

PARENT HANDBOOK

Iron Range Tykes Learning Center

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The owners of ***Iron Range Tykes Learning Center*** welcome you and are proud to have your child/children. We hope you feel comfortable with our environment and with the providers.

This handbook is designed to help parents understand who we are and what our expectations and policies are. All parents are expected to read this handbook and agree to follow the policies herein.

As with any policy manual, this handbook is subject to amendment as policies change or are added. Information on revisions and changes will be available to employees as soon as possible after adoption.

Parent comments and suggestions are encouraged and are taken into serious consideration as we continually adapt to new challenges. The children are not the only ones who are engaged in the learning experience – all of our staff learn from the children.

Sincerely,

Shawntel Gruba, CEO

Larissa Johnson, Center Director

Katie Mitrovich, Director/Lead Infant Teacher

INDEX

Child Care Program Plan.....	p 5
Iron Range Tykes Program Plan	
Infant Room	
Toddler Room	
Toddler Trans Room	
Preschool	
School Age	
Pricing.....	p 7
Enrollment	
Billing	
Extra Charges	
Scheduling	
Drop off/Pick up	
Suggested Separation	
Security	
Snacks & Meal Time.....	p 10
Nap & Rest	
SUIDS	
Reduction of SUIDS	
Program Drug & Alcohol Policy.....	p 13
Personalized Items at School	
Items from Home	
Clothing	
Transportation	
Parent Visitation	
Communication	
Yearly Activities.....	p 14
Enrichment Programs	
Field Trips	
Holidays	
Conferences	
Birthdays	
Programs Mission & Philosophy.....	p 15
Behavior Guidance Policy and Procedures	
Discipline	
Punishment	
Prohibited Actions	
Positive Discipline Strategies	
Separation from the Group.....	p 16

Separation Report
Persistent Unacceptable Behavior
Medical & Health Info.....p 17
Medications
Communicable Disease
Plan Ahead
Sick Policy
Sources of Emergency Care
Iron Range Tykes Learning Center’s liability
Emergency Policies.....p 17
Emergency Shelter
Fire/Tornado Drills
Severe Weather
Person Suspected of Abuse Pick Up
Special Needs
Missing Child
Procedure for Recording Accidents/Injuries
Accident Report
Emergency Preparedness Form.....p 21
Health Policies.....p 27
Infant Feeding
Preparing & Handling Infant Formula
Dietary Needs.....p 27
Infant Diets
Prescribed Diet Needs
Food Allergy Info
Allergy Prevention & Response
Parent Grievance Procedures
Maltreatment of Minors and Reporting Policy For DHS.....p 29
Where to report
What to report
Internal Review
Staff Training.....p 30
Risk Reduction Plan.....p 31

Child Care Program Plan

We are open Monday through Friday from 6:00 a.m. - 6:00 p.m.

Maximum Capacity of children served is 90

Licensed for: 90

Iron Range Tykes Program Plan

Iron Range Tykes Learning Center offers five different classrooms for children that are supervised at all times from 6 weeks of age thru 12 years of age. This program plan is below and available for you to see in the office at any time. Iron Range Tykes curriculum encourages learning through play, using a variety of activities and techniques to reach goals on a daily basis. Our developmentally appropriate curriculum provides for the whole child; it combines physical, emotional, social, and cognitive learning through an integrated approach. Each of these domains is interconnected and impacts the others. Each child care program plan was developed by a qualified teacher and will be evaluated in writing annually.

Infant room: for ages 6 weeks thru 15 months with a capacity of 12

- 6:00-8:00 Arrival/Choice time/Wash hands
- 8:00-8:30 Morning greeting
- 8:30 Wash hands/Breakfast
- 9:30-11:00 Creative activities/Listening & talking
- 11:00-11:30 Large muscle play/Outside time
- 11:30 Wash hands/Lunch
- 12:30- 2:30 Quiet time/Nap time
- 2:30-3:30 Choice time/Story time
- 3:30 Wash hands/Snack
- 4:00-4:45 Large muscle play/Outside time
- 4:45-6:00 Wash hands/Departure/Manipulative Play

* Diapers are changed every two hours or as needed throughout the day

* Parents provide a schedule for infants under the age of 1

Toddler room: for ages 16 months thru 25 months with a capacity of 14

- 6:00-8:00 Arrival/Choice time/Wash hands
- 8:00-8:30 Circle Time: Morning greeting
- 8:30 Wash hands/Breakfast
- 9:15-10:15 Small group time: Art/Music/Creativity
- 10:15-11:00 Large muscle play/Outside time

- 11:00-11:30 Wash hands/Large group time: Story & Fingerplays
- 11:30 Wash hands/Lunch
- 12:30- 2:30 Nap time/Quiet time
- 2:30-3:30 Choice time
- 3:15 Wash hands/Snack
- 3:45-4:30 Large muscle play/Outside time
- 4:30-5:00 Wash hands/Manipulatives/Story time
- 5:00-6:00 Choice time/Departure

* Diapers are changed every two hours or as needed throughout the day

Toddler transition room: for ages 26 months thru 35 months with a capacity of 14

- 6:00-8:15 Arrival/Choice time/Wash hands
- 8:15-8:30 Circle Time: Morning Greeting
- 8:30 Wash hands/Breakfast
- 9:00-9:45 Small group: Art/Creativity
- 9:45-10:15 Music
- 10:15-10:45 Large group time: Story & Fingerplays
- 10:45-11:15 Large muscle/Gym
- 11:30 Wash hands/Lunch
- 12:30- 2:30: Nap time/Quiet time
- 2:30-3:15 Choice time
- 3:15 Wash hands/Snack
- 3:45-4:15 Manipulatives
- 4:15-4:45 Large muscle/Gym
- 4:45-6:00 Wash hands/Manipulatives/Stories/Departure

*Diapers are changed every two hours or as needed throughout the day

Preschool room: for ages 36 months up to Kindergarten with a capacity of 20

- 6:00-8:15 Arrival/Choice time/Wash hands
- 8:15-8:30 Circle Time: Morning Greeting
- 8:30 Wash hands/Breakfast
- 9:00-10:00 Small Group Time/Exploration
- 10:00-10:15 Large Group Time
- 10:15-10:45 Outside time/Discovery inside
- 10:45-11:15 Wash hands/Large Muscle/Gym
- 11:30 Wash hands/Lunch
- 12:30- 2:30 Nap time/Quiet time
- 2:30-3:15 Outside time/Discovery inside
- 3:15 Wash hands/Snack
- 3:45-4:15 Manipulatives
- 4:15-6:00 Choice time/Departure

* Diapering/bathroom breaks are every 1.5 hours or as needed throughout the day

School age room: for Kindergarten thru 12 years old with a capacity of 30

- 6:00-8:00 Arrival/Choice time/Wash hands
- 8:00-8:30 Circle Time: Morning Greeting
- 8:30- Wash hands/Breakfast

- 9:15-9:45 Large Muscle Play/Gym time
- 9:45-10:45 Small Group Time: Art/Music/Creativity
- 10:45-11:30 Large Group Time
- 11:30-12:30 Wash hands/Lunch/Reading time
- 12:30- 2:30 Quiet-rest time/Quiet activities
- 2:30-3:15 Large Muscle Play/Outside time
- 3:15 Wash hands/Snack
- 3:45-4:00 Calm down activities
- 4:00-6:00 Departure/Choice time

Iron Range Tykes Pricing

Iron Range Tykes offers 3 types of care: Full time, Part time, and Drop in care. Pricing is based on age and packaged rates as follows:

- **FULL TIME-WEEKLY PKG**
 - Infants- \$185
 - Toddlers & Preschoolers- \$175
 - School Agers- \$160
 - School Agers School dy- \$32

- **PART TIME-3 DAY PKG**
 - Toddlers & Preschoolers- \$110
 - School Agers- \$100
 - School Agers School dy- \$20

- **DROP IN-1 DAY RATE**
 - Infant- \$39
 - Toddlers & Preschoolers- \$37
 - School Agers- \$35
 - School Agers School dy- \$8

A 4 day package is also available (3 day pkg 1 day pkg). We have a **3 day minimum requirement**

to hold your spot. All insurance and meals are included in this package. We offer kid friendly breakfast, lunch and afternoon snack.

We believe children and staff benefit from routine and consistency. This also gives you, as the parent, a cheaper rate the more they attend. Having your child attend more gives them stability,

routine, friendships, instructional play, socialization and more. We offer structured activities throughout the day and incorporate the same curriculum as Mt Iron- Buhl school, High Scope curriculum, to prepare your child for school.

Enrollment Requirements

Each child will need an application with a \$40.00 nonrefundable fee, a health care summary filled out by a medical source, and immunization record on file prior to enrollment. Max \$80 per family.

Billing

We bill on a weekly basis. All invoices MUST be paid by **each Friday** by 6pm or a \$50 late fee will be charged. Also, if your bill is not paid by Friday, your child/children cannot return until the bill and the \$50 late fee have been paid in full. You may pay your bill by cash, check, money order, or online through the Brightwheel application.

Extra Charges

- If you misplace or lose any paperwork and require a second copy we will charge \$2.00 a copy fee.
- There is a \$40 non refundable registration fee per child with a maximum fee of \$80.00 per family at the time of registration.
- At start date and every 6 months from there is a \$25 fee for enrichment learning and field trips.

Scheduling

We require a 3-day week minimum to hold a spot. Schedules can be set, given monthly, bi-weekly or weekly. **All schedules are due by Wednesdays the week prior** to your scheduling needs. You do have the option to change/alter your schedule that Thursday if done by 3:00 p.m. Any schedule changes handed in after that will require office approval and may be denied. **If you are picking up any later than 15 minutes, a phone call is required. We staff according to the kids schedules and may not always have room to take kids early or to have them stay late.** If you choose not to pay the minimum, you have the option to have a “drop-in” status. “Drop-in” status requires parent to call and see what days and times we have available on Thursdays the week prior to scheduling needs. We cannot guarantee any days available for a “drop-in” status. “Drop-in” status is first come first serve. If your child will not be attending childcare on a scheduled day you must call in. Two full weeks of vacation/sick is built into each package. We require a 2-week notice if you are terminating your child care needs with Iron Range Tykes Learning Center.

Our license states that we are open Monday through Friday 6:00 a.m. to 6:00 p.m. therefore your child **MUST be picked up by 6:00 p.m.** Any child/children not picked up by that time will be charged \$50 per child. This amount must be paid in full before the child can return to child care. The first time you pick your child/children up past 6:00 p.m. you will get a verbal warning; the second time is a written warning and the third time you will no longer be able to attend Iron Range Tykes Learning Center. If a child is left after 6:30 the Police will be called.

Drop Off/Pickup

Anyone can drop a child off at the center. Pick up is only authorized for parents/guardians and those authorized on the child's pickup list, per the parents' request. Parents/guardians **MUST** call or tell their child's teacher if someone off the authorized pick up list is picking up. If the authorized pick up person shows up to pick the child up and neither parent/guardian has stated this, the parent/guardian will receive a phone call and verbal permission will be required at that time for the authorized person to take the child. If a parent/guardian cannot be reached, we cannot allow the child to go with the authorized pick up person until we hear from the parent/guardian. If an unauthorized person tries to pick up they will be turned away and the parent/guardian will receive a phone call. We only allow a person over the age of 16 to pick up. All authorized pick up persons are required to have a photo ID at the time of pick up.

Suggestions For Separation

Every child handles separation from his/her parent/guardian differently.

To help with your child's drop off in the most successful way, we suggest the following tips:

- Prior to your child starting at Iron Range Tykes please make an appointment to take a tour with your child/children to visit the center and meet the child/children's teacher(s).
- On the first day we recommend, informing your child of what your plans are. Tell them you are bringing them to childcare and where you will be while they are attending. Be sure to tell them you will be picking them up and at what time this will be.
- After the teacher greets your child and you have shared whatever information necessary to make the break, give your child a hug, kiss and word of encouragement.
- Let your child know by your verbal tone and physical actions that you are sure they will have a good time. Share your confidence with your child. Stay positive and encouraging.
- Remember, by holding on or hesitating you will be confusing your child.
- If it is emotionally difficult to separate from your child, **DO NOT COMMUNICATE** this information to anyone in front of your child. Children are very perceptive and may become worried or anxious if they hear you share your concerns. This may affect their ability to adjust.
- If it is difficult to separate from your child please feel free to call throughout the day to check to your child.
- Our experience has shown the separation is more difficult on the parent than the child.
- It is very important to communicate with the teacher's any concerns or suggestions you may have prior to drop off, which can make your child's separation more comfortable.

Security

Our doors are locked at all times and require a key fob. Each family is given 2 Key fobs upon start date. There is a \$50 charge for a lost fob. Children are sent home with their parents/guardian or designated pick up person ONLY. We must be notified via written notice (signed & dated) whenever a child or children are to be picked up by another person. A photo ID is always required for pick-ups. Children are supervised with in sight and sound at all times and not permitted to leave without guardian approval.

Snacks And Mealtime

Tables must be washed and sprayed with bleach water. Hands must be washed before eating. Staff and children will wash hands prior to eating. Staff will supervise all children while eating. Staff will wash faces and hands after eating. Tables will then again, be washed and sprayed with bleach water after meals.

Breakfast is served from 8:30 am - 9:30 am.

Lunch is served from 11:30 am - 12:30 pm.

Snack is served at 3:15pm

Meals will be provided and included in your package rate. Meals are kid friendly and follow the USDA guidelines as of October 2017. Menus are posted weekly on brightwheel. If you child has a special dietary need this must be communicated in your child's application and verbalized to the child's teacher. We can accommodate certain, but not all, special dietary needs and allergies. If we cannot accommodate the parent/guardian will be responsible to provide meals/drink for their child, daily.

Infants, under 12 months ,eat on their own schedule. Children younger than 12 months must be served formula or breast milk unless written directions are on file from the child's health care provider. The center provides Parent's Choice Gentle Powder Infant formula from Walmart. You are required to bring your own bottles. You may supply your own formula. All breast milk brought into the center needs to be labeled with child's first and last name, as well as the date.

Nap and Rest Policy

Rest is a basic human need. An infant spends most of the day in sleep, although periods of sleep are relatively short. As the child matures, gradual reduction occurs in the number of naps. A child who no longer naps requires a rest/quiet period. Children will choose to obtain their quiet or rest in different ways. It is therefore necessary for Iron Range Tykes to have a policy on naps and rest periods. Toddlers are required to nap or have quiet activities from 12:30-2:30 p.m. daily. Preschool parents have the choice of nap or quiet activities, which is held at the same time as toddler's nap. Quiet time activities may consist of a movie, reading or puzzle.

A. Confinement Limitation: A child who has completed a nap or rested quietly for 30 minutes will not be required to remain in crib or cot.

B. Placement of equipment: Naps will be provided in a quiet area that is physically separated from children who are engaged in an activity that will disrupt a napping or resting child. Cribs, cots, and beds are placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment. Cribs, cots, and beds are placed directly on the floor and must not be stacked when in use.

C. Bedding: Separate bedding is provided for each child in care. Bedding is washed weekly and when soiled or wet. Blankets are washed or dry cleaned weekly and when soiled or wet.

D. Crib standard: A crib is provided for each infant for which the center is licensed to provide care; four cribs for four infants. The equipment must be of safe and sturdy construction that conforms to federal crib standards under Code of Federal Regulations. 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 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 the license holder has a signed statement from the parent indicating that the infant regularly rolls over at home. These forms are included with the Child Application.

E. If an infant falls asleep before being placed in a crib, we will move the infant to a crib as soon as practicable, and will keep the infant within sight until the infant is placed in a 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 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, we 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 provided by the commissioner and prepared in partnership with the Minnesota Sudden Infant Death Center.

Sudden Unexpected Infant Death Syndrome (SUIDS)

The Center follows the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for safe sleep environments to reduce the risk of SUIDS.

- All infants (under one year of age) will be placed on their backs in a safety approved crib unless a written note from the infant's health care provider is provided stating the

medical reason and the specific time frame that an alternate sleep position or alternate sleep surface (e.g. car seat) is required.

- Infants will not sleep in car seats, swing, bouncy seats, or other soft surfaces.
- All infants must be removed from their car seats (and have any outer clothing removed) by their parents and given to the child care provider when they arrive.
- All infants head will remain uncovered.
- Soft materials such as pillows, stuffed toys, loose bedding, bumper pads, quilts, and comforters will not be placed in infants' sleep environment. Only a thin receiving blanket.
- Supervised 'tummy time' will be observed while infant is awake.
- Bibs, necklaces, and hats will be removed before laying an infant down for sleep.
- Infants will only sleep on a firm tight-fitting mattress with a tight-fitting fitted crib sheet
- All staff members have taken SUIDS training

Reduction of Risk Of Sudden Unexpected Infant Death in Licensed Programs

When a license holder is placing an infant to sleep, the license holder must place the infant 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 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 the license holder has a signed statement from the parent indicating that the infant regularly rolls over at home.

The requirements of this section apply to license holders serving infants younger than one year of age. Licensed child care providers must meet the crib requirements. A correction order shall not be issued under this paragraph unless there is evidence that a violation occurred when an infant was present in the license holder's care.

If an infant falls asleep before being placed in a crib, the license holder must move the infant to a crib as soon as practicable, and must keep the infant within sight of the license holder until the infant is placed in a crib. When an infant falls asleep while being held, the license holder 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 infant nap room is equipped with a monitor and is checked every 15 minutes which is documented on a sheet on the nap room door. 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, the license holder must obtain informed written consent for the use of swaddling from the parent or guardian of the infant on a form provided by the commissioner and prepared in partnership with the Minnesota Sudden Infant Death Center.

Program Drug And Alcohol Policy

Iron Range Tykes prohibits license holders, employees, subcontractors, and volunteers, when directly responsible for persons served by the program, from abusing prescription medication or being in any manner under the influence of a chemical that impairs the individual's ability to provide services or care. The license holder must train employees, subcontractors, and volunteers about the program's drug and alcohol policy

Personalized items at school

We personalize the environment for the children in the following way:

- Labeling cubbies/hooks/bins with names
- Recognizing children's birthdays

Items from home

We do not allow toys or materials from home to be brought in to the center unless a show and tell is asked of the child from the child's teacher. We explain to the children that "toys and materials from home belong to one person, and toys and materials at the center belong to everyone". We also do not allow food from home except for birthdays. Birthday treats must be store bought and packaged to be allowed in the center. Gum is never allowed in the center. We do accept toy, art supply and office supply donations. If you wish to donate, please see the office.

Clothing

Play clothes are always encouraged at the center. For safety reasons, we ask that children wear tennis shoes or rubber soled shoes; no clogs, flip flops, or cowboy boots. We also ask that the shoes fit according to the child's correct size. Too big of shoes become a hazard. Outerwear changes of clothes should be labeled clearly with child name or initials. We encourage the children to be responsible for their own belongings.

Transportation

We are happy to send/receive your child on their designated bus if the parent/guardian has made the proper arrangements from the schools. Virginia, Mt. Iron-Buhl, Eveleth-Gilbert, Cherry and Marquette buses all come to the front door. We cannot allow your child to leave with another individual, aside from parents and individuals listed on application, unless we have been notified in writing.

Parent Visitation Policy

Iron Range Tykes Learning Center encourages an “open door policy”. This means that parents/guardians are welcome at any time. We are proud of our program and enjoy parent/guardian involvement. Parents will be welcomed by teachers and shown the most appropriate way to observe and interact with the group during their scheduled activities.

Communication

Open communication between parents/guardians and teachers/staff is essential. Your child will benefit from regular parent/teacher communication.

Conferences are scheduled twice a year in the Spring and the Fall. This is an opportunity to share our observations of your child’s intellectual, physical, social, and emotional progress and discuss your observations. Reports will be on social, Fine motor, Math, gross motor, reading readiness, self-reliance, practical, social/emotional, work habits, eating habits, and colors/shapes.

Parents bulletin will be posted with general information, community events, adult education and special child care notices as shared by both parents and staff.

Phone & written communication will be utilized to attempt to reach out to a parent/guardian in the event of a situation arising where we feel it needs to be addressed in a timely manner. We request that the parent/guardian keep the teachers & staff informed of your child’s needs, concerns and feelings.

Yearly Activities

Enrichments programs during the year there will be various educational and cultural activities planned for the children. Parents/guardians will be notified to such activities prior to the time. Some of the enrichment and cultural activities may include but are not limited to: storytellers, fire safety speakers, students from local schools putting on skits/plays, safe animal interactions, and musicians. On rare occasions, a special trip, summer recreation programs and other program activities may require an additional fee.

Iron Range Tykes does not participate in any form of research, experimental procedure or public relations activity involving a child.

Field trips will be scheduled throughout the year. Parents/guardians will be notified prior to the time of the field trip. Written permission is required from parent/guardian before each field trip the child may attend.

Holidays are observed and celebrated at Iron Range Tykes Learning Center. In respect to all children, we will not celebrate the religious aspect of any holiday. We will celebrate New Year’s, Christmas, Thanksgiving, Fourth of July, Easter, St. Patrick’s Day, Halloween, Valentine’s Day, presidential birthdays, Mother’s/Father’s Day, Earth Day, famous national individuals and historical events.

The center will be closed the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.

Birthdays will be celebrated per the parent's request. Birthday treats are allowed only if they are provided store purchased and in original packaging. Please remember that they need to be age accommodating.

Programs mission and philosophy

Iron Range Tykes aims to offer safe and nurturing childcare at all times. Our goal is to provide learning through play in all aspects, including outside play. Close personal attention with smaller class sizes is essential to providing a quality experience for all children; therefore, adequate and experienced personnel will be hired to ensure each child has the proper supervision while in our care.

Iron Range Tykes Learning Center staff will strive to provide the Highest Quality Childcare and Educational Service that promotes and enhances each child's development; while assuring our parents peace of mind in the care and service we render. We provide a wide range of age-appropriate learning opportunities for children from 6 weeks thru 12 years of age to develop and grow intellectually, socially, and emotionally, while in a child friendly environment. Children here are encouraged to be children; we do not believe they are small adults. The individual progress, growth, and development of every child are important to us. The environment at the Center promotes learning while having fun during the process. Through a mixture of hands-on experiences, group activities, and individual play, our children develop the intellectual, social, emotional, and physical skills necessary for all aspects of life and growth.

Parent comments and suggestions are encouraged and are taken into serious consideration as we continually adapt to new challenges. The children are not the only ones who are engaged in the learning experience - all our staff and parents also learn from the children.

Behavior Guidance Policy And Procedures

Iron Range Tykes Learning Center is committed to ensure that each child is provided with a positive model of acceptable behavior while providing a safe, happy, and nurturing environment. The behavior guidance policy and procedures is tailored to the developmental level of the children that our center is licensed to serve; 90. Our goal is to help each child grow to his or her potential, and participate in our community at the Center and, ultimately, in the community overall. As with any community, large or small, rules are necessary to ensure smooth functioning and to reduce conflict. With children, it can be difficult to enforce these rules without appropriate strategies of behavior management to create a sense of discipline. Before we continue, two terms need to be specifically defined to understand our approach to behavior management:

Discipline the ongoing process of helping children to develop self-control for self-management while protecting and maintaining the integrity of the child.

Punishment the use of negative consequences to correct unacceptable behavior

Each child potentially presents a unique behavioral challenge, and thus we deal with each situation and circumstance individually. The techniques we use are designed to help the child take responsibility for his or her actions by teaching appropriate behaviors and, when the child acts inappropriately, using positive redirection and reinforcement. Harsh, humiliating, and shaming techniques are counter-productive in most cases, and are thus not used. There is no use of mechanical restraints, such as tying. Only the use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm.

Prohibited Actions

These following actions are prohibited by or at the direction of a staff person. Subjection of a child to corporal punishment which includes but is not limited to rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching hitting and spanking. Subjection of a child to emotional stress which includes but is not limited to name calling, ostracism, shaming, making derogatory remarks about a child or the child's family and using language that threatens, humiliates, or frightens a child. Separation from the group except within rule requirements, the use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm, and the use of mechanical restraints, such as tying such as tying, Punishments for lapses in toileting. Withholding food, light, warmth, clothing or medical care as a punishment for unacceptable behavior.

Separation from the Group

Separation of a child from the group except within rule requirements

No child may be separated from the group unless the following has been occurred:

- a less intrusive method of guiding the child's behavior have been tried and were ineffective.
- The child's behavior threatens the well-being of the child or other children in the program.
- A child who require 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.
 - The child's return to the group must be contingent on the child stopping or bringing under control the behavior that precipitated the separation.
 - The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.
- Children between the ages of six weeks and 16 months must not be separated from the group as means of behavior guidance.

Separation Report

When a child is hurting him- or herself, others, or things and cannot be redirected, staff will call the directors for additional help and intervention. The administrator will decide if the child needs to be removed from the room for a short period. All separations from the group must be noted on a daily log that must include the following: The child's name, the staff person's name, time, date, information indicating what less intrusive methods were used to guide the child's behavior, and how the child's behavior continued to threaten the wellbeing of the child or other children in care. If a child separated from the group three or more times in one day, the child's parent shall be notified, and the parent notification shall be indicated on the daily log. If a child is separated five or more times in one week, eight times or more in two weeks, a meeting between the teacher, director/s, and parents will be required.

Persistent Unacceptable Behavior

The applicant and license holder must develop written procedures for dealing with persistent unacceptable behavior that requires an increased amount of staff guidance and time. These procedures include the following:

- A journal of staff observations of the child's unacceptable behavior and staff responses to the behavior.
- How staff plan to address the behavior documented.
- A plan established with consultation of the child's parent on how to deal with the behavior
- A conference between child's parent, teacher and director/s.
- If no improvement, care may be terminated with a two day notice.
- At any given time for any reason your care can be immediately terminated if your child, the staff, other children, or equipment is at risk for concern.

Medical & Health Information

We are required by MN department of Human Services to have on file, a medical form, for each child enrolled at our center. This form must be completed by the child's physician and include immunization dates. Each time a child progresses into another room at the center, they are required to have a new medical form and updated immunization record.

Medications

Teachers will administer medication to children under the following conditions:

*Medication comes in a clearly and properly labeled pharmacy container with child name, dose, directions, and expiration date.

*Medication is not expired.

*Parent has filled out a required medication permission form fully with signature and date.

*Over the counter medications are accompanied by a signed doctor's permission form.

NO MEDICATION of any form should be packed in your child's backpack.

*Parent(s) are welcome to stop by the center to administer medications they wish their child to have.

* Staff will administer medications during a life-threatening event or when a medical sheet is properly filled out. Following administration of epinephrine, the emergency services will be called, and the parent notified. It is the responsibility of the parent to replenish the medication stored in the center and to ensure the medication is current (not expired).

Communicable Diseases

If a child at our center contacts a communicable disease, we ask that the parent/guardian notify us immediately. We will post the information, with exclusion of child's name, for other parents to be notified and informed.

Plan Ahead

Many children can become ill shortly after entering a group situation, especially if they have had limited exposure to other children. This adjustment period is usually short and not serious. Please refer to the sick policy to address instructions for sick children.

Sick Policy

Parents should notify the teacher when they drop their child off if the child did not eat well, did not sleep well, or seems to be out of sorts. Parents should also notify the teacher if their child has been diagnosed with pink eye, strep throat, chicken pox, measles, lice, scabies, etc. If a child becomes ill at the center, parents will be notified to come and pick their child up immediately. If parents cannot be reached, the center will call the persons authorized by parents to pick up the child. Until the parents come, ill children will be separated from the group.

The center's policy is stringent: ***Iron Range Tykes Learning Center*** does not care for sick children. Therefore, each parent must make other arrangements for their child when they are sick. The center keeps sick children out of the center, so the healthy children remain healthy. The center has no facilities to care for sick children. Children should remain home when any of the following situations arise:

- Cannot participate in daily routine.
- The child's temperature is 100°F or above (a temperature is the body's basic defense mechanism to battle illness, so a temp is an indicator that a child is ill. Parents should not give their child medicine to reduce fever and then bring them to the center).
- The child has any communicable infectious disease such as pink eye, measles, chicken pox, mumps, strep or bronchial infection.
- The child has any infectious or unidentified skin disease or rash, such as active fever blisters, thrush or impetigo.

- Parents must NOT bring their child to the center if their child has diarrhea regardless of the cause. Children shall be excluded from attending the center until the child is without nausea, diarrhea or vomiting for 24 hours.
- With influenza or other illnesses with fever, children shall be excluded from attending the center until the child is without fever for 24 hours without the aid of medicine.

Sources of Emergency Care

Mt. Iron Fire Department (218) 748-7570

Mt. Iron Police Department (218) 748-7574

Virginia Hospital (218) 741-3340.

We will dial 911 for emergency services.

Iron Range Tykes Learning Center's liability

Insurance to protect your child in case of accidents requiring medical attention is Otis-Magie Insurance Agency of Virginia.

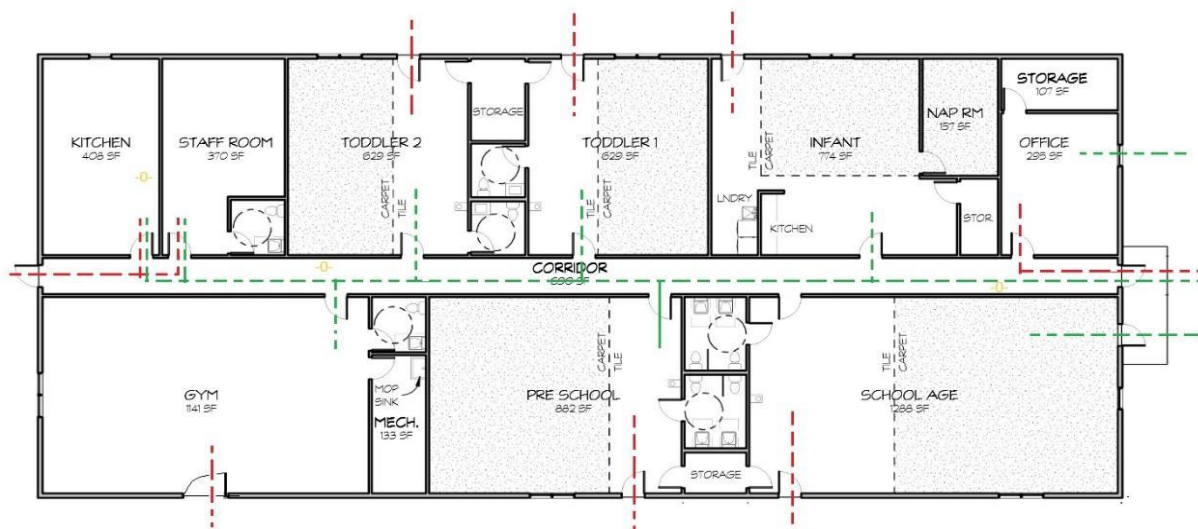
Emergency Policies

Emergency Shelter

Our center's gym is specially designed as a protective storm shelter. In the event that the center becomes unsafe for the children the staff will move the children to Lake Country Power at 8535 Park Ridge Dr (across the street of the center) and parents will be notified immediately through brightwheel app.

Fire Drills

We have mandated monthly fire drills all year and tornado drills from January through December, which are logged and filed listing the following: date, time, staff present, number of children present, and management person present. First staff at the scene closes off fire area, pulls fire alarm if available, and picks up the tablet and emergency backpack. Other staff get children to safety outside of the building by use of either the primary or secondary fire exit posted in each classroom. A copy of this is below for your reference. A count of children is made when all are outdoors. The outside meeting place is the sign in the parking lot of Iron Range Tykes Learning Center. One staff member will call 911 (from outside of the building) after everyone has been evacuated from the building and wait for the fire department. Parents will be notified via our brightwheel app. No one will return to the building until the fire department officials have given approval.



FLOOR PLAN
3/32" = 1'-0"

- Primary exit evacuation route
- Secondary exit evacuation route
- 0- Fire extinguisher

IRON RANGE TYKES LEARNING CENTER
8440 ENTERPRISE DRIVE SOUTH
MT IRON MN 55768

Sources of Emergency Care
Mt Iron Fire Department (218) 748-7570
Mt Iron Police Department (218) 748-7574
Virginia Hospital (218)741-3340.
We will dial 911 for emergency services.

Owner: Shawntel Gruba (218) 349-7196
Maintenance/Repair: Adam Gruba (218) 349-3832
Relocation site: Fairview clinic @ 8496 Enterprise
Dr S (2 blocks right of center) 741-2250

Tornado Drills

We have mandated tornado drills from April through September, which are logged and filed listing the following: date, time, staff present, number of children present, and management person present. Our center’s gym is specially designed as a protective storm shelter. Each class room teacher will gather the tablet and emergency backpack. Other staff will get children to storm shelter located in the gym. After everyone is in attendance parents will be notified via our brightwheel app.

Severe Weather Plan

If a blizzard/storm/tornado develops where the children are unable to leave the center the staff is also required to stay until all the children are gone. The center maintains food, medical supplies, clothes and extra blankets which would sufficiently supply all the children and staff. Every precaution will be taken to ensure the safety of all the children. In the event of bad weather and a decision is made to close the center early all parents will be notified. Authorized/emergency pickups will be notified if the parents are unable to be reached. The center director reserves the right to not open the center due to weather conditions.

Person who is suspected of abuse attempts to pick up a child

We cannot restrict a parent access to their child/children. Staff can offer to call the child’s emergency contacts to come pick up child. If none can be reached staff will call Police.

Special needs

Special attention will be given to any child with special needs during an emergency.

Missing Child

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 immediately notify the Directors, the Police, and the child’s parent/guardian.

Procedures for recording any accidents, injuries & incidents involving a child enrolled in the center

Staff must provide written record of all accidents, injuries, and incidents must include the following: name and age of the persons involved, date of the accident injury or incident, place of the accident injury or incident, type of injury, action taken by staff persons, and to whom the accident injury or incident was reported.

If a serious injury or death occurs, we are required to report the incident within 24 hours of being notified of the incident on the serious injury/death report. The report needs to be submitted electronically to DHS on the childcare center serious injury and death reporting form.

Emergency Preparedness Form

Child Care Emergency Plan

Instructions: State law requires the following providers to use this form to create an emergency preparedness plan: (1) licensed child care centers (Minn. Stat. 245A.41, Subd. 3), (2) licensed family child care providers (Minn. Stat. 245A.51, Subd. 3), and (3) certified child care centers (Minn. Stat. 245H.15). Please refer to the Keeping Kids Safe planning guide for guidance in creating your emergency preparedness plan.

1. Provider Information

DATE CREATED March 2018	DATE(S) REVISED 1/8/2019
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PROVIDER NAME

Iron Range Tykes Learning Center

ADDRESS 8520 Park Ridge Dr	CITY Mt Iron	STATE MN	ZIP CODE 55768
PHONE NUMBER 218-248-6881	EMERGENCY PHONE 218-349-7196-Shawntel, 218-750-7383-Larissa, 218-780-5890-Katie		

2. Shelter-in-Place / Lockdown Procedures If we need to stay in the building due to an emergency, the following procedures will be followed

LOCATION 1 (IN-BUILDING) Bathroom in classroom/Nap room	LOCATION 2 (IN-BUILDING) Closets in classroom
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PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN Describe your procedures (who, what, where, when)
Teachers are responsible to gather all children into the bathroom/nap room in classroom and do a headcount. The aide is responsible to grab the emergency backpack and grab the necessary medications and the tablet. Emergency contact information is kept in the backpack. The teacher will dial 911 and try to keep the kids as quiet and calm as possible.

SHELTER-IN-PLACE / LOCKDOWN FOR CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions
The aide/AT will assist children with disabilities or chronic medical conditions into the bathroom as well. All children will be together and have access to the emergency supplies.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

Once all children are safe and secure in their designated room, the teacher will dial 911 from their cell phone.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

Parents will have a copy of our evacuation/relocation procedures. They will be notified via our parent portal after 911 has been contacted.

Emergency Kit for Shelter-in-Place / Lockdown Situations

PLEASE DESCRIBE YOUR EMERGENCY KIT. Please see Keeping Kids Safe for more information about how to use your emergency kit during shelter-in-place and lockdown situations

Our emergency backpack in each room will contain a first aid kit with the following: Flashlight with charged batteries, bandages, bandage tape, gloves, gauze, hand sanitizer, disinfecting hand wipes. The backpack will also contain an emergency list of action steps and phones numbers. The tablet which contains all children/parent info will also be in there.

3. Evacuation and Relocation Procedures

IF WE NEED TO EVACUATE OUR SITE AND RELOCATE TO ANOTHER SITE, THE FOLLOWING PROCEDURES WILL BE FOLLOWED

EVACUATION ROUTES AND EXITS Show how you and the children will leave from any room in the building

The teacher will do a head count, while the aide grabs the emergency backpack and iPad. Each room will exist the building using their primary exit, however, will not hesitate to adjust these routes to avoid dangerous areas.

EVACUATING INFANTS AND TODDLERS Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building

Teacher will get one or two cribs from the nap room and put infants in them, while aide grabs the emergency backpack and tablet. Teacher will do headcount and both staff will exist by wheeling the cribs out their primary or secondary exit. All staff will relocate to the Fairview Clinic, which is our designated relocation site.

EVACUATING CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS Describe any special circumstances or procedures needed for evacuating children with disabilities or chronic medical conditions from the building including procedures for storing a child's medically necessary medicine

Teacher will do a headcount while aide grabs emergency backpack and iPad. The aide/ AT will assist children with disabilities or chronic medical conditions to the relocation site. A second headcount will then take place.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

Emergency responders will be notified through our alarm system, as well as staff dialing 911 once at relocation site.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

Parents will have a copy of our evacuation/relocation procedures. They will be notified via brightwheel after 911 has been contacted.

Emergency Kit for Evacuation and Relocation Situations

DESCRIBE YOUR EMERGENCY KIT. Please review Keeping Kids Safe for more information about how to use your emergency kit during evacuation and relocation situations

Our emergency backpack in each room will contain a first aid kit with the following: Flashlight with charged batteries, bandages, bandage tape, gloves, gauze, hand sanitizer, disinfecting hand wipes. The backpack will also contain an emergency list of action steps and phones numbers. The tablet which contains all children/parent info will also be in there.

Relocation - Location 1

BUILDING NAME Lake Country Power	REASON(S) TO EVACUATE TO LOCATION 1		
ADDRESS 8535 Park Ridge Dr.	CITY Mt Iron	STATE MN	ZIP CODE 55768
PHONE NUMBER 1-800-421-9959	EMERGENCY PHONE		

TRANSPORTATION TO LOCATION 1

Walking

OTHER DETAILS

Relocation - Location 2 (optional)

BUILDING NAME	REASON(S) TO EVACUATE TO LOCATION 2		
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	EMERGENCY PHONE		

TRANSPORTATION TO LOCATION 2

OTHER DETAILS

4. Parent/Guardian and Child Reunification Procedures

If we need to evacuate, shelter-in-place, or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians or designated contacts as soon as it is safe.
PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

Parents will have a copy of our evacuation/relocation procedures. They will be notified via our parent portal after 911 has been contacted. In the event a parent cannot be contacted, the next authorized contact person on their emergency card will be notified

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

Each room will have their own emergency backpack containing each child's emergency contact information.

Release Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification) OTHER DETAILS ABOUT RELEASE OR REUNIFICATION

5. Continuing Operations Procedures

In the period during and after a crisis, the following procedures will be followed regarding continuing operations

Notification and Decision Making

THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION-MAKING PROCESS REGARDING CONTINUED OPERATIONS DURING A CRISIS.

The owner, the directors the parents, and the staff's emergency contacts.

THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION MAKING-PROCESS REGARDING CONTINUED OPERATIONS AFTER A CRISIS

The owner, the directors, all the enrolled families, all staff, and the DHS licensor.

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS

6. Emergency Contact Information

For Emergencies - Dial 911

Law Enforcement Agencies

CITY (if applicable) Mt Iron	CONTACT NAME Sgt John Backman	
NON-EMERGENCY NUMBER 218-748-7574	24-HOUR EMERGENCY NUMBER 911	
CITY (if applicable) Virginia	CONTACT NAME Allen Lewis	

NON-EMERGENCY NUMBER
218-748-7520

24-HOUR EMERGENCY NUMBER
911

Utility Emergency Phone Numbers

ELECTRIC	COMPANY City of Mt Iron	
CONTACT PERSON Tim Satrang		24-HOUR EMERGENCY NUMBER 748-7570
GAS	COMPANY	
CONTACT PERSON		24-HOUR EMERGENCY NUMBER
WATER	COMPANY City of Mt Iron	
CONTACT PERSON Ty Hebl		24-HOUR EMERGENCY NUMBER 748-7570

General Emergency Resource Numbers

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES St. Louis County Attorney's Office	PHONE NUMBER 218-726-2323
POST-CRISIS MENTAL HEALTH HOTLINE Range Mental Health Center	PHONE NUMBER 218-741-4714
FIRE DEPARTMENT City of Mt Iron	PHONE NUMBER 218-748-7570
OTHER	PHONE NUMBER

NAME OF INSURANCE AGENCY

Otis-Magie Insurance Agency

INSURANCE CONTACT PERSON

Marion Delage

PHONE NUMBER

218-248-8396

Licensing or Certification Information

LICENSING OR CERTIFICATION NUMBER

1093043

LICENSED OR CERTIFIED BY STATE OR COUNTY

Minnesota

LICENSOR NAME

Joy Johnson

LICENSOR PHONE

651-431-5729

Child Care Assistance Program (CCAP) Information (If applicable)

CCAP PROVIDER ID

38734

CCAP AGENCIES REGISTERED WITH

St. Louis County

CCAP AGENCY PHONE
NUMBER(S)

218-726-2064

Koochiching County

218-283-7000

Health Policies

Infant Feeding

We will obtain written dietary instructions from the parent of the child, have the infant's feeding schedule available in the food preparation area, and offer the child formula or milk and nutritionally adequate solid foods in prescribed quantities at specified time intervals. Sanitary practices/procedures are used to prepare, handle, and store formula, breast milk, solid foods, and supplements. Infants 12 months and under must be given breast milk or formula. Once the infant turns 1 year old, they will be given whole milk. Any formula or breast milk brought into the center from home must be labeled clearly with child's first and last name.

Preparing, Handling and Storing Formula

Staff will wash hands and surfaces. Infant bottles are labeled with the baby's name and the date and time the formula was prepared. Prepare formula according to container label. Refrigerate prepared bottles until ready to use and use them within 48 hours from the time they were prepared. Do not feed a baby a bottle left out of the refrigerator for 1 hour or longer. For babies who prefer a warm bottle, staff will warm the bottle immediately before feeding by holding it under running warm water. Never use a microwave to heat the formula. Throw out prepared formula not used within 48 hours.

Dietary Needs

Infant diets

The diet of an infant must be determined by the infant's parent. The license holder must ensure that sanitary procedures and practices are used to prepare, handle, and store formula, milk, breast milk, solid foods, and supplements. Procedures must be reviewed and certified by a health consultant. A center serving infants must: obtain written dietary instructions from the parent of the child; have the infant's feeding schedule available in the food preparation area; offer the child formula or milk and nutritionally adequate solid foods in prescribed quantities at specified time intervals; and label each child's bottle.

Prescribed diet needs

The license holder must provide for a child's dietary needs prescribed by the child's source of medical care or require the parent to provide the prescribed diet items that are not part of the menu plan approved. A license holder serving a child who has a prescribed diet must keep the diet order and its duration specified in the child's record. All staff designated to provide care to the child must be informed of the diet order.

Food allergy information

Information about food allergies of the children in the center must be available in the area where food is prepared or served to children with allergies. All staff providing care to the child must be informed of the allergy.

Allergy Prevention & Response

Before admitting a child for care, the license holder must obtain documentation of any known allergy from the child's parent or legal guardian or the child's source of medical care on application. If a child has a known allergy, the license holder must maintain current information about the allergy in the child's record and develop an individual child care program plan. The individual child care program plan must include but not be limited to 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. The license holder must ensure that each staff person who is responsible for carrying out the individual child care program plan review and follow the plan. Documentation of a staff person's review must be kept on site. At least annually or following any changes made to allergy-related information in the child's record, the license holder must update the child's individual child care program plan and inform each staff person who is responsible for carrying out the individual child care program plan of the change. The license holder must keep on site documentation that a staff person was informed of a change. A child's allergy information must be available at all times including on site, when on field trips, or during transportation. A child's food allergy information must be readily available to a staff person in the area where food is prepared and served to the child. The license holder must contact the child's parent or legal guardian as soon as possible in any instance of exposure or allergic reaction.

The license holder will contact the child's parent or legal guardian as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. License holder must call emergency medical services when epinephrine is administered to a child in the license holder's care. Documentation will be kept on site for any changes made to allergy-related information in the child's record and the license holder will update the child individual child care program plan and inform each staff person who is responsible for carrying out the individual child care program plan for the change. Documentation of the child's individual child care program plan in regard to allergies will be available at all times including on site, when on field trips or during transportation.

Each staff person who is responsible for carrying out the individual child care program plan will review documentation annually and documentation of the review will be kept on site.

Parent Grievance Procedures

If there are any issues, problems, or worries in your child's room please talk to the teacher immediately. If the issue has not been taken care of, after you have discussed it with the teacher, you must bring it to the attention of the director. Any issues above and beyond that: *Department of human services licensing # 651-431-6500.*

Maltreatment Of Minors Mandated Reporting Policy For DHS Licensed Programs

Who Should Report Child Abuse and Neglect

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

Where to Report

If you know or suspect that a child is in immediate danger, call 911. Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county child protection services. Reports concerning suspected abuse or neglect of children occurring in all other facilities licensed by the Minnesota Department of Human Services should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600. Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at 218-471-7128 or local law enforcement at 218-748-7574. If your report does not involve possible abuse or neglect but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services Licensing Division at (651) 431-6500.

What to Report

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

In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from MN Department of Human Services Division of Licensing December 2016 programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations. Retaliation prohibited an employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Internal Review

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether: (i) related policies and procedures were followed; (ii) the policies and procedures were adequate; (iii) there is a need for additional staff training; (iv) the reported event is similar to past events with the children or the services involved; and (v) there is a need for corrective action by the license holder to protect the health and safety of children in care. Primary and secondary person or position to ensure internal reviews are completed the internal review will be completed by owner Shawntel Gruba. If this individual is involved in the alleged or suspected maltreatment the center director, Larissa Johnson, will be responsible for completing the internal review. Documentation of the internal review the facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request. Corrective action plan based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

Staff Training

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act. 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. 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.

Discrimination Statement

We do not discriminate in admission of children in the center. It is illegal to discriminate against children or parents because of race, color, gender, religion, age, disability, or national origin.

Risk Reduction Plan

A risk reduction plan will be reviewed and documented annually along with staff orientation on the risk reduction plan. When conducting the review of the license holder must consider incidents that have heard in the center since the less revealing including the assessment factors in the plan, the internal reviews conducted under this section in any, since been no treatment findings in any, and incidence that caused injury or harm to a child in any better that occurred since the last review. Please find this form in the office.