

# WHAT EVERY PARENT SHOULD KNOW PARENT HANDBOOK

2023



**LA CRÈCHE EARLY CHILDHOOD CENTERS, INC.**

***Hennepin County Strong Beginnings® Child Care Center.***

**Accredited by the National Association for the Education of Young Children (NAEYC)**

***Parent Aware QRIS \*\*\*\* star program***

***Northside Achievement Zone (NAZ) – Early Childhood Anchoring Partner***

***Early Head Start Partnership***

**NORTH LOCATION**

**1800 Olson Memorial Highway**

**Minneapolis, MN 55411**

**(612) 377-1786 PHONE (612) 377-4113 FAX**

**Includes DHS Covid Rules 2021**

**OLIVER II LOCATION**

**1120 Oliver Ave. North**

**Minneapolis, MN 55411**

**(612) 521-4384 PHONE (612) 377-4113 FAX**

**[www.lacrechekids.org](http://www.lacrechekids.org)**

## TABLE OF CONTENTS

<b>I.</b>	<b>Goals and Federal Rights Statement.....</b>	<b>3</b>
	Philosophy .....	4
	Goals.....	4
	Behavior Guidance.....	5
	Parent Communication and Involvement.....	6
<b>II.</b>	<b>Policies and Operations .....</b>	<b>8</b>
	Hours and days of operation.....	8
	Enrollment Policy.....	10
	Fees and Collection .....	10
	Second Child Discount.....	10
	Arrival and Departure.....	11
	Pick-up Policy.....	11
	Snow Closings/Fire/Storm Drills .....	12
	Field Trips.....	13
	Transportation .....	13
	Public Relations.....	14
<b>III.</b>	<b>Child Care Program .....</b>	<b>14</b>
	Daily Program and Routines.....	14
	Child Records .....	15
	Meals .....	16
	Toilet Training .....	17
	Rest Time .....	18
	Child's Personal articles .....	20
	Child Care Staff Ratio .....	21
	Visiting .....	21
	No Smoking Policy .....	21
	No Pet Policy.....	21
	Emergency Procedures .....	21
<b>IV.</b>	<b>Health Care Procedures/Grievance Process.....</b>	<b>23</b>
	Medications - Allergy Prevention/Response.....	24
	Handling/Disposal of Bodily Fluids - Exclusion of Ill Child .....	25
	First Aid/Exclusion of Ill Child.....	25,26
	Health Consultation Services/Parents Bringing BREAST MILK.....	27
	Appendix A: .....	28
	Appendix B:.....	29

## PARENTS:

Welcome to La Crèche Early Childhood Centers, Inc.

La Crèche is a French word meaning "day nursery." Scientists use this word to describe a group of penguin chicks that gather together while their parents are "at work" hunting for food.

We chose La Crèche for our name because our philosophy of working with children is much the same as the work of the penguins--we nurture, protect and care for the young while their parent/guardian(s) are away. We have been doing just that for more than 47 years.

The early years are very vital to children and because we share so much of their day, we feel that it is important to provide them with a carefully planned program.

We believe parent/guardian(s) and early childhood staff are partners in the development of each child. Those activities that help your child while in our care need reinforcement at home. And so, we will always keep you updated on your child's growth.

**"What Every Parent Should Know"** is a handbook about our agency and our programs. We hope you will take the time to read and become familiar with our centers policies. If you have any questions or concerns about our program, please feel free to ask the Childcare Center Operations Director or contact Phyllis J. Sloan, Executive Director.

As an Equal Opportunity Employer, La Crèche Early Childhood Centers, Inc. will subject no one to discrimination in employment or child care services under any program or activity related to the services that we offer.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a 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  
Washington, D.C. 20250-9410
  - (2) fax: (202) 690-7442; or
  - (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)
- This institution is an equal opportunity provider.

## **DATA PRIVACY**

Please know that as staff and administration of La Crèche Early Childhood Centers, Inc. we must recognize that parents are the “first teacher” of their child(ren). Your sincere input, comments and remarks shared both conversationally and in conference formats, assist us in supporting the overall development and education of your child(ren). **ALL INFORMATION ABOUT ENROLLED CHILDREN WILL BE HELD IN THE HIGHEST CONFIDENCE IN LOCKED FILES OF THE ADMINISTRATION. PHOTOS OF ENROLLED CHILDREN WILL NOT BE TAKEN BY STAFF AND USED OR POSTED TO SOCIAL MEDIA.**

### **MATTERS THAT CONSTITUTE A TELEPHONE CALL - NOT AN EMAIL OR TEXT:**

- 1. REPORTING A SERIOUS, CONTAGIOUS ILLNESS OR COVID-19**
- 2. REPORTING EXPOSURE TO A SERIOUS, CONTAGIOUS ILLNESS OR COVID-19, THAT WOULD REQUIRE US TO INFORM PARENTS OF ALL CHILDREN.**

As early childhood professionals, La Crèche staffs are committed to the health, safety and wellbeing of young children and their families. We promise that the highest level of confidentiality of sensitive issues/matters will be respected. No employee is to breach any information about a child, its family, academic or household

La Crèche Early Childhood Centers, Inc. and its staffs will always honor data privacy laws and respect your family and matters that impact each of their lives.

Our centers are licensed by the Minnesota Department of Human Services (DHS) Licensing Division, 651-431-6500. La Crèche Early Childhood Centers, Inc. are Hennepin County designated “Strong Beginnings” program sites, accredited by the National Association for the Education of Young Children. As mandated by law, we charge the same fee to Private Fee-Paying individuals as we do for children whose childcare is subsidized by a state or county childcare assistance program.

## **I. Goals and Philosophy of La Crèche Early Childhood Centers, Inc.**

### **A. Childcare Philosophy**

Our mission is to move children from a level of dependence to a level of independence. We provide a wide variety of experiences and encourage self-respect, self-reliance, self-initiated activities and a sense of responsibility for one's own actions.

In order to provide an atmosphere for educational growth, our curriculum emphasizes positive self-identity, cognitive skills, language arts, and small and gross motor activities.

Our facilities are clean, bright, cheerful, safe and fully equipped to stimulate creativity.

We stress the total enrichment and depth of experiences of each child. Children are encouraged to develop a sense of "self" as "learner," to ask questions, to observe, and to search for answers.

We believe that parents are critical to the childcare center. Their input on their child's habits, behavior, preferences, and growth are a vital part of our service delivery. We also believe that parents often need group interaction with other parents and child care professionals to discuss care of young children, the role of the caregiver and parent(s), and parenting skills. Parents may review the center's "*Child Care Program Plan*", at any time, by visiting the administrative office. This plan is reviewed and updated annually by the Executive Director and Board of Directors.

## **B. Goals**

Given our philosophy for childcare, we have developed the following goals for service to the children and parent/guardian(s):

- ☺ To maintain an environment that stimulates learning, nurturing, and child safety at all times and ensures the health and well being of each child;
- ☺ To maintain a high-quality service through programs designed specifically for infants and young children, a high level of staff expertise and staff development;
- ☺ To serve all children in our care without regard to race, sex, national origin, parental income, or religion;
- ☺ To remain attentive to the individual child's needs and growth; and
- ☺ To maintain an ongoing communicative link with each child's parent/guardian(s).

## **C. Behavior Guidance**

A young child's job is to learn to behave in the mysterious world he or she is trying to make sense of. Young children are striving for understanding, independence, and self-control. They learn by experimenting, testing limits, and experiencing the fair consequences of their behavior.

We as adults must:

1. Ensure that we are positive role models of acceptable behavior.
  2. Tailor our behavior guidance methods to the development level of the children we serve.
  3. Redirect children and groups away from problems and toward constructive activity in order to reduce conflict.
  4. Teach children how to use acceptable alternatives to problem behavior in order to reduce conflict.
  5. Protect the safety of children.
  6. Provide immediate and direct related consequences for a child's unacceptable behavior. Talk to child about matter that was unacceptable and redirect child to acceptable behavior through language and modeling.
- ❖ Persistent unacceptable behavior requires an increased amount of adult guidance time and parent conferencing.

**Staff procedures should include:**

1. Observe and record the behavior of the child and staff response to the behavior, date, and time.
2. Develop a plan, in conjunction with the child's parent(s), other staff, and professionals, when appropriate, to address the behavior documented in record mentioned above (#1).

The following actions are **prohibited** by or at the direction of any staff person:

1. Subjecting a child to corporal punishment. Corporal punishment includes, but is not limited to, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, pinching, biting, hitting, or spanking.
2. Subjecting a child to emotional abuse. Emotional abuse includes, but is not limited to, ostracism, shaming, making derogatory remarks about the child or the child's family, using language that threatens, humiliates, or frightens the child, or name calling.

3. Separation of a child from the group except as provided in the "Separation from Group" policy. (See **Appendix A**)
4. Punishment for lapses in toilet training.
5. Withholding of food, light, warmth, clothing, or medical care as punishment for unacceptable behavior.
6. The use of physical restraint other than to physically hold a child when containment is necessary to protect a child or others from harm.
7. The use of mechanical restraints, such as tying.

\*For children with mental retardation or a related condition see DHS Rule 3 parts 9525, 2700, to 9525.2810.

#### **D. Parent Communication and Involvement**

Our communication with parents is important. To ensure ongoing dialogue, the following components are included in our child care center's programs.

##### **1. Parent/Teacher Conferences**

Parent/Teacher Conferences will be held twice a year but may be called as requested by either parent or staff.

The purpose of these conferences is:

- ☺ To provide an opportunity for each child's growth assessment to be discussed with the parent; and
- ☺ To receive updated information from each parent about his/her child(ren) that will help the center caregivers better serve the child.

##### **2. Parent/Staff Group Meetings**

In addition to individual conferences, group meetings will be scheduled quarterly. The purpose of these group meetings is:

- ☺ To allow parents an opportunity to meet one another;
- ☺ To provide an opportunity for parents to discuss their child care concerns and offer suggestions which will maintain our mutual desire for high quality child care for your child; and
- ☺ To provide an informal setting for parents and staff to talk.

Special topics will be discussed by medical providers (e.g., parenting, care and feeding, toilet training, etc.), and by other Professionals knowledgeable about care of young children. These sessions are intended to provide both respite care for parents and educational information on the care of their children.

### **3. Parent Involvement**

All parents are encouraged to take an active role in regard to the Center's operation through participation on our *advisory board*. Contact the Executive Director for more information.

## **II. Policies and Operations**

### **A. Hours and Days of Operation**

1. We have two (2) childcare centers in the Minneapolis area:

La Crèche North Center  
1800 Olson Memorial Highway  
Minneapolis, MN 55411  
Open from 7:00 a.m. - 6:00 p.m.  
Monday thru Friday

La Crèche Oliver II Center  
1120 Oliver Ave. North  
Minneapolis, MN 55411  
Open from 7:00 a.m. - 6:00 p.m.  
Monday thru Friday



A late fee of \$ 10.00 per every 15 minutes (per child) will be charged to each parent arriving after closing hours. Late fees are due upon arrival and as follows:

6:05 - 6:20 \$ 10.00 per child  
6:20 – 6:30 \$ 20.00 per child

If a child is left after 6:30 p.m., the center will notify the proper authorities.

## 2. **Holidays**

The following holidays are observed by La Crèche Early Childhood Centers, Inc.

**On these days our centers will be closed:**

- \* **New Year's Day**
- \* **Martin Luther King Day**
- \* **President's Day**
- \* **Good Friday**
- \* **Memorial Day**
- \* **Juneteenth**
- \* **Fourth of July**
- \* **Labor Day**
- \* **Thanksgiving Day and the Friday after Thanksgiving**
- \* **Christmas Eve and Christmas Day**

## 3. **Annual Staff Training – Mid August – Monday - Wednesday**

## 4. **Absences and Vacations**

Because our program and licensing regulations require us to engage staff based on the number of children enrolled, we cannot give tuition refunds for days your child is absent. **However, you are permitted 10 vacation days per calendar year when no fee will be charged. If you know that you have a credit balance with the agency based upon a previous vacation day that you already paid for, feel free to deduct that amount from the payment you are making on the current week of care. Parents will be expected to provide notice of vacations of a week or more in length in writing, to the childcare center. If this vacation exceeds your 10 annual vacation days per year, you will be billed for**

**this time. Anytime a child is gone for more than two weeks without payment of the regular weekly fee, the child's name is dropped from the attendance sheet and the place may be filled. In order to be re-enrolled, an opening need be available and a new registration fee paid.**

**5. Severe Winter Weather/Blizzards**

If a blizzard should develop during the day, extra effort will be made to keep our telephone line open in order for parents to contact us.

If public schools and/or businesses begin to close due to severe weather, we ask that you try to pick up your children as quickly and safely as possible. As children are picked up, staff will also be allowed to leave at the Executive Director's discretion. Department of Human Services ratios will be maintained. Groups may be merged as the number of children decrease.

If any child has not been picked up by 5:30 p.m. the staff will attempt to reach the parent(s) by phone or an authorized friend or relative.

**B. Enrollment Policy**

Your child is officially enrolled when the following requirements have been met:

1. You have completed and submitted the Health Care Summary form, Immunization Records and Health History form.
2. You have completed and signed the Enrollment Application.
3. You have completed and signed the following forms: USDA forms, (CACFP), Fee Contract, Emergency Cards, and Release Forms.
4. You have attended an In-take interview session and completed the In-take interview form. The purpose of the In-take session is to provide you with an opportunity to see the facility and staff and to review program policies and other parent information.

**C. Fees and Collection**

**Child Care Fees**

At least one half (50%) of a parent/guardian's child care fee for the week must be received in the administrative office by Monday. If the fees are not received, the parent/guardian will be notified that the fees must be paid by that Friday, or their childcare will be terminated until payment is received. Childcare slots will be

held for up to five business days.

The remaining balance of any/all childcare fees for the month must be paid in full by the end of the month. If you need to make special arrangements for payment, please contact the Finance Dept at the La Crèche Administrative Office.

Checks and money orders are preferred for everyone's protection. There will be a \$30.00 charge for each returned check. Any parent with a history of two (2) NSF checks (non-sufficient funds) within a 6- month period will be asked to pay by money order.

#### **D. Arrival and Departure**

**Bus children will be picked up and dropped off at the designated address daily. Once your child enters our bus, they become our responsibility. Your children will always be turned over to a designated adult or someone 14+ when they are dropped off at the same designated address. The childcare staff will be responsible for signing your child in and out of programming daily.**

**Parents are expected to provide transportation to and from the Center, and accompany children to their classrooms. In order for our program to accept legal responsibility, your child must be signed in and out each day. Parents are also responsible for seeing that belongings are placed in the child's locker and that the child arrives in the appropriate classroom.**

#### **E. Pick-up Policy**

##### **Authorized Pick-up Person**

If someone other than yourself will be picking up your child, the office staff must be notified by phone. Direct contact must be made in order for a different person to take any child. Without advance notice the child will not be allowed to leave with that person even if the child recognized him/her. This policy is strictly enforced for your child's protection and your security.

##### **Severe Storm**

In cases of severe weather, i.e., tornado or severe thunderstorm, please do not come to get your child. Take cover and come when the weather has cleared. You will not be charged for late arrivals on these days.

## **Snow Closing**

In the event that snowy weather develops while your child is in our care, we will remain open until you safely arrive to pick-up your child. There will be no late fee charges if weather becomes inclement during the day (or during pick-up hours). Your safe arrival is more important.

**In the case of snowy weather, the center will follow the closing decision of the Executive Director. Listen to KMOJ (89.9 FM) or WCCO Radio (830 AM) and television (WCCO 4) for announcement.**

## **F. Fire/Tornado Drills**

At least once a month the center will have fire and storm drills. The children will be instructed exactly what to do in such emergencies. It may be helpful for parents to follow through with such drills at home so your child will know what to do there.

## **G. Termination of Childcare**

A two (2) week written notice must be given by either parent(s) or guardian for termination of childcare, unless unusual circumstances have occurred. In the case of unusual circumstances, please contact the Childcare Program Manager.

## **H. Field Trips**

Field trips are considered an important part of the educational program for preschool children and will be taken periodically to nearby places. The program will provide a staff-to-child ratio of 1:5 preschool children during these excursions. Permission slips will be distributed to the parent(s) 5 days prior to the scheduled field trip. Written parental consent must be obtained for the child to go on the field trip.

## **I. Transportation**

Transportation is provided for a monthly fee. The current fee is \$30.00/child or \$40.00 for more than one child in same household/family.

Any transportation the Center provides is in a well-maintained, licensed, insured vehicle. The vehicle is driven by a MN licensed driver, who is accompanied by an assistant. At least one of the adults will be trained in First Aid and CPR and will be with the children at all times. All children transported in these vehicles will use:

- ☺ If under 4 years of age, a federally approved, properly fastened child passenger restraint system. (Car Seat)
- ☺ All children over 4 years of age use seat belts. (Booster Seat)

The bus has a properly equipped First Aid Kit and the children's emergency cards on board.

**J. Public Relations**

La Crèche Early Childhood Centers, Inc. will notify parents prior to any public relations, research, and experimental activities. Parents will receive information about all activities, how the information will be used and how their child will be involved. Separate written parental consent forms will be required for any child who may participate in these activities? Because of our longevity and childcare history, we are often asked to participate with matters of study as they relate to early care and education.

**III. Childcare Program**

The Childcare Program has been carefully planned to ensure a comfortable, nurturing, learning and developmental environment for the children. All activities are designed to provide each child with the individual and group care that they deserve and you expect. **To maintain regular curriculum implementation, all children are required to be in care by 9:30am daily. If you are going to be late, please contact your child's teacher.**

We will keep you abreast of your child's progress through Parent/Teacher Conferences, and daily observation sheets from the teachers of infant and toddler aged children. Our mutual, open communication is important to the center's ability to meet your child's needs.

**A. Daily Program and Routines**

**1. Infant Program (6 weeks to 12 months)**

The focus of the Infant Program is to provide nurturing (which promotes emotional stability and a sense of security); to provide growth stimulation (Which involves physical development); and to provide opportunities for exploration (which enhances the child's desire to learn new things).

**Mobile Infant Program (12 months to 16 months)**

The focus of the Mobile Infant Program is to provide nurturing (which promotes emotional stability and a sense of security); to ensure that the

child is walking and being mobile appropriately; to provide growth stimulation (which involves physical development); and to provide opportunities for exploration (which enhances the child's desire to learn new things).

2. **Toddler Program (18 months to 30 months)**

The focus of the Toddler Program is to help each child develop intellectually, socially, physically, and emotionally. Various indoor and outdoor activities have been included in the Toddler Program that encourage this kind of growth.

3. **Preschool Program (30 months to 5 years)**

The focus of the Preschool Program is to prepare each child for entrance into kindergarten. The curriculum activities are designed to emphasize concrete, experimental learning. First hand experiences are important in the development of each child's language, social, and cognitive skills.

4. **School-Age Program (6 years to 12 years)**

The focus of the school-Age Program is to enhance the child's performance in the classroom. The program is structured to include group and individual learning activities before and after school, in addition to social activities and large muscle games that will allow for the children to develop interpersonally and physically.

5. **Strong Beginnings Centers**

The focus of *Strong Beginnings* through Hennepin County is to concentrate on the whole child, with developmentally and culturally appropriate practices, and comprehensive services, including health, nutrition and special needs services. Support services are provided at each center, through *The Family Partnership, Inc.* The program also lends support to parent/guardian(s) in their role as their child(ren)'s primary teacher and promotes their involvement in their child(ren)'s early childhood education.

**B. Child Records**

La Crèche Early Childhood Centers, Inc. will maintain an individual record for your child. This record will contain:

1. Attendance logs;

2. Health records;
3. Individual growth and development charts; ASQ's
4. Parental permission and authorization forms;
5. Enrollment forms;
6. Individual Treatment Plan

A written service plan for each special needs' child shall be developed by the center with the parent/guardian(s) and appropriate agencies to meet the child's special needs.

To meet the child's individual needs, the center will modify the program as needed in such areas as: additional staff or new roles of staff, materials, equipment, daily routines and curriculum.

If you would like to discuss your child's day in more depth, please don't hesitate to call during Naptime (1:00 p.m. - 3:00 p.m.) If you have staff concerns or suggestions for additional information to be included in the daily observation sheet, please share this with the Lead Teacher.

Open communication with parents is very important to us. Your suggestions, opinions and ideas for any part of the program are welcomed.

### **C. Meals**

The center will provide meals that meet your child's nutritional needs for that part of the day which s/he attends by providing breakfast, lunch and afternoon snack.

#### **Breakfast Program**

Breakfast is the most important meal of the day, therefore we encourage parents to have their child(ren) at the center early enough to participate in the breakfast program.

Breakfast will be provided to all children between 8:30 – 9:30 a.m.  
Any parent/guardian arriving after 9:30 a.m. will be asked to sit with their child(ren) during breakfast.

Breakfast will consist of:

Milk and juice or fruit  
Whole grain toast or Muffin and Meat Alternative  
Cup of cereal (Hot or Cold)

*Breakfast will be provided to infants each day according to your child(ren)'s individual feeding schedule.*

Lunch is served between 11:30 a.m. and 12 noon at each site location. The following list of food components is included in a balanced nutritious lunch for your child. Menus are posted on the bulletin board at the front entrance and on each Parent bulletin board in each classroom.

Lunch will consist of:

Milk  
Cooked meat or meat alternative  
Vegetable and fruit (two or more)  
Bread or bread alternative, whole grain

Snack is served between 3:30 p.m. and 4:30 p.m. each day.

1. **Feeding schedules**

*At the time of enrollment, parents must supply the Lead Teacher with their child's feeding schedules. This is especially important for infant feeding. We will adhere to your schedule for feeding infants as closely as possible.*

2. **Eating Behavior Guidance**

Meal time provides a good opportunity to teach your child(ren) new skills. Good eating habits and proper manners at the table are encouraged. Older children are taught to help set the table and remove dishes from the table. Children will not be forced to eat. However, they will be urged to "taste" a small amount of each food item being served.

Please tell the site's Manager of any strong food dislikes, allergies, or foods which you prefer that your child not have. With your help, we can be better prepared to accommodate your child's dietary needs and maintain proper nutrition.



*We do not serve any Pork products within our programming. Sausage, Hot Dogs, Ham and similar items will always be Turkey products.*

**D. Toilet Training**

When children are ready, the early childhood staff will begin the toilet training process. (See Appendix B)

Children will always be encouraged but never coerced.

**E. Rest Time**

All children will take a nap or have a quiet period for at least one hour. Each child has his/her own comfortable and clean sleeping area. Nap/Rest will be provided in a quiet area that is physically separated from children who are engaged in an activity that will disrupt a napping/resting child. Cribs and Cots (Infant and Toddler), Preschool/Pre-K aged children will have Mats, placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of resting/napping equipment. Resting/Napping equipment is placed directly on the floor and never stacked when in use. Cots are used and the agency has a variance for cot usage with infants 12 to 15 months. Separate bedding must be provided for each child in care. Bedding must be washed weekly and when soiled or wet. Blankets must also be washed weekly and when soiled or wet.

***INFANT – Crib Standard***

**A crib, with a firm mattress and fitted sheet that is size appropriate for a tight fit must be provided for each infant for which the center is licensed to provide care.** The equipment must be of safe and sturdy construction that conforms to federal crib standards. **Infants are positioned in the safe “back to sleep” position. Nothing can be placed in the crib with the infant, except the infant’s pacifier, as defined in Code of Federal Regulations, title 16, part 1511.** All infants 6 weeks to 12 months, are bedded in their own crib. Sheets and blankets will be washed weekly or more often if soiled or wet.

If an infant fall asleep before being placed in their crib, La Crèche staff must move the infant to a crib as soon as practicable, and must keep the infant within sight and hearing of staff until the infant is placed in their crib.

When an infant falls asleep while being held, staff must consider the supervision needs of other children in care when determining how long to hold the infant before placing that infant in their 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/guardian according to this paragraph, La Crèche may place the infant who has not yet begun to roll over on its own down to sleep in a once-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 La Crèche under this chapter, La Crèche must obtain informed written consent for the use of swaddling from the parent/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.**

Cots/Mats used by Preschool/Pre-K children are disinfected daily. Every effort is taken to minimize any spread of infection from one child to another.

Rest time is usually from 1:00 p.m. - 2:30 p.m. All children remain within the sight and hearing of staff during nap/rest time. Your child is checked frequently during this time. If you find it necessary to pick your child up during rest time, please let us know in advance so that we do not disrupt the other children in the classroom. A child who has completed a nap or rested quietly for 30 minutes must not be required to remain on a cot, mat or in a crib.

### **REDUCTION OF RISK OF SUDDEN UNEXPECTED INFANT DEATH**

Pursuant to [Minnesota Statutes, section 245A.1435](#), La Crèche staff must place each infant to sleep on the infant's back, unless La Crèche 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](#) a must remain on file at the infant's site 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 La Crèche has a signed statement from the parent indicating that the infant regularly rolls over at home.

Staff is trained to be attentive and nurturing in a way that aids in your child's resting. *If you prefer that your infant child, not be rocked to sleep, please notify the Lead Teacher.*

Rest time is usually from 1:00 p.m. - 2:30 p.m. All children remain within the sight and hearing of staff during nap/rest time. Your child is checked frequently during this time. If you find it necessary to pick your child up during rest time, please let us know in advance so that we do not disrupt the other children in the classroom. A child who has completed a nap or rested quietly for 30 minutes must not be required to remain on a cot, map or in a crib.

#### F. Child's Personal Articles

1. We request that children be dressed in appropriate comfortable clothing for indoor and outdoor activities. Individual lockers/cubbies are provided for children's clothing. During the winter, a pair of shoes must be available for your child to wear when children are wearing boots that don't require shoes. If desired, the shoes can be left at the Center, but we would prefer those parents be responsible for placing the shoes in the lockers that are provided.

Mittens and boots should be large enough for the child to put on alone. The child's cap, scarf and mittens should be put in the sleeve of his/her jacket upon arrival. The above information should help avoid lost articles.

**Each article of clothing should be clearly marked with the child's name.** An extra change of clothing should be left at the Center at all times in the event the child should need to change.

**Two complete changes of clothing for infants and toddlers should be available at all times as well as disposable diapers or training pants.**

#### 2. Child's Personal Articles, Toys and Books

Sharing is a just emerging trait in young children. Therefore, rather than toys, we encourage them to bring age-appropriate items such as music, or a book, which can be readily shared among the entire class (be sure the child's name is on these items). Parents are asked to help the child understand that it is not wise to bring valuable toys and other such items, and the child may not wish to share these with the group. We cannot

assume responsibility for loss or damage to items brought from home.

**G. Child/Staff Ratio**

Enough staff are in place to ensure that your child receives individualized attention and supervision. *At all times, the staff to child ratio will be not less than:*

**North site**

1:7 for Preschoolers, 1:5 for Toddlers and 1:3 for Infants

**School Age**

1:10 for Kindergarten/High 5, 1:12 for School-Age children

**North #2 site**

1:4 for Toddlers and 1:3 for Mobile Infants

**H. Visiting**

Parents of enrolled children may visit the center at any time during the hours of operation (provided there is not a court order restraining visitation).

**I. No Smoking Policy**

La Crèche Early Childhood Centers, Inc. complies with the MN Clean Indoor Air Act, MN statutes, section 144.411 to 144.417 and MN Rules Chapter 4620. Smoking is not permitted on any La Crèche property.

**J. No Pet Policy**

Pets are not allowed at our centers, with the exception of fish or classroom pets that have a DHS and Executive Director approved *Pet Action Plan*.

**K. Emergency Procedures**

1. **Missing Children:** If a child is missing, the entire staff will be notified. Immediate attempts will be made to locate the missing child by available staff members. If unable to locate the missing child within five to fifteen minutes, we will call the police, the parents and the Executive Director/designee.

2. **Unauthorized or Incapacitated Adults:** In order to release child to someone other than the usual people authorized to pick up, the parent must leave a note or call. If the pick-up person is unfamiliar, we will ask to see an I.D. If we are unsure whether the person is authorized or not, we will ask them to step into the office and contact you to verify the authorization.

***If there is a parent or other person who is legally forbidden to pick up a child, we must have a copy of the legal document (Custody Decree or Order of Protection) in order for us to be able to help secure the child's safety.***

If an obviously incapacitated person comes to pick up a child, we must intervene for the child's safety and according to our licensing requirements. We will offer to call a cab for the incapacitated person or call another parent or authorized person to come and get the child. If the incapacitated adult refuses to cooperate and is driving a vehicle, we will alert the Police.

3. **Reporting Child Abuse and Neglect: We are "Mandated Reporters" and required by law to report to Hennepin County Child Protection and MN DHS Licensor, any suspected cases of child abuse. Failure to do so may result in judicial proceedings.** Anyone suspecting abuse or neglect of a child enrolled at our Center, regardless of where the abuse or neglect occurred (including the Center), should immediately call 651-297-4123 or Hennepin County at 612-348-3552 or local law enforcement at 911. A Maltreatment Reporting form must be completed. The form may be obtained from the Executive Director in the Center's office. Confidentiality must be maintained at all times. All staff are required to read the packet of materials on child abuse and neglect within the provisional employment period.

4. When no one picks up a child by 6:00 p.m. La Crèche staff will:
- \* Attempt to reach the parent/guardian by phone
  - \* Attempt to reach an authorized friend or relative by phone to take responsibility
  - \* If none of the previous steps have worked and it's 6:30 p.m. or later, the police will be called to transport the child to a shelter.

5. **Grievance Process:** If a parent/guardian has concerns or complaints about classroom staff or any employee of La Crèche, the complaint can be made in writing or verbally to the Executive Director or the Chair of the La Crèche Board of Directors. A response will be provided within (5) business days of receiving the concern or complaint. Any situations that are in violation with child care licensing should be reported to the Department of Human Services at (651) 431-6500.

## **HEALTH AND SAFETY POLICIES FOR PARENTS**

### **HEALTH RECORD INFORMATION**

**Two Emergency Cards** must be completed before a child is enrolled into the center: (see attached forms)

**Immunization Record:** This record must give dates (month, day, and year) of immunization your child has received. It must be current and is due at the time of enrollment. Immunization records must be updated whenever your child receives additional immunizations.

**Health Record/Summary:** This information must include the date of the child's most recent physical exam (within six months), and be signed by the child's source of health care. This form is due at the time of enrollment.

**Re-examination:** At a minimum, an updated report of physical examination signed by your child's source of health care is required at least annually for children under 24 months of age, and whenever a child 24 months or older advances to an older age category.

Parents also have the responsibility to inform the center when their child has any special medical condition (i.e., asthma), needs, or allergies so that we can provide for appropriate care and support. The center must be provided with an Asthma Action Plan from the child's clinic/physician.

Dietary modification because of special dietary needs shall be made under the direction of a trained health care provider. Written permission from the child's parent/legal guardian and the child's health care provider is required.

## **MEDICATIONS**

Prescription medications will only be given with written parental consent and written physician approval. Please complete the *Permission to Administer Medication* form if your child needs a medication while in our care. Medications must be in their original container with the prescription information on the container and may be given only to the child for whom they are prescribed. Outdated/expired medications will not be given.

This policy also includes over the counter medications. Diaper rash products, insect repellents and sunscreens are an exception and need written parental approval only. These products must be used according to manufacturer's instructions. If dosage differs from manufacturer's instructions, written doctor's instructions will be needed.

## **ALLERGY PREVENTION AND RESPONSE POLICIES** **(Minnesota Statutes, section 245A.41, subdivision 1)**

Our centers welcome children with allergies, including life-threatening allergies. These can include allergies to food, insect bites, medications, and other environmental causes. Our staff is trained annually on allergy prevention and response, and documentation of this training is kept on file. When a child with a known allergy enrolls at a La Crèche center, or when a currently enrolled child develops an allergy, our center requires written documentation from both the child's parents and licensed physician. Severe allergies requiring emergency medication will require an Anaphylaxis Emergency Action Plan to be completed by the child's physician, and updated annually. This information will be available at all times onsite in the child's file, posted confidentially in the child's classroom, posted confidentially in the kitchen and food prep areas, and taken on field trips.

Our center will develop an individual child care plan (ICCP), for each child with an allergy, as specified in Minnesota Rules, part 95.03.0065, subpart 3, and under the guidance of our public health nurse. This plan will include a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information. This plan will be updated annually or following any changes made to the allergy-related information in the child's records.

Each staff person who is responsible for carrying out the individual child care plan (ICCP), will review and follow the plan annually, and after any changes have been made to the plan, including reviews of changes, will be kept on file at the center.

In the case of a child being exposed to their allergen or an allergic reaction occurs, staff will follow the individual child care plan (ICCP), and the child's parent or legal guardian will be contacted as soon as possible. Anytime Epinephrine is administered to a child at the center, 911 will be called.

**HANDLING AND DISPOSAL of BODILY FLUIDS POLICIES**  
**(Minnesota Statutes, section 245A.41, subdivision 2)**

Our center takes careful measures to reduce the risk of child and staff exposures to Blood Borne Pathogens. Staff is trained annually on the topic of blood borne pathogens, including handling and disposal of bodily fluids. Non-porous (1/4 disposable gloves, disposable bags, eye protection, and CPR masks are kept onsite to reduce exposures. Any surfaces that come in contact with potentially infectious bodily fluids, including blood and vomit, will be cleaned and disinfected with a **bleach solution (1/4 cup chlorine bleach plus water to equal one gallon)**, according to Minnesota Rules, part 9503.0005, subpart 11. All blood-contaminated material will be disposed of in a plastic bag with a secure tie. Sharp items, such as needles, used for children or staff with special medical needs, will be disposed of in a “Sharps” container that is stored out of reach of children.

**EXCLUSION OF ILL CHILD**

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 physician determines has not had sufficient treatment to reduce the health risk to others.

We will follow the exclusion guidelines listed below which are taken from *INFECTIOUS DISEASES IN CHILD CARE SETTINGS: INFORMATION FOR DIRECTORS, CAREGIVERS, AND PARENTS OR GUARDIANS*, prepared by the Hennepin County Community Health Department, Epidemiology Program.

**We must exclude a child with any of the following conditions:**

- |                           |   |
|---------------------------|---|
| Chickenpox:               | Until all blisters have dried into scabs; usually about 6 days after rash onset.  |
| Conjunctivitis (Pinkeye): | Bacterial (with pus): until 24 hours after treatment begins. (Pink or red conjunctiva with white or yellow discharge that causes matting of the eyelids; pain or redness of eyelids).   |
| Diarrhea (Infectious):    | Until diarrhea has stopped. For some infections, the person must also be treated with antibiotics before returning to child care.   |
| Diarrhea (Uncontrolled):  | Until uncontrolled diarrhea stops, or until a medical exam indicates that it is not a communicable disease. (Uncontrolled diarrhea is an increased number of stools, compared with a person’s normal pattern, along with watery stools, and/or decreased stool form that cannot be contained by the diaper or use of the toilet). |
| Fever:<br>armpit          | Until a medical exam indicates the child may return. (Axillary temperature: 100°F or higher, before fever reducing medication is  |



given, when accompanied by behavior changes, or other signs or symptoms of illness).

Impetigo: Until child has been treated with antibiotics for at least a full 24 hours.

Lice (head): Until after the first treatment and no live lice are seen.

Rash With or Without Fever or Behavior Change: Until a medical exam indicates these symptoms are not that of a communicable disease (i.e., chickenpox, fifth disease, measles, roseola, rubella, shingles, strep throat).

Respiratory Infections: (Viral) Until child is without fever for 24 hours and is well enough to participate in normal activities. No exclusion for other mild respiratory infections without fever as long as child can participate comfortably.

Ringworm (skin & scalp): Until 24 hours after treatment has been started.

Scabies: Until 24 hours after treatment has been started.

Signs/Symptoms of Possible Severe Illness: Until a medical exam indicates the child may return (unusually tired, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing).

Streptococcal Sore Throat: Until at least a full 24 hours after treatment begins and child is without fever for 24 hours.

Vomiting: Until vomiting stops (vomiting is defined as two or more episodes in the previous 24 hours).

Who is not able to participate in childcare program activities with reasonable comfort, including outdoor play; or

Who requires more care than staff can provide without compromising the health and safety of other children in care.

When a child in our care has been medically diagnosed with a communicable disease, we will notify the appropriate health authorities and follow their recommendations to provide information to parents of all exposed children. The childcare program will notify parents of exposure on the same day or within 24 hours by a written notice that will be sent home for parents to read and a phone call, if necessary.

Parents are required by State laws and our center policies to inform the center within 24 hours, exclusive of weekends/holidays, if their child is diagnosed with a communicable disease.

## **FIRST AID**

In the event of any injury or illness, appropriate first aid will be administered by trained staff. If staff decides this is an emergency situation, 911 will be contacted to provide emergency first aid. If necessary, the emergency medical service will transport your child to a medical facility as designated by emergency services. A parent or alternate listed on the Emergency Card will be contacted as soon as possible. An attempt to contact your child's source of health care may also be made.

**Staff will not transport children.** The Childcare Program Manager or his/her designee will accompany the child to the medical facility and will remain with the child until the parent arrives.

## **CARE OF ILL OR INJURED CHILDREN**

If your child becomes ill or injured while in care, he/she will be isolated away from other children under supervision of a staff person. You or your designated alternate will be contacted to pick up your child immediately. Until you arrive, your child will be monitored and comfort measures provided according to program procedures. If staff thinks it necessary, the child's health care provider will be contacted.

## **FOOD BROUGHT FROM HOME**

Children and staff are not to come into the classroom with any food such as snacks, candy, filled baby bottles, etc.

Birthdays are celebrated during afternoon snack time. Treats are allowed, provided they are commercially prepared. State law prohibits us from serving cakes or other foods that have been prepared at home.

## **HEALTH CONSULTATION SERVICES**

Our program contracts health consultation services from a licensed Minnesota Nurse. The nurse makes regularly scheduled monthly visits to each of our 3 centers. Her name is: Carly Smitkowski, RN, PHN CCHC. Her phone number is (612) 437-6478 or email to: [carly.healthconsultant@gmail.com](mailto:carly.healthconsultant@gmail.com)

## **INFANT/TODDLER PROGRAMS**

Diapering: Only disposable diapers will be used. They will be provided by the parent/guardian unless your child is in the EHS/CC Partnership Program procedures for diapering are approved by our program's health consultant and are posted in the diaper changing area. Diapering may only be done in designated areas.

Formula, bottles, and infant food will be provided by the center unless your child receives *Breast Milk*.

## **PARENTS BRINGING BREAST MILK TO THE PROGRAM**

1. Wash hands, breast, and breast pump. Express milk.
2. Use a clean container.
3. Freeze breast milk in the container until ready to use. Label with date, time removed from freezer, and child's name. Bring breast milk pre-bottled, in an insulated bag.

### **Appendix A Separation from the Group**

**Subp. 4. Separation from the group.** No child may be separated from the group unless the license holder has tried less intrusive methods of guiding the child's behavior which have been ineffective and the child's behavior threatens the well being of the child or other children in the center. A child who requires separation from the group must remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person. When separation from the group is used as a behavior guidance technique, the child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation, and the child must be returned to the group as soon as the behavior that precipitated the separation abates or stops. A child between the ages of six weeks and 16 months must not be separated from the group as a means of behavior guidance.

**Subp. 5. Separation report.** All separations from the group must be noted on a daily log. The license holder must ensure that the notation in the log includes the child's name, staff person's name, time, date, and information indicating what less intrusive methods were used to guide the child's behavior and how the child's behavior continued to threaten the well being of the child or other children in care. If a child is separated from the group three times or more in one day, the child's parent shall be notified and notation of the parent notification shall be indicated on the daily log. If a child is separated five times or more in one week or eight times or more in two weeks, the procedure in subpart 2 of DHS Rule 3 is followed. (A copy of Rule 3 is available for reviewal in the office of each Child Care Program Manager).

## **Appendix B Toilet Training**

### **POTTY TRAINING TIME**

If your child is now entering into a new stage of development, in order to make things work smoothly for the child, parent and staff, it is important that we are consistent in all areas of toilet training, both at home and at the center.

The signs of readiness for toilet training include:

1. The child is dry after a nap or a night's sleep.
2. Their speech is developed and they have words for urinating and bowel movements such as "potty."
3. The child has developed enough fine motor control to pull their clothing on and off.

### **PROCEDURE:**

1. The center staff will always use the word "potty."
2. We are fortunate to have child sized toilets which facilitates the process. You may wish to use a potty chair at home.
3. We remain within the sight and hearing of the child at all times.
4. The child will be assisted in handwashing. It is important for parents to also encourage good handwashing at home.

### **PARENT'S RESPONSIBILITY**

1. Please bring in a minimum of 4 pair of training pants for each day. Parents will need to take soiled home daily. *OSHA regulations do not permit us to launder soiled clothes.* Please remember to bring in clean underwear to replace them.
2. Have your child wear loose fitting pants with elastic waist bands so the child can easily pull down their pants. Avoid suspenders, overalls and tight pants.

### **Helpful hints:**

**Once your child has begun the process of toilet training, we prefer that the child use only training pants. Pull-ups are sometimes used because of the mistaken belief that a child will gain the concepts of toileting without an adult worrying about an accident. Pull-ups feel very much like a diaper next to the child's skin and pull the dampness away if they do wet. This does not give the child the cues needed in order to continue the toilet training process.**

**Thank you for choosing**



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*1120 Oliver Ave. North Minneapolis, MN 55411 612-521-4384*  
[www.lacrechekids.org](http://www.lacrechekids.org) [lacrechekids@hotmail.com](mailto:lacrechekids@hotmail.com)

**Ms. Phyllis J. Sloan, Executive Director**

**“Making a Difference in  
the Lives of Children!”**

**La Crèche Early Childhood Centers, Inc. - North**  
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**Minneapolis, MN 55411**  
**Open from 7:00 A.M. – 6:00 P.M.**  
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