

Parent/Child Handbook

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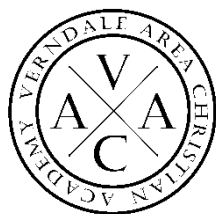
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VERNDALE AREA CHRISTIAN ACADEMY PARENT HANDBOOK

CHILD CARE AVAILABILITY

| INFANTS | TODDLERS | PRESCHOOL |
|-----------------|----------------------|--------------------|
| 6 wks-16 months | 16 months– 33 months | 33 months– 5 years |

Daily Drop-in (Only IF pre-scheduled, available and approved by Director)

Rate increases take place annually in July.

***Please see current Child Care Fee Scale on VACA website.**

Because we run a full program, we do not accept students from local schools on days schools are closed unless pre-scheduled, available and approved by the Director. Parents will be called to pick up kids who get dropped off but are not prescheduled.

| School Age | School Age Summer Care |
|---------------------------------|----------------------------------|
| K-4 th grade | K-4 th grade |
| Before 6:30am-8:00am | June – Aug 7:30am-3:30pm |
| After Care 2:30pm-6:00pm | Before and After Care additional |
| Before and After Care available | |

Daily Drop-in (Only IF pre-scheduled, available and approved by Director)

PLEASE BE ADVISED: 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 as an extended fee per hour.

We are a pre-paid program so there will be a late fee if payment is not received by **9 AM Monday morning**. All childcare payments must be paid BEFORE the week the child is attending. (Infant through School Age classrooms)

-A late pick up fee will be billed for all children not picked up by 6:05 pm daily or 4:05 pm on Staff Enrichment Monday. Starting at 6:15 pm or 4:15 pm a fee will be billed per minute.

- Bills will be placed in your VACA mailbox. Please remember to check so that you will not receive late fees.

- To lock in your child's spot: A Non-Refundable Deposit of 1 week tuition is due with application and registration fee per child.

- Payments begin on the scheduled date set by our program. Parents begin paying on the predetermined date even if the child has not started yet.

GENERAL INFORMATION

Mission/Vision/Philosophy:

Verndale Area Christian Academy Child Care Center is a nonprofit 501c3 organization. Our Center is licensed by the state of Minnesota and can serve 90 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 administration 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 individualized 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. The VACA will also teach children life skills in a manner appropriate to for 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 a Christian based curriculum in all classrooms.

All parents are required to provide Health Care Summary Form and Immunization records for each enrolled child in the VACA program. The Health Care Summary Form is due within 30 days of the first day of a child being in the classroom.

VACA Child Care mandates that children are always under 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. The first Monday of each month we will close at 4 PM. (Unless that Monday is a holiday, then it will be the following Monday.)

Dates of Operation:

VACA will be closed for certain holidays throughout the year. If the holiday falls on a Saturday or Sunday, it will generally be taken on Friday or Monday of that week.

1. New Year's Day
2. President's Day
3. Good Friday
4. Memorial Day
5. Summer Break July 2-6
6. Friday before Labor Day
7. Labor Day Monday
8. Thanksgiving Day
9. Day after Thanksgiving
10. Christmas Break December 23-26

These are paid holidays for staff. All families will be billed for these.

Licensing Capacity:

1. Infant- 12 (6 weeks through 15 months)
 2. Toddler- 14 (16 months through 32 months)
 3. Young preschool-18 (2.5-3 yr. old)
 4. Preschool- 31 (3-6 yr. old)
 5. School-age- 15 (Kindergarten through 12 years)
- Total License Capacity- 90

Rates and Schedules:

You will be responsible for paying for the hours your child is regularly scheduled. Any additional hours your child is present will be added to your bill as extended hours. You are responsible for paying your full rate whether your child is sick or on vacation.

Periodically rates need to be re-evaluated and passed onto the students. Rate changes will become effective within two weeks of the first written notification. Newly enrolled students will automatically pay the new rate for whatever class they are entering.

Reserving a Spot:

To reserve a spot for your child, a one-week room rate deposit and completed forms are needed. Full payment is required from the assigned start date regardless of whether the child is present or not. This deposit is only refundable if VACA changes the date.

Pre-Enrollment Registration:

All fees are weekly full-time rates. A non-refundable registration fee and the first week room rate fee accompanies the new enrollment registration forms and secure a spot in the preferred classroom when one becomes available.

Late Payment Fee:

Fees are due on Friday prior to the following week. A late fee will be charged on Monday morning at 9 AM if payment is not received.

A 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, childcare will refuse further service to the family until the bill is paid in full.

VACA Child Care may 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.

If a parent is facing financial hardship, a scholarship application is available upon request with limited funds available. This should be submitted before falling behind on a bill. Scholarships must be approved by the Child Care Director team or VACA board.

Accounts that go unpaid for two weeks without adequate repayment plans in place will forfeit their child's spot in the program and the spot will be given to another family. Notice of refused service will trigger the two-week period.

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 or 4:00 pm on Staff Enrichment days. A late pick-up fee will be charged, per child, for every part of fifteen minutes that you are late. If staff have not heard from you, they will initiate contact at 6:05 pm or 4:05 pm. If parents 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 three extra sets of clothing to 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 highly 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 for Show & 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 playing with Jello, pudding, finger paint, shaving cream, dirt, water, and mud. Please do not send your children in their best clothing items as they could 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 scheduled field trips. Extra fees may apply and will be communicated with families in advance. Parents would be required to provide transportation for their child in the event of a field trip.

Meals and Snacks:

VACA Child Care Center will have meals catered for all children, including milk. Parents/guardians who choose to send a cold lunch will be given an Infant/Child Meal Pattern document to follow. Families with infants will supply specialized formulas and/or breast milk. VACA provides one brand of formula. All snacks will meet USDA guidelines and parents will receive a list of qualified foods. Families unwilling to follow these guidelines will not be able to be in our childcare program.

Preparing, Feeding and Storing Breast Milk:

Expressed breast milk must be supplied by parents 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 the facility or home. 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, the date, and time the milk was expressed. The bottle or container should be stored in the refrigerator upon the child's arrival at the center. Breast milk remaining at the end of the day for the child will be sent home with a 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 a bottle under warm running water or bottle warmer so that the temperature does not exceed 98.6 degrees F. VACA Child Care staff will wash their hands before preparing breast milk. Breast milk is considered a bodily fluid and VACA Child Care 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 formulas and food will be done on a clean, sanitized

surface. Cans of formula will be labeled with child's name and date. Before opening a can of formula, VACA Child Care 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 food that their child will need for the day. All food will be labeled with the 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 a cot or in a crib. Quiet activities such as puzzles or books to look at will be available at the table on the opposite side of the 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 any activity that will disrupt a napping 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 the floor in a manner that will reduce the spread of contagious illness, allow clear aisles and unimpeded access for both children and adults to at least one side of the napping equipment. Separate bedding will be provided for each child while in care. Fitted crib sheets will be provided by VACA and will be washed weekly or when soiled or wet. Blankets will be sent home weekly for parents to wash. Each child will have a designated crib or cot with the child's name on it. Sleeping infants will be placed on their backs in cribs and will be checked every 15 minutes. Parent or physician signatures will be needed for alternative sleep positions. All parents will be provided with the Sleep Positions information sheet.

Reduction of risk of sudden unexpected infant death: Pursuant to Minnesota Statutes, section 142 A (245 A.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, 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 the 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 without signed consent form.

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 142 A (245 A.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 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 with 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 the floor and will not be stacked when in use.
- VACA Child Care staff soothe children needing help to get settled for rest time.
- Parents are responsible for ensuring reusable water bottles are taken home on the last scheduled day of the week to be washed, sanitized and brought back to the center for use on the first scheduled day of the week. In accordance with MN Laws, Chapter 115, Article 19, Sec. 5
- Parents are responsible for ensuring 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 as scheduled by VACA staff.
- Children are encouraged to rest and/or nap for 30 minutes. If a child awakens or is restless after 30 minutes, the child will not be required to remain on a cot or in a crib. Staff will have a quiet table activity available.
- VACA Child Care staff will remain within sight and hearing of all children during nap/rest time to ensure the health and safety of all children.
- The Infant room will only utilize cribs that are safe, sturdy and conform to the 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 Staff.
- Safe Sleep Documentation will be completed on all enrolled infants, if applicable, that includes:
 - 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 the Parent Information Board. Parent engagement is always encouraged and appreciated.

Parent Conferences:

Conferences 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 parents 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 a pet to visit for short periods of time if the pet is clean, is in good health, and has been vaccinated. Vaccinations of pets must be given to the Child Care Center prior to pet presence.

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:

Per DCYF, VACA has a Risk Reduction Plan in place to minimize potential risks to children and is reviewed annually by VACA management team. Staff are trained in the procedures upon hire and reviewed annually.

Sick Day Policy:

If your child is sick and cannot make it to childcare, please notify VACA staff before your child's scheduled time so their teacher is aware.

Sick Child, Emergency, 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 disinfectants and gloves will be worn when necessary.

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

VACA Child Care Center follows 'Infectious 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 a 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. An illness form must be filled out. 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 the program 24 hours after antibiotics are started, and fever is gone. For impetigo, children can return to the 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 100.4-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 without the aid of medication.
- 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 child care program activities with reasonable comfort.
- 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 they show symptoms of fever (>100.4 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 with no 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, parents will meet with the Director to complete an Individual Care Plan for their child.

If a child becomes ill at the Center, parents 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 reported to all parents by written notice. Each child's file will contain the name and telephone number of their medical provider, to be called in the event of an emergency.

Each child's file will also contain the name and telephone number for the family's dental provider in the event of an emergency involving 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 personnel arrive. If the situation is life threatening, center staff will initiate CPR while designated childcare staff call 911 and will also contact parents. If the parents cannot be reached, a person whom the parents have authorized will be contacted. Parents 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 and age of the 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 due to an injury that occurred while the child was in our center, please notify staff as VACA Child Care needs to report injuries to DCYF MN Rule 3 Licensors.

Medications:

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

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

Parental Supervision Policy

At Verndale Area Christian Academy Child Care, we prioritize the safety and well-being of every child entrusted to our care. As part of our commitment to providing a secure environment, we have established the following parental supervision policy for check-out and departure:

1. Check-Out Procedure:

- Parents or authorized guardians must personally check out their child from the child care facility.
- Upon arrival for pick-up, parents are required to sign the child out on the designated computer, documenting the time of departure.
- Staff members will verify the identity of the person picking up the child, ensuring that only authorized individuals are permitted for pick-up.

2. Parental Responsibility:

- After checking out their child, parents are responsible for supervising them until they are safely seated in the vehicle.
- Parents need to accompany their child as they leave the child care premises and proceed to the vehicle.
- Children must always be under the direct supervision of a parent or authorized guardian during the arrival and departure process.

3. Safety Measure:

- Parents are encouraged to hold hands with younger children and maintain close proximity to ensure their safety while walking to the vehicle.
- Vehicles should be parked in designated areas, and parents should ensure that children are securely buckled into appropriate car seats or seat belts before departing.

4. Communication:

- Parents are encouraged to communicate any special instructions or concerns regarding their child's departure with child care staff.
- Staff members will provide assistance and support as needed to ensure a smooth and safe departure process for all children.

5. Continuous Oversight:

- Child care staff will monitor the check-out and departure process to ensure compliance with the parental supervision policy and to address any safety concerns promptly.

By adhering to this parental supervision policy, we aim to promote a safe and supportive environment where every child feels valued, cared for, and protected.

Fire Prevention/Drills, Tornado Drills and Lock Down/Evacuation Procedures:

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

All staff will be trained upon hire and annually on fire, tornado, and lockdown safety. All classrooms will have evacuation maps posted in classrooms that identify primary and secondary exits. Both exits will be practiced during drills. Classrooms will have the telephone numbers of the fire department (911), the people responsible for the evacuation of the children and the area each staff member is responsible for. Instructions on how to use fire extinguishers are available on the 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 personnel will be called. VACA doors would be locked, and children would stay in a safe place. In the event an unsafe person gets inside VACA Child Care and is a threat, classrooms would keep children in identified safe areas. The safety team will evaluate the necessity of evacuating children.

Staff members will be trained to follow 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 a health or weather-related emergency occurs, VACA will utilize the following tiered evaluation system. Childcare and school may vary slightly. Parents are responsible for ensuring VACA has the most up to date cell number for texting.

Level 1: Normal Operation

Level 2: Minor Impact – Adjust rooms due to sicknesses, some parents may be notified their child cannot come in. Staff paid for hours worked. Parents asked to keep children at home will be credited for 2 days.

- Parents will be CALLED at least 45 minutes before the scheduled arrival time.

Level 3: Delayed Start or Early Ending - Will be considered with Verndale Public School's similar action. Late start time 8:30 or 10:00 am. Early ending 12:30 or 2:30 pm and evening ministries cancelled.

- Notification will be texted at least 45 minutes before the new start time.

Level 4: Weather Reduced – Starts w/ level 3 message. Verndale +1 schools close. NEED minimum staff to operate. Staff present get paid 1.5 rate for at least 3 hours. Parents must respond before arrival to have a spot.

- Notification will be texted at least 45 minutes before the new start time.

Level 5: Full Closure – Starts with Level 3 or Level 4. Then if roads close, Blizzard warnings or unable to get staff in, parents credited for ½ the day. Hourly staff paid ½ scheduled hours for day. Salary staff work as they are able.

- Notification will be texted at least 45 minutes before the start time.

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, parents 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 needed for our files.

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

Verndale Area Christian Academy Defamation & Slander Policy

At Verndale Area Christian Academy, we commit to fostering an environment rooted in Christian values of respect, integrity, and community culture. By enrolling their child, parents and guardians agree to uphold these principles in all their interactions related to the Academy, including verbal and written communications and social media engagements.

Policy on Defamatory Communication:

1. Scope of Policy:

This policy applies to all verbal and written communications that pertain to the Academy, its staff, parents, and operations, including public posts on online platforms.

2. Prohibition of Defamation:

Defamation, including slander (spoken) and libel (written), involves making false statements that harm someone's reputation through direct naming or inference. Such actions are strictly prohibited. You will be asked to remove the post as soon as possible. We encourage you to communicate with truthfulness and love, reflecting Biblical values of wholesome speech.

3. Consequences of Violations:

If refusing to remove defaming or slanderous posts, engaging in defamation will result in 24-hour notice of disenrollment of the offending party's child or children. Repeated occurrence after warning and removal will also result in disenrollment. This measure is crucial for preserving a positive and spiritually enriching environment for all our children.

4. Procedure for Addressing Concerns:

We urge parents and guardians to bring any concerns directly to the Academy management. Our commitment to Christian values emphasizes open, honest, and compassionate dialogue aimed at reconciliation and mutual understanding.

5. Re-enrollment:

In line with our beliefs in forgiveness and restoration, disenrollment for defamation does not preclude future re-enrollment. Potential re-enrollment will require the removal of defamatory content, then the posting of a public apology on the same platform. Each case will be assessed for signs of sincere repentance and a recommitment to our community's values.

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 unintrusive 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 prompted the separation; and
 - c. The child must be returned to the group as soon as the behavior that prompted 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's aides 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. When "Unacceptable Behavior" occurs, and the student is not responsive to other teacher options to correct the behavior, the student is to be brought to the director. The teacher will stay with the director and student. If the student does not respond to the directors' efforts to correct the behavior, the parents will be called to pick up their child for the remainder of the day. A separation log will be completed each time this occurs. See Separation report section.
3. Develop a plan to address unacceptable behavior in consultation with the child's parent/guardian, other program staff and a professional consultant, if appropriate and available.
4. On a case-by-case basis, if the appropriate action in steps 1-3 has been followed, and behavior causes a child to be sent home more than 3 times, the student will be removed from the program.

Separation Report:

All staff will use the DCYF Licensing Separation Report. All separations that occur will be noted in a daily log.

When using DCYF Separation Report, all the information below will be filled out.

Child's first and last name

The staff person who is completing form

Time of incident

Date of Incident

What behavior guidance was used to guide the child's behavior?

What behavior was the child doing to endanger other children or staff?

Indicate if parent was notified. If a child is separated from the group three or more times the parent must be notified. If the child is separated from the group five or more times a week or eight times in two weeks, the procedures for persistent unacceptable behavior must be followed. A behavior plan will then be implemented before the child returns to the center.

Verndale Area Christian Academy Child Care Center Maltreatment and Grievance Procedure

Maltreatment of Minors Mandated Reporting Policy for DCYF Licensed Programs:

Any suspected maltreatment of a child occurring within a family or in the community must be reported to Wadena County Social Services and/or Sherriff's 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 the Department of Children, Youth and Families, Division of Licensing.

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

Any suspected or possible licensing violations must be reported to the Department of Children, Youth and Families, Division of Licensing.

DCYF- 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, the 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 the **Maltreatment of Minors Mandated Reporting Policy for DCYF Licensed Programs Form**.
4. All steps of the 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 the DCYF Licensing number will be posted within the 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 child care center.

How do I address 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, 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. The Board Chair will meet with the person and attempt to resolve the issue.
4. DCYF Licensing Phone Number 651-431-6500.

MALTREATMENT OF MINORS MANDATED REPORTING POLICY FOR DCYF 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, 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 Children, Youth and Families should be made to the **Department of Children, Youth and Families, Licensing Division's Maltreatment Intake 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 Children, Youth and Families 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, excluding weekends and holidays.

Failure to Report:

A mandated reporter who knows or has reason to believe a child is or has been neglected, 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 people receiving services from programs licensed by the Department of Children, Youth and

Families 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:

- (1) related policies and procedures were followed.
- (2) the policies and procedures were adequate.
- (3) there is a need for additional staff training.
- (4) the reported event is similar to past events with the children, or the services involved.
- (5) 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 the **Director**. If this individual is involved in the alleged or suspected maltreatment, the **Lead Pastor** will be responsible for completing the internal review.

Documentation of the Internal Review:

The facility must document the 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 142 A (245 A.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.

Wadena County Resources

Woodland Dental
206 1st St. SE
Wadena, MN 56482
218.631.4431

Restemayer Family Dentistry
16 Birch Ave NE
Menahga, MN 56464
218.564.5192

Dental Health Services

Reuter Family Dental
80 Juniper Ave NW
Wadena, MN 56482
218.631.1487

Staples Family Dentistry
616 4th St. NE
Staples, MN 56479
218.894.2201

Wadena Family Dental
122 Colfax Ave SW
Wadena, MN 56482
218.631.4525

Early Childhood Special Education (ECSE)

Early Childhood Family Education (ECFE)

Menahga Public Schools ISD #821 – 218.564.4141
Sebeka Public Schools ISD #820 – 218.837.5101
Verndale Public School ISD #818 – 218.445.5184
Wadena Deer-Creek Public Schools ISD #2155 –
218.631.2364

Early Childhood Screening

Menahga Public Schools ISD #821 – 218.564.4141
Sebeka Public Schools ISD #820 – 218.837.5101
Verndale Public School ISD #818 - Jill Davis –
218.631.7629
Wadena Deer-Creek Public Schools ISD #2155 –
218.632.2150

For assistance with:

Minnesota Family Investment Program (MFIP) Medical Assistance (MA)

Call: Wadena County Human Services
124 1st. St. SE Ste 1
Wadena, MN 56482
218.631.7605

MAHUBE-OTWA Community Action

Partnership

311 Jefferson St S
Wadena, MN 56482
218.632.3600

Child Care Assistance Program

Early Learning Scholarships

Housing Support

Emergency Assistance

Family Health

Energy Assistance

Senior Programs

Family Development

Wadena County Public Health Services

218.631.7629

Mental Health Services

Northern Pines Mental Health Center
11 2nd St SW Ste 1
Wadena, MN 56482
218.631.1714

Bridge to Benefits:

<http://www.bridgetobenefits.org/> Bridge to Benefits is a project by Children's Defense Fund-Minnesota to improve the well-being of families and individuals by linking them to public work support programs and tax credits. By answering a few simple questions, you will be able to see if you or someone else may be eligible for public work support programs.

parentaware.org/learn/



Community Resources –

CCAP, MFIP, MA, Housing Assistance & more

VERNDALE AREA CHRISTIAN ACADEMY CHILD CARE CENTER SERVING IT SAFE SANITATION POLICY AND PROCEDURE

Serving food safely is an important part of VACA Child Care nutrition program. VACA Child Care Center will provide carefully planned USDA approved meals for all children, including milk. Parents/guardians who choose to send cold lunch will be given Infant/Child Meal Pattern documents to follow. VACA will provide documentation of Safe Serve Policies and USDA/CACFP guidelines which are required. Families with infants will 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 will ensure food is protected from contamination and maintained at proper food temperature for 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 areas.
 - e. Failing to wash hands as needed, washing hands in sink used to prepare food, touching the food- contact surface of glassware and tableware 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 the warmer.
 - a. All children will wash their hands with soap and water before lining up to go to the cafeteria.
 - b. All food service staff will wash their hands and wear gloves when serving food to children.
 - c. Food will be served directly out of transported containers onto the child's plate.
 - d. Child will be helped by staff to move carefully to their tables.
 - e. The refrigerator temperature will be 40 degrees Fahrenheit or less. Temperature will be checked daily and documented.
5. Wash fresh fruit and vegetables with plain water.
6. Store food and cleaning materials in different areas to avoid contamination.

7. Keep disease spreading pests eliminated, i.e. flies, roaches, and rodents.
8. All tables and high chairs 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 a locked closet /cupboard.

VACA complies with all MN Health Regulations and are inspected by the MN Department of Health twice per year.

All Other Programs NDS

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. **Mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

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Page updated: April 17, 2025



Child and Adult Care Food Program

Infant Meal Pattern

mn DEPARTMENT OF EDUCATION

| Meal | Birth through 5 months | 6 through 11 months |
|---------------------------------|---|---|
| Breakfast, Lunch, Supper | 4-6 fluid oz breastmilk ¹ or iron-fortified infant formula | 6-8 fluid oz breastmilk ¹ or iron-fortified infant formula AND² • 0-4 tbsp iron-fortified infant cereal, meat, fish, poultry, whole egg, cooked dry beans, cooked dry peas OR • 0-2 oz cheese OR • 0-1/2 cup cottage cheese OR • 0-4 oz (volume) or 0-1/2 cup yogurt ³ OR • A combination of the above AND² • 0-2 tbsp vegetable or fruit or a combination of both ⁴ |
| Snack | 4-6 fluid oz breastmilk ¹ or iron-fortified infant formula | 2-4 fluid oz breastmilk ¹ or iron-fortified infant formula AND² • 0-1/2 oz eq bread ⁵ OR • 0-2 crackers ⁵ OR • 0-4 tbsp iron-fortified infant cereal ⁵ OR • 0-4 tbsp ready-to-eat breakfast cereal ^{5,6} AND² • 0-2 tbsp vegetable or fruit or a combination of both ⁴ |

¹Breastfeeding on site is creditable as part of a reimbursable meal or snack.

²Foods from the following components are required when developmentally ready.

³Yogurt must contain no more than 23 grams of sugar per 6 ounces.

⁴Juice is not creditable for infants.

⁵A serving of grains must be whole grain-rich, enriched meal, or enriched flour.

⁶Breakfast cereals must contain no more than 6 grams of sugar per dry ounce.

Effective 10/1/2019



Child and Adult Care Food Program

Child Meal Pattern



Breakfast

Serve all three components for a reimbursable meal.

Minimum Portion Size

| | Ages 1-2 | Ages 3-5 | Ages 6-12 and 13-18 |
|--|------------|------------|---------------------|
| Milk³ | 4 fluid oz | 6 fluid oz | 8 fluid oz |
| Vegetables, fruits or portions of both⁴ | 1/4 cup | 1/2 cup | 1/2 cup |
| Grains^{5,6} | | | |
| • Whole grain-rich or enriched bread | 1/2 oz eq | 1/2 oz eq | 1 oz eq |
| • Whole grain-rich or enriched bread product, such as a biscuit, roll or muffin | 1/2 oz eq | 1/2 oz eq | 1 oz eq |
| • Whole grain-rich, enriched or fortified cooked breakfast cereal ⁷ , cereal grain, rice and/or pasta | 1/4 cup | 1/4 cup | 1/2 cup |
| • Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) ⁷ : | | | |
| • Flakes or rounds | 1/2 cup | 1/2 cup | 1 cup |
| • Puffed cereal | 3/4 cup | 3/4 cup | 1 1/4 cup |
| • Granola | 1/8 cup | 1/8 cup | 1/4 cup |

Lunch and Supper

Serve all five components for a reimbursable meal.

| | Ages 1-2 | Ages 3-5 | Ages 6-12 and 13-18 |
|--|-----------------|-----------------|---------------------|
| Milk³ Meat/meat | 4 fluid oz | 6 fluid oz | 8 fluid oz |
| alternate | | | |
| • Lean meat, poultry or fish | 1 oz | 1 1/2 oz | 2 oz |
| • Tofu, soy product or alternate protein product | 1/4 cup | 3/8 cup | 1/2 cup |
| • Cheese | 1 oz | 1 1/2 oz | 2 oz |
| • Cottage cheese | 2 oz or 1/4 cup | 3 oz or 3/8 cup | 4 oz or 1/2 cup |
| • Large egg | 1/2 | 3/4 | 1 |
| • Cooked dry beans or peas | 1/4 cup | 3/8 cup | 1/2 cup |
| • Peanut butter or soy nut butter or other nut or seed butters | 2 tbsp | 3 tbsp | 4 tbsp |
| • Yogurt, regular or soy, plain or flavored, sweetened or unsweetened ⁸ | 4 oz or 1/2 cup | 6 oz or 3/4 cup | 8 oz or 1 cup |
| • Peanuts, soy nuts, tree nuts or seeds ⁹ | 1/2 oz = 50% | 3/4 oz = 50% | 1 oz = 50% |
| Vegetables or 100% vegetable juice⁴ | 1/8 cup | 1/4 cup | 1/2 cup |
| Fruits or 100% fruit juice^{4,10} | 1/8 cup | 1/4 cup | 1/4 cup |
| Grains⁵ | | | |
| • Whole grain-rich or enriched bread | 1/2 oz eq | 1/2 oz eq | 1 oz eq |
| • Whole grain-rich or enriched bread product, such as a biscuit, roll or muffin | 1/2 oz eq | 1/2 oz eq | 1 oz eq |
| • Whole grain-rich, enriched or fortified cooked breakfast cereal ⁷ , cereal grain, rice and/or pasta | 1/4 cup | 1/4 cup | 1/2 cup |

| Snack | Minimum Portion Size | | |
|--|-----------------------------|-----------------|----------------------------|
| | Ages 1-2 | Ages 3-5 | Ages 6-12 and 13-18 |
| Serve two of the five components for a reimbursable snack. ¹¹ | | | |
| Milk³ Meat/meat | 4 fluid oz | 4 fluid oz | 8 fluid oz |
| alternate | | | |
| • Lean meat, poultry or fish | 1/2 oz | 1/2 oz | 1 oz |
| • Tofu, soy product or alternate protein product | 1/8 cup | 1/8 cup | 1/4 cup |
| • Cheese | 1/2 oz | 1/2 oz | 1 oz |
| • Cottage cheese | 1 oz or 1/8 cup | 1 oz or 1/8 cup | 2 oz or 1/4 cup |
| • Large egg | 1/2 | 1/2 | 1/2 |
| • Cooked dry beans or peas | 1/8 cup | 1/8 cup | 1/4 cup |
| • Peanut butter or soy nut butter or other nut or seed butters | 1 tbsp | 1 tbsp | 2 tbsp |
| • Yogurt, regular or soy, plain or flavored, sweetened or unsweetened ⁸ | 2 oz or 1/4 cup | 2 oz or 1/4 cup | 4 oz or 1/2 cup |
| • Peanuts, soy nuts, tree nuts or seeds | 1/2 oz | 1/2 oz | 1 oz |
| Vegetables or 100% vegetable juice⁴ | 1/2 cup | 1/2 cup | 3/4 cup |
| Fruits or 100% fruit juice⁴ | 1/2 cup | 1/2 cup | 3/4 cup |
| Grains⁵ | | | |
| • Whole grain-rich or enriched bread | 1/2 oz eq | 1/2 oz eq | 1 oz eq |
| • Whole grain-rich or enriched bread product, such as a biscuit, roll or muffin | 1/2 oz eq | 1/2 oz eq | 1 oz eq |
| • Whole grain-rich, enriched or fortified cooked breakfast cereal ⁷ , cereal grain, rice and/or pasta | 1/4 cup | 1/4 cup | 1/2 cup |
| • Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) ⁷ : | | | |
| • <i>Flakes or rounds</i> | 1/2 cup | 1/2 cup | 1 cup |
| • <i>Puffed cereal</i> | 3/4 cup | 3/4 cup | 1 1/4 cup |
| • <i>Granola</i> | 1/8 cup | 1/8 cup | 1/4 cup |

Notes

¹Offer versus serve is an option for at-risk afterschool meal program participants only. Offer versus serve is not available at snack.

²Participants 13 to 18 years of age may only be served by at-risk afterschool meal programs and emergency shelters. ³Must be unflavored whole milk for 1-year-olds, unflavored low-fat (1%) or unflavored fat-free (skim) milk for children 2- through 5- years-old, or unflavored low-fat (1%) or flavored low-fat (1%), unflavored fat-free (skim) or flavored fat-free (skim) milk for children 6-years-old and older. Breastmilk is an allowable substitute for milk for children of any age. ⁴Juice may only be served at one meal or snack per day. ⁵At least one serving per day across all meals and/or snacks must be whole grain-rich. Use the Grain Crediting Chart for CACFP for

portion sizes of more grain choices.

⁶Meat and meat alternates may be used to meet the entire grains component at breakfast a maximum of three times per week. One ounce of meat/meat alternate is equal to one ounce equivalent of grains.

⁷Breakfast cereals must contain no more than 6 grams of sugar per dry ounce.

⁸Yogurt must contain no more than 23 grams of sugar per 6 ounces.

⁹One ounce of nuts/seeds provides one ounce meat/meat alternate. Nuts and seeds may meet only one half of the total meat/meat alternate serving and must be combined with another meat/meat alternate at lunch or supper.

¹⁰A second different vegetable may be served to meet the entire fruit component.

¹¹Only one of the two food components for snack may be a beverage.

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