contagious conjunctivitis (pink eye) or pus draining from the eye. Children may return to the center 24 hours after antibiotics are started;
- F. who has a bacterial infection such as streptococcal pharyngitis (strep throat) or impetigo and has not completed 24 hours of antimicrobial therapy. Children may return to program 24 hours after antibiotics are started and fever is gone. For impetigo, children can return to program after verification of treatment and blisters are dry;
- G. who has unexplained lethargy;
- H. who has lice, ringworm, or scabies that is untreated and contagious to others. Children should be seen by a physician before returning to the center for ringworm and scabies. Children will be excluded until lice and nits are removed. NO NIT POLICY;
- I. who has a 100-degree Fahrenheit axillary or higher temperature of undiagnosed origin before fever reducing medication is given. Children may return to the center after 24 hours fever free,
- J. who has an undiagnosed rash or rash attributable to a contagious illness or condition;
- K. who has significant respiratory distress;
- L. who is not able to participate in childcare program activities with reasonable comfort, or;

- M. who requires more care than the program staff can provide without compromising the health and safety of other children in care.'

Other health issues to consider:

- Colds: Child should remain at home if has symptoms of fever (>100 F), persistent cough, or more serious symptoms.
- Ear Infection: Child should be seen by a medical professional.
- Influenza-'FLU': Child may return to center once symptoms are gone and not fever present for 24 hours.
- Asthma: Parent will need to submit an Asthma Action Plan
- Seizure: Parent will need to submit a Seizure Action Plan
- Any other health concerns, parent will meet with Health Consultant to complete an Individual Care Plan for child.

If a child become ill at the Center, parent/s or authorized person will be notified and asked to come to get the child within one hour. Until a parent or authorized person arrives, the child will be provided with a place to lay down away from the other children, but where he/she will be under the supervision of a staff member and will be given attention for comfort. A parent has 24 hours to notify the Center of a contagious illness. Any infectious or communicable disease will be report to all parent in person and by written notice. Each child's file will contain name and telephone number of their medical provider, to be called in the event of an emergency.

Each child's file will also contain name and telephone number for a dental provider in the event of an emergency of the teeth or mouth.

#### **Administering First Aid and Medical/Accident Emergencies:**

All parents will be asked to fill out and sign an emergency authorization form which authorizes VACA Child Care Center to notify the clinic, an ambulance, or the hospital if necessary. The authorization will be kept on file at the center.

VACA Child Care Center staff will have a first aid kit in every classroom and will treat minor cuts and abrasions. In the event of an accident or more serious injury, staff will administer first aid methods or CPR procedures only until medical staff arrives. If the situation is life threatening, center staff will initiate CPR and designated childcare staff will call 911 and will also contact parents. If the parent cannot be reach, the person whom the parents have authorized to be responsible will be contacted. Parent will be responsible for any medical/dental costs incurred.

#### **Recording Accidents, Injuries, and Incidents:**

All accidents, injuries, and incidents involving a child under VACA Child Center care, staff members, volunteers, or visitors will be documented. The written report will contain the name an age of person, date, and place of event, type of injury, action taken by staff member(s) and to whom it was reported. Annual reviews of all accidents, injuries, and incident reports to determine if any changes need to be made regarding our policies and procedures.

If a child needs to be seen by a doctor or dentist r/t an injury that occurred while child was in our center, please notify staff as VACA Child Care needs to report injuries to DHS MN Rule 3 Licensors.

**Medications:**

To administer prescribed or over the counter medicine a medication form must be signed and filled out by the parent and give to the Center. Any medicine brought in must be kept in the original container, labeled, and given to your child's teacher. In the case of a child ingesting something poisonous, the Poison Control Center will be contacted immediately. Their suggestions for action will be followed by VACA Child Care Center staff.

**Safety Rules:**

To avoid injuries, burns, poisons, choking, suffocation, traffic and pedestrian accidents, the following procedures will be followed:

1. All discarded food will be deposited in a plastic container in the Center and then into plastic lined garbage can to be removed daily.
2. Medication will not be administered by any Center staff unless signed medication form from parents has been received and staff member has received Medication Administration training.
3. Potentially dangerous poisons, cleaning supplies or dangerous materials are stored out of reach of children, as required by licensing. Materials are closely supervised if used when children are present.
4. Equipment is safe, durable, non-toxic, unbreakable with reasonable use, and kept in good condition. It is stored in safe an orderly fashion when not in use.
5. All electrical plug-ins will be covered.
6. Electrical cords will be kept in good condition with no frayed edge. They will be used only when necessary and will be kept in a manner that is secured, not a choking hazard and out of reach of children.
7. Outdoor play areas will be fenced in. No highly traveled roads near childcare center. Activities outside this area will be monitored to assure children's safety regarding traffic and pedestrian accidents.

All Emergency Phone Numbers, VACA Child Care Center Health Consultant and Poison Control will be posted by telephone in childcare rooms. VACA Child Care Center staff will inspect daily all areas of potential hazards in the classroom and outside prior to the start of the day.

**Fire Prevention/drills, Tornado drills and Lock Down/Evacuation Procedure:**

Verndale Area Christian Academy Child Care Center will have fire drills monthly, tornado drills months May-September and Lockdown drill/evacuation twice a year. All drills will be logged on VACA Drill log.

All staff will be trained upon hire and yearly on fire, tornado, and lockdown safety. All classroom will have evacuation maps posted in classrooms that identify primary and secondary exits. Both exits will be practiced during drills. Classrooms will have telephone numbers of fire department

(911), persons responsible for the evacuation of the children and the area each staff member is responsible for. Instruction on how to use fire extinguishers is available on extinguishers themselves. All staff members will be required to review this information.

Tornado safe places are identified areas away from glass doors or windows. In the event of a tornado staff will supervise children in bathrooms, which are Identified safe areas.

In the event of an unsafe person near VACA, emergency personal will be called. VACA doors would be locked and children would stay in a safe place. In the event of an unsafe person gets inside VACA childcare and is a threat, classrooms would keep children in identified safe areas. If staff feel it would be safe to evacuate children and keep the children safe, this would be done.

Staff members will be trained to follow out all safety procedures. Each classroom will have a weather radio, flashlight and first aid kit to assure preparedness for natural disasters and safety of all children.

**Emergency Closing:**

In the event of weather-related emergency occurs, VACA Child Care Management will identify is safe travel is advised. VACA Child Care may open two hours late or when staff can safely travel to the Child Care Center. If a storm occurs during hours of operation and childcare center needs to close early, all parents/guardians or authorized person will be notified to pick up their child as soon as possible. If a parent/guardian or authorized person cannot be reached, a staff member will stay with the child until contact is made and parent arrives.

**Missing child:**

All available adults will be enlisted to help if a child cannot be accounted for. One staff member will remain with the rest of the children and keep them occupied. All available staff members will search designated inside and outside areas for the child. After inquiries and searches are made and the child is still missing, parent and police will be notified promptly.

**Unauthorized/Incapacitated Pick- Up:**

Only the adults who have approval by the custodial parent(s) may remove the child from the childcare center. The Center asks that the staff be informed if anyone other than the parent will be bringing or picking up the child. Their names and telephone numbers must be on the registration forms. If there is a restraining order, a copy of this is need for our files.

If a parent or authorized person comes inebriated or incapacitated, the Center will not release child to him/her. The police will be called, and they will handle the situation. All Center staff are mandated reporters.

## **Verndale Area Christian Academy Child Care Center Behavior Guidance**

Verndale Area Christian Academy Child Care Center uses a positive approach to behavior management. VACA staff provide a positive role model of acceptable behavior tailored to the development level of individual children. Efforts are made to redirect children and groups away from problems toward constructive activity to reduce conflict. Staff provides immediate and direct related consequences for a child's unacceptable behavior. AT ALL TIMES, the safety and well-being of children and staff are of primary importance.

### **Prohibited Actions:**

The following actions are prohibited by or at the direction of any Verndale Area Christian Academy Child Care Center staff person:

1. Subjection of a child to corporal punishment. Corporal punishment includes, but is not limited to:

a. Rough Handling	e. Ear Pulling	i. Slapping
b. Shoving	f. Hitting	j. Shaking
c. Biting	g. Pinching	k. Kicking
d. Pulling Hair	h. Spanking	
2. Subjection of a child to emotional abuse. Emotional abuse includes, but is not limited to:

a. Name calling	e. Ostracism
b. Shaming	f. Humiliating the child
c. Using threatening language	g. Making derogatory remarks about a child or child's family
d. Frightening a child	
3. The child is not to be separated from the group unless intrusive methods of guiding child's behavior (a) have been tried and were found to be ineffective, and (b) the child's behavior threatens the well-being of the child or other children in the Center. If separation is required:
  - a. The child will remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person,
  - b. 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
  - c. The child must be returned to the group as soon as the behavior that precipitated the separation abates and stops.
4. The child is not punished for lapses in toilet habits.
5. Food, light, warmth, clothing, or medical care is never to be withheld as a punishment for unacceptable behavior.
6. The use of physical restraint is prohibited unless physically holding a child is necessary to contain or protect a child or other children from harm.

**Persistent Unacceptable Behavior:**

When a child engages in persistent unacceptable behavior, the teacher, assistant teacher and/or teacher aids must comply with the following requirements.

1. Observe and record the specific behavior of the child, outside influences/persons involved at the time of the noted behavior, and staff responses to the behavior.
2. Develop a plan to address the unacceptable behavior in consultation with the child's parent/guardian, other program staff and a professional consultant, if appropriate and available.
3. If the behavior does not change, the child/student could be dismissed.

## **Verndale Area Christian Academy Child Care Center Maltreatment and Grievance Procedure**

**Maltreatment of Minors Mandated Reporting Policy for DHS Licensed Programs:**

*Any suspected maltreatment of a child occurring within a family or in the community must be reported Wadena County Social Services and/or Sherriff department.*

Wadena County Child Protection phone number: 218-631-7605

Wadena County Sherriff phone number: 218-631-7600

*Any suspected maltreatment of a child occurring within a licensed childcare program must be reported to Department of Human Services, Division of Licensing.*

DHS- Division of Licensing Maltreatment Intake phone number: 651-431-6600

*Any suspected or possible licensing violations must be reported to Department of Human Services, Division of Licensing.*

DHS- Division of Licensing phone number: 651-431-6500

**VACA Staff Reporting Steps:**

1. If a staff suspects maltreatment of a child that is in the center, staff member will observe and document any suspected maltreatment and report to intake office.
2. The first staff member that suspects any maltreatment will document all findings and call Wadena County Social Services listed above.
3. VACA Child Care Staff will follow the Internal Review Format, which is located on Maltreatment of Minors Mandated Reporting Policy for DHS Licensed Programs Form.
4. All steps of Internal Review process will be kept on file at VACA Child Care Center in a written format.
5. The reporting policies and procedures must be provided to the parents of all children at the time of enrollment in VACA Child Care program and must be available upon request.

ALL Emergency Phone Numbers and DHS Licensing number will be posted within VACA Child Care Center.

**Grievance Procedure**

This procedure is to be used if you have a complaint regarding any part of the Verndale Area Christian Academy Child Care Center programming, including, but not limited to the childcare center.

## How do I address a grievance?

1. Write to Verndale Area Christian Academy Child Care Center Director at 402 Clark Dr. Verndale, MN. 56481.
2. The center director will contact and meet with the person making the complaint and attempt to resolve the complaint to the satisfaction of the person making the complaint.
3. If the person with the complaint is not satisfied, the written complaint will be forwarded to the VACA Child Care Board Chair. Board Chair will meet with person and attempt to resolve the issue.
4. DHS Licensing Phone Number 651-431-6500.



## **MALTREATMENT OF MINORS MANDATED REPORTING**

### **POLICY FOR DHS LICENSED PROGRAMS**

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

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

#### **Where to Report**

- If you know or suspect that a child is in immediate danger, call 911.
- Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county child protection services
- Reports concerning suspected abuse or neglect of children occurring in all other facilities licensed by the Minnesota Department of Human Services should be made to the **Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.**
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county **social services agency at 218-631-7605** or local **law enforcement at 218-631-7600.**
- If your report does not involve possible abuse or neglect but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services Licensing Division at (651) 431-6500.

#### **What to Report**

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

#### **Failure to Report**

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

#### **Retaliation Prohibited**

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors

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

**Internal Review**

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

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

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

The internal review will be completed by Renee House, Coordinator (name or position). If this individual is involved in the alleged or suspected maltreatment, Amos Self, Pastor (name or position) will be responsible for completing the internal review.

**Documentation of the Internal Review**

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

**Corrective Action Plan**

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

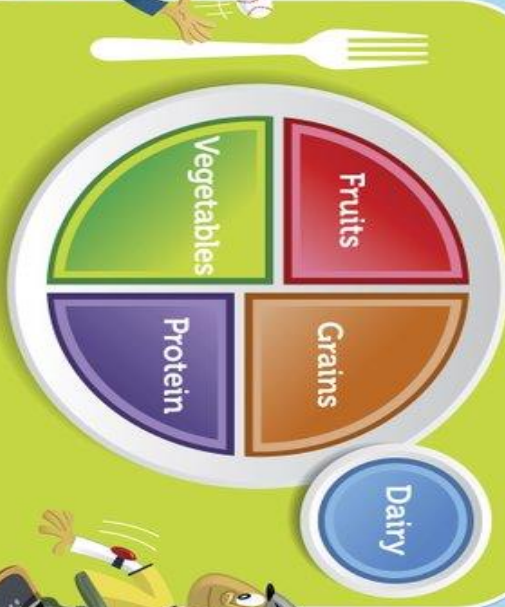
**Staff Training**

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

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

# Eat Smart To Play Hard

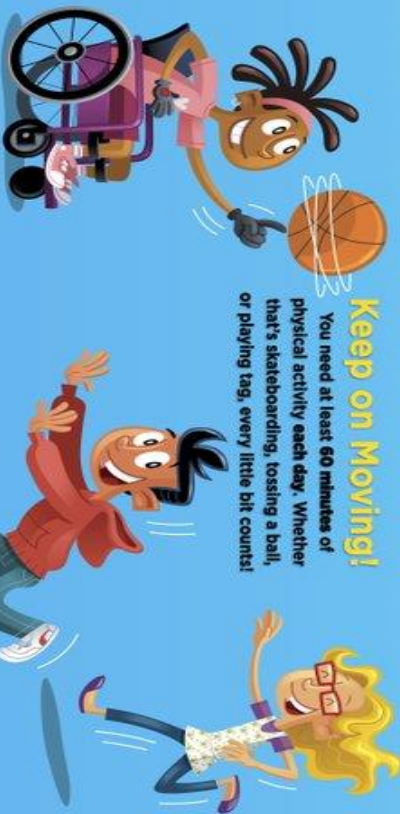
Use *MyPlate* to help you fuel up with foods from each food group.



Choose **MyPlate.gov**

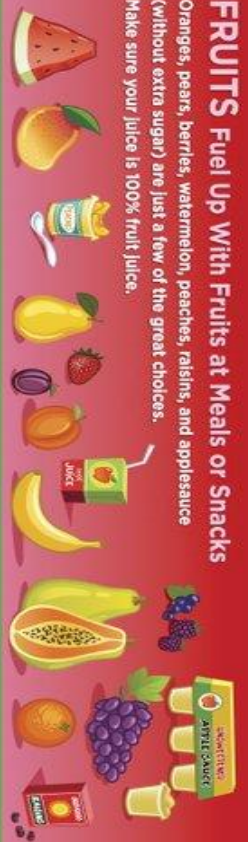
## Keep on Moving!

You need at least 60 minutes of physical activity each day. Whether that's skateboarding, tossing a ball, or playing tag, every little bit counts!



## FRUITS Fuel Up With Fruits at Meals or Snacks

Oranges, pears, berries, watermelon, peaches, raisins, and applesauce (without extra sugar) are just a few of the great choices. Make sure your juice is 100% fruit juice.



## VEGETABLES Color Your Plate With Great-Tasting Veggies

Try to eat more dark-green, red, and orange vegetables, and beans and peas.



## GRAINS Make at Least Half Your Grains Whole Grains

Choose whole-grain foods, such as whole-wheat bread, oatmeal, whole-wheat tortillas, brown rice, and light popcorn, more often.



## PROTEIN Vary Your Protein Foods

Try fish, shellfish, beans, and peas more often. Some tasty ways include a bean burrito, hummus, veggie chili, fish taco, shrimp or tofu stir-fry, or grilled salmon.



## DAIRY Get Your Calcium-Rich Foods

Choose fat-free or low-fat milk, yogurt, and cheese at meals or snacks. Dairy foods contain calcium for strong bones and healthy teeth.



**Know Your "Sometimes" Foods** Look out for foods with added sugars or solid fats. They fill you up so that you don't have room for the foods that help you eat smart and play hard.

## **VERNDALE AREA CHRISTIAN ACADEMY CHILD CARE CENTER**

### **SERVING IT SAFE SANITATION POLICY AND PROCEDURE**

Serving food safely is an important part of VACA childcare nutrition program. VACA Child Care Center will provide carefully planned our USDA approved meals for all children, including milk. Parents/guardians who choose to send cold lunch will be given a 'My Plate' document to follow. VACA will provide documentation of Safe Serve Policies and USDA/CACFP guidelines in which are required. Families with infants can supply all formula and/or breast milk, infant cereal and food or ask for VACA to provide these items. Snacks will be provided for all children by VACA. VACA staff assure food is protected from contamination and to maintain proper food temperature to provide safety.

#### **Food Safety Procedure:**

1. VACA Child Care staff will:
  - a. Wash hands before and after handling food.
  - b. Wash hands before and after wearing gloves and working with cleaners, bathroom, between tasks, etc.
2. Habits to AVOID near food:
  - a. Coughing or sneezing into food.
  - b. Scratching head or fixing hair.
  - c. Touching clothes or skin, wiping the mouth or nose with fingers.
  - d. Chewing gum or eating in non-designated area.
  - e. Failing to wash hands as needed, washing hands in sink used to prepare food, touching the food- contact surface of glassware and table ware with bare hands.
3. **Prepared food: Food should not sit at room temperature for more than 30 minutes.**
4. VACA has a commercial stainless-steel refrigerator for storing cold lunch and breastmilk. All meals will be served within 10 minutes of being removed from warmer.
  - a. All children will wash hands with soap and water before lining up to go to cafeteria.
  - b. All food service staff will wash hands and wear gloves when serving food to children.
  - c. Food will be served directly out of transported containers onto child's plate.
  - d. Child will be helped by staff to move carefully to their tables.
  - e. All utensils and transported containers will be washed and sanitized in 3-compartment sink.
  - f. Refrigerator temperature will be 40 degrees Fahrenheit or less. Temperature will be checked daily and documented.
5. Wash fresh fruits and vegetables with plain water.
6. Store food and cleaning materials in different areas to avoid contamination.
7. Keep disease spreading pest eliminated, i.e., flies, roaches, and rodents.
8. All tables and highchairs will be washed with soap and water before and after meals.
9. Plastic silverware will be provided for all children.
10. Breakfast, Lunch, and snack will be provided by VACA.
11. All cleaning supplies are to be stored in locked closet /cupboard.

## **VERNDALE AREA CHRISTIAN ACADEMY CHILD CARE CENTER**

### **SERVING IT SAFE SANITATION POLICY AND PROCEDURE**

#### **Heating Children's Food**

##### Procedure:

1. Hold foods at proper temperature:
  - a. **Hot Temperature:** the internal temperature of potentially hazardous food requiring hot storage must be maintained at **140° F or above.**
  - b. **Cold Temperature:** the internal temperature of potentially hazardous food requires refrigeration. must be maintained at **40° F or below,**
2. KEEP POTENTIALLY HAZARDOUS FOOD OUT OF THE TEMPERATURE DANGER ZONE OF 41° F - 140° F!
3. Reheating to ensure food safety: Reheating to ensure food safety: Lunches from home will not be heated here at the childcare center. Parents need to send things in thermos or all cold meals. Send ice packs to keep cold things cold. All cold lunches need to meet USDA guidelines components and include milk for lunch. A copy is provided with handbook.
4. Fire extinguisher(s) is inspected & tagged for the school year.
5. Garbage container must be leak proof, waterproof, pest-proof, durable and easy to clean and sanitize. Empty trash receptacle often so garbage does not overflow from containers. Clean and sanitize garbage containers frequently and thoroughly, inside, and out. All trash cans should have a lid if they will have discarded food in them.

## **WHAT TO FEED INFANTS**

### **Age 8 to 10 months**

- Breast milk or formula, PLUS
- Small amounts of soft pasteurized cheese, cottage cheese, and unsweetened yogurt
- Mashed vegetables (cooked carrots, squash, potatoes, sweet potatoes)
- Mashed Fruits (bananas, peaches, pears, avocados)
- Finger Foods (O-shaped cereal, small bits of scrambled eggs, well-cooked pieces of potato, well cooked spiral pasta, teething crackers, small pieces of bagel)
- Protein (Small bits of meat, poultry, boneless fish, tofu, and well-cooked beans, like lentils, split peas, pintos, or black beans)
- Iron-fortified cereal (barley, wheat, oats, mixed cereals)

#### **How much per day**

- 1/4 to 1/3 cup dairy (or ½ ounce cheese)
- 1/4 to 1/2 cup iron-fortified cereal
- 3/4 to 1 cup fruit
- 3/4 to 1 cup vegetable
- 3 to 4 tablespoons protein-rich food

### **Age 10 to 12 months**

- Breast milk or formula, PLUS
- Soft pasteurized cheese, cottage cheese, and yogurt (no cow's milk until age 1)
- Bite-size, soft-cooked vegetables (peas, carrots)
- Mashed Fruits or cut into cubes or strips
- Combo foods (Macaroni & Cheese, casseroles)
- Protein (Small bits of meat, poultry, boneless fish, tofu, and well-cooked beans)
- Finger Foods (O-shaped cereal, small bits of scrambled eggs, well-cooked pieces of potato, well-cooked spiral pasta, teething crackers, small pieces of bagel)
- Iron-fortified cereal (barley, wheat, oats, mixed cereals)

#### **How much per day**

- 1/3 cup dairy (or ½ ounce cheese)
- 1/4 to 1/2 cup iron-fortified cereal
- 3/4 to 1 cup fruit
- 3/4 to 1 cup vegetable
- 1/8 to 1/4 cup combo foods
- 3 to 4 tablespoons protein-rich food