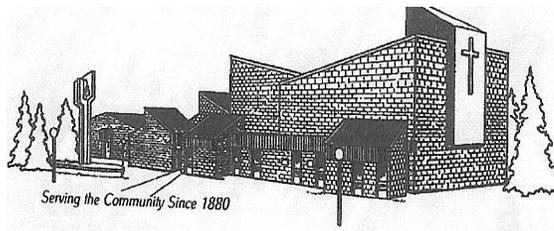




# INFORMATION FOR PARENTS

Bethesda Lutheran Church  
401 40<sup>th</sup> Avenue South  
Moorhead, MN 56560  
Phone: 701/212-6637  
[www.bethesdaallstars.com](http://www.bethesdaallstars.com)



Updated October 12, 2018

## General Information

### Bethesda All Stars Mission

- To provide caring and educational childcare, serving the needs of our community in a Christian atmosphere.

### Bethesda All Star Philosophy

- We believe that children are competent, unique, individuals who learn best through active participation in playful interaction with their environment.
- We respect the rights of all children to develop socially, emotionally, spiritually, and cognitively in a positive environment that best supports their development of trust, individual learning style, personality, and developmental level.
- We strive for the ability to teach children respect for one another, love of neighbor, self, and God.
- We believe that parents are a child's first and foremost teacher, and work in partnership with the families we serve and care for, nurture, and educate the child.

**BAS** is a Christian setting.

- We offer opportunities for spiritual development through Bible stories, art, and songs. We give Thanks for our many Blessings through prayers said at meals and devotional prayers.
- We encourage children to love each other as God has taught us to love.
- We participate in weekly Chapel with pastors and other religious education staff of Bethesda Lutheran Church.
- We realize and understand that not all of us follow the same religion, and we respect the rights of others to worship in their own way.
- Our spiritual goal is to teach children of God's love for the entire world and to grow in a way that respects love.
- We ask that all families respect the faith based nature of our child care center.

At **BAS**, we strive to work as a team to best serve all children.

We hold monthly staff meetings which serve as an outlet to address problems and to share with other teachers our successes and challenges.

We address facilities improvements and parent services.

We hold training for our teachers to further their knowledge of working with children. Each teacher is given time each week to prepare and plan activities for your child.

## **History**

Bethesda Lutheran Church is always searching for ways to help the community. A research of existing child care centers in Fargo-Moorhead was conducted by a committee at Bethesda during the fall of 2004. The research revealed that a need exists for school-age children in our community. Newly built Reinertsen Elementary School, located within a mile of Bethesda, opened September 2004. In January 2005 the congregation authorized the development of a child care center for school age children.

The center follows Bethesda's mission to be a place of healing dedicated to offering the community opportunities to experience the grace of God and to respond in Christian commitment by providing childcare in a positive, caring and loving environment. Bethesda's legacy has always been to extend a hand to help those in need. Bethesda Lutheran Church is a part of the Northwestern Minnesota Synod and celebrated its 125<sup>th</sup> anniversary in May 2005. Membership is 735 baptized members ranging from young growing families to the elderly members.

Bethesda Lutheran Church at 401 40<sup>th</sup> Avenue South, Moorhead, MN was built in 1972. The former Bethesda church building at 6<sup>th</sup> Street and 2<sup>nd</sup> Avenue, Moorhead, MN was donated in 1973 to become Churches United for the Homeless. It was used for the homeless until its demolition in 2005 due to the deteriorating condition of the 19<sup>th</sup> century building. We are active sponsors of the new homeless shelter and continue to support this ministry in our local community.

Bethesda has always seen education and the care of our youth as a high priority. In 1956, the Harbor School for physically and mentally handicapped persons used the church building for its school until Bethesda relocated in 1972. Wonder Years, a privately owned half-day preschool, was located in Bethesda from 1991-1996.

We will continue to help the families in our community and pray that we will be able to extend our helping hands to many more children in the near future.

## **Operating Budget**

Parent tuition fees will support the majority of the operating budget; however, other financial resources may include reimbursement from Minnesota's food program, private grants, and private contributions.

## **Fundraising**

It is the expectation that all families will actively participate in the BAS fund raisers, through sales or volunteerism. Money raised will benefit all of the children in the child care center in a variety of ways including: field trip transportation, admission fees, our tuition assistance program, and large ticket items such as playground equipment, indoor equipment or office equipment.

## Facility Information

Bethesda Lutheran Church is licensed to operate Bethesda All Stars by the Minnesota Department of Human Services, Department of Children, Families, and Learning under Minnesota Statutes referred to as "Rule 3".

- We are licensed for a combination of up to 46 preschool/school age children from 3-12 years old.
- The children are supervised at all times according to Minnesota State Law.
  - Supervision of children includes quiet time and outdoor play.
- BAS is NOT licensed for sick care.

## Hours of Operation

BAS is open 5 days per week - Monday through Friday, 52 weeks per year from 7:00 AM to 6:00 PM.

We are closed on the following holidays:

- New Year's Day (January 1)
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Thanksgiving Day
- The Friday following Thanksgiving
- Christmas Eve (December 24)
- Christmas Day (December 25)
- New Year's Eve – we close at 4:30 PM.
- We will close the preceding Friday if the holiday falls on Saturday.
- We will close on Monday if the holiday falls on Sunday.
- When Christmas Eve falls on a Sunday, we will be closed the preceding Friday.
- We charge for all holidays, with the exception of the Friday following Thanksgiving and Christmas Eve.
- When WINTER weather is inclement, BAS closing announcements will be posted on **KVLY-Channel 11 television and the BAS website**.
- An announcement will also be placed on BAS voice mail by 6:30 a.m. if the storm happens before the start of BAS hours of operation.

Parents of enrolled children are free to visit anytime during normal working hours.

**BAS** does not discriminate in its admission or dismissal policies on the basis of race, gender, religion, ethnicity, national origin, or source of payment.

## Parking

- ❖ The parking lot is owned and maintained by Bethesda Lutheran Church.
- ❖ **The parking lot is designed for one-way traffic!!!**
  - **Please enter on the East side of the building and exit on the West side of the building.**
- ❖ Please proceed with caution, as there will be people coming and going from the church building and parking lot.

- ❖ Parking for drop-off and pick-up is located on the south side of the church building.
- ❖ Please comply with all signage instructions.
- ❖ Please do not park in front of pedestrian walkways.
- ❖ Please park in the 2<sup>nd</sup> row of parking so you are not too close to the children who may be outside playing.

Your cooperation is greatly appreciated and in the best interest of all children, parents, visitors and staff.

## **Arrival and Departure**

Parents must **sign in** their child upon arrival in order to transfer responsibility of care from parent to authorized BAS staff. Upon departure, parents must **sign out** their child and let the teacher know he or she is departing. Please write the time in/time out and initial. There is a column for special instructions either from you or our staff. Please check this space. BAS shall assume responsibility for your child after your child has been deemed healthy enough to be at BAS and has been signed in to the center. BAS shall retain responsibility until your child is signed out by a parent or guardian.

The sign-in information is extremely important. It is an indication of attendance and it is used for evacuation and food program purposes. Please make sure that your child is signed in either by you or the person caring for your child that day.

- Parents should call in by 7am if your child will be absent that day.
- If for some reason you will arrive later than usual, please call BAS and leave a message for your child's teacher.
- If you will be away from your office or regular schedule, be sure to leave a phone number where you can be reached in case you are needed for a medical emergency.
- All children must be picked up by 6 PM. If you will be late, it is helpful if you call before 6 PM to let teachers and your child know. **A LATE FEE WILL BE CHARGED TO PARENTS WHEN THEIR CHILD IS PICKED UP AFTER 6 PM.** Chronic lateness is defined as arriving after 6 PM more than four times during a year and is cause for termination of child care services. (See the following Late Fee rates.)
- Children benefit from routine arrival and departure times; parents are urged to keep regular schedules whenever possible. Regular arrival and departure times are necessary for optimum and appropriate staffing.

## **Releasing a Child**

- **Prior notification is required for anyone other than the child's parent or legal guardian to pick up a child. This can be done by phone or email.**

**YOUR CHILD WILL NOT BE RELEASED WITHOUT YOUR PERMISSION!**

- Please inform staff when an alternative person is to pick up your child on a particular day. Although we have written authorization for that person to pick

up your child, we will still appreciate the knowledge of who is to pick up your child that day.

- Anybody NOT on the list will not be allowed to take your child home without prior written permission or an email notification.
- If an emergency arises and you have not been able to give written permission, call, email and notify a teacher in advance.
- We will not release a child to an intoxicated parent or guardian. An alternative person will be called or the police will be notified if you choose to depart with your child. It is very difficult for staff to approach you if we feel that you have been drinking alcohol. Also it is difficult for us to determine intoxication level when we notice that a parent has alcohol on their breath. Please be considerate of staff's responsibilities in this matter.



### **Unauthorized Person**

Your child will be released only to you or to persons listed in your child's folder/emergency card. If there is a need for a person other than those listed on your child's record/emergency card to pick up your child, you will need to provide a written statement to BAS at the time you sign-in your child for the day.

If a person who is identified as one of the people to whom your child can be released but has not previously been seen by the staff, we will:

- Ask the person for identification
- Call you to confirm releasing your child.

If a person who is NOT identified as one of the people to whom your child can be released and

BAS has not received written permission from you, we will:

- Ask the person for identification
- Call you but may not release your child until written permission is given by you.
- BAS will call alternate authorized contacts to pick up your child if you are unable to do so.

Court orders, written permission, release notes from parents and information on children's release are posted in the staff message book for all staff to read.

### **Court orders**

It is the responsibility of both parents/guardians to turn in all appropriate court paperwork which relates to the care and custody of the child/children you are enrolling in our program. This includes but is not limited to custody paperwork and protection orders.

### **Incapacitated Person or Person Suspected of Child Abuse**

- ❖ If a person who is incapacitated or is suspected of child abuse comes to pick up your child, the staff shall not release your child and their safety will be secured.
- ❖ You will be notified that your child is being held at BAS until you or an authorized person whose name is listed in the child's record comes for the child.

If there is a court-ordered restraining order against a parent and that parent attempts to pick up the child, the BAS staff will secure the safety of the child within the center and immediately call the police and the child protective services.

### **Failure to Pick Up a Child**

By 6 PM, if your child has not been picked up by you or another authorized person, the staff will contact alternate person listed in your child's record/emergency card. If the staff is unable to locate anyone authorized to come for your child by 6:15 PM, BAS staff will call child protection services.

You will be responsible for late fees that occur because your child had to remain at BAS beyond the 6 PM closing time.

### **Late fees**

\$30 per family for 1 – 15 minutes late, an additional \$1/minute/family will be added after 15 minutes until the child/children are picked up.

### **Research Activities and Special Permission**

All research proposals for research are screened by the BAS staff and Board of Directors before being approved or denied. Research projects that pertain to observation of children in a group during their normal daily activities is the most common type of research and training that may be requested of BAS.

The children's comfort, well-being, and minimal disturbance to their daily routine are always

foremost considerations.

Signed permission will be obtained from parents for participation in such activities prior to their taking place at BAS. The permission slip will include:

- A statement that you have been informed of the research or public relations activity
- That you give your child permission to participate in the activity.

## **BAS Staff**

BAS staff holds various degrees in child related fields:

- Early or Elementary Education, 4 year and 2 year degrees.
- A degree in a related field such as child development family science, psychology, sociology, art education, home economics.
- Child Development Associate degrees (CDA)

All have been educated to serve children's needs with an understanding of young child development.

Each year the director and teaching staff in child care programs are required by state law to participate in relevant training equal to one to two percent of annual hours worked (up to approximately 42 hours). BAS provides on-going comprehensive staff development opportunities including weekly staff meetings, special workshops. Staff participates in regular first aid, and CPR training.

To contact any of the BAS staff you may call the director at (701)212-6637, the lead preschool teacher at (701)212-6638, or either of the lead school age teachers at (701)212-5634 or (701) 429-4193. Messages will be relayed to the appropriate classrooms.

## **BAS Program**

Together the director and teachers at BAS plan over-all program goals and objectives and curriculum intended to meet the children's individual developmental needs. We nurture, facilitate and assess each child's pattern of development in all the functional areas, respecting the individuality and particular potential of all children enrolled at BAS. Children will be placed in a group of peers based on their age and abilities.

The teacher-planned curriculum and program design is balanced between teacher-directed and child-initiated opportunities for children to learn nonsexist, multi-cultural environment that is filled with age-appropriate equipment and learning materials. These opportunities will teach children kindness, compassion, friendship, and understanding for all people regardless of race, ethnicity, or abilities. Some learning and interest areas include dramatic play, blocks, books, large muscle, sensory-motor, art, science and music learning experiences. Creative play can provide pleasure and knowledge at the same time and we foster such opportunities. Other types of learning activities include field trips and special events.

We strive to promote and demonstrate respectful interactions between the children, parents and teachers. A positive parent-teacher partnership is the best predictor for successful and harmonious child caring experiences.

## **Ratios**

Children are grouped according to licensing standards set by the Department of Human Services of the state of Minnesota. (612) 296-3971. The teacher to child ratio for preschoolers is 1:10 and the ratio is 1:15 for school-age children.

The program offers a non-sexist, non-racist, multi-cultural, anti-bias curriculum and does not discriminate against staff, parents or children on the basis of sex, race, creed, color, or national origin.

## **Parent Information**

- Mailboxes: Parents are assigned a mailbox for each child. Please check your parent box daily.
- Bulletin Board: A parent bulletin board is located outside the director's office. Each area maintains a special parent-staff communication board outside of the classroom.
- Brightwheel and Sign in sheet: Important information and sign-up sheets will be posted on the clip board under the sign in sheet. Please review the information every day.
- Surveys: Parents will be emailed a link to a survey a couple times a year. These surveys will relate to the program and will help the director and the board to make adjustments based on the results of the surveys. Please complete these in a timely manner.

## **Confidentiality**

Bethesda All Stars uphold a strict confidentiality policy to protect past and present staff and patrons. Information learned here, stays here. Any information concerning the Bethesda All Stars shared outside of our environment can hurt people. To ensure that this doesn't happen, we ask that everything you hear and see stays within our program and environment. It is often tempting to talk to outside friends, family, or relatives you trust. Please remember that conversations in public may include facts that are recognizable to strangers who may overhear your conversation.

## **Parent Code of Conduct**

Parents/guardians are expected to maintain positive, respectful interactions with the staff, children, and other family members while at the child care center.

- No swearing, threatening, physical punishment, or quarreling with staff, other parents, or children.
- No smoking on the premises.
- All parents/guardians must abide by all of our safety policies and follow our confidentiality policies.

## Facebook

Current BAS family members are discouraged from becoming Facebook friends with BAS staff. Photos taken at BAS with other children clearly visible may not be posted on your Facebook or other online sites.

## Non-solicitation

Solicitation of any kind is not permitted on the Bethesda Church premises.

## Staff Babysitting/Transportation Policy

Staff members are discouraged from providing child care to BAS families outside of work hours. If a staff member chooses to care for BAS children on their own time, the staff member, along with the BAS director and all of the parents/guardians must sign a "Consent to Hold Bethesda All Stars Harmless for Staff Babysitting" document prior to providing care, each separate time. In addition, if the BAS family asks a BAS staff member to provide transportation for said children, a liability release must be signed by the staff member, the director and all of the parents/guardians each separate time.

## Field Trips

**BAS** may plan special field trips throughout the year to enhance the children's experiences. Some may be centered on a specific theme the children have been studying while others may be taken to provide experiences which will help the children develop socially, emotionally, physically, spiritually, and cognitively. And finally, others will simply be for FUN! We will always inform parents of these special trips as well in advance as possible in case he/she would like to join us.

- ✓ Parents will also be given a permission slip to sign which states the purpose and destination of the trip.
- ✓ No child will be allowed to go with on a field trip until a signed permission slip has been returned to the child's director or teacher.
- ✓ Children will be supervised at all times.
- ✓ If transportation is required, staff will require all children to use seat belts when the transporting vehicle is equipped with seat belts. Passenger buses are not always equipped with seat belts. (MN Statutes 169.686)
- ✓ If you will arrive later than your usual drop off time, please call BAS and leave a message for your child's teachers. **If your child's group is on a field trip when you arrive, it is your responsibility to await their return or to take your child to the field trip site.**

## Screen Time Policy

We occasionally watch videos or educational programs. It is BAS policy that we will only watch rated G movies. Although some PG ratings may be acceptable, we will decide on each movie after having personally reviewed it. It is our philosophy that children learn best while interacting with their environment. Therefore we limit the amount of screen time.

The American Academy of Pediatrics recommends all forms of screen time (including tv shows, movies, computer, smart phones, and tablets) be limited to 1-2 hours per day for children over

the age of 2. At our child care center, screen time will be rarely utilized. Child-appropriate movies may be shown on special days or when the weather does not allow for extensive outdoor play. Parents will be notified of the days when screen time is utilized and are encouraged to limit total screen time to less than 2 hours per day both at home and child care.

## Toys

- It is extremely difficult to keep track of children's personal toys, so we ask that you limit your child to bringing them for share days only.
- If it is necessary to have your child leave home with a toy to make getting to child care easier, have them leave it with you for the safekeeping during the day.
- We provide and promote the use of non-sexist toys, and discourage the use of gun play or violent role playing.
- We will not be responsible for lost toys.

## Birthdays

We like to make each child feel special on their birthday. Teachers will plan appropriate ways to make your child's day special that do not involve food. A birthday is a day for your child to feel special among his/her peers. We hope that by allowing teachers to plan birthday celebrations, your child and all others will experience a self-enhancing, non-competitive, non-commercialized, pressure-free occasion.

Examples of ways in which birthdays may be celebrated are:

- ❖ A necklace or crown to wear while at BAS and to take home
- ❖ Being invited to help teachers with special tasks
- ❖ Having part of a group-time focus on the birthday child
- ❖ Posting a birthday banner
- ❖ The traditional birthday song

Due to differences in individual family customs and economic status, it is in the best interest if all children to prohibit the following:

- ❖ Treats brought to BAS by parents (cake, cookies, ice cream)
- ❖ Party favors (treat bags, balloons)
- ❖ Entertainment

This is a wonderful time to celebrate your child's friendships. Please respect each child's feelings by obtaining a list of names and addresses from your child's teacher to send invitations directly to the child's home if you need to limit the number of participants. Be sure to plan the party after pick-up hours. Many tears may be shed by a child being left out. **Do not** place invites in the parent center pockets or your child's cubby. We occasionally have children with the same first name and invites can be mistakenly opened by the wrong family causing hard feelings.

## Clothing

- Children should wear clothing that is comfortable and proper for play.
- Please choose clothing that is easy for your child to get into. It should be of the self-help variety so each child can be as independent as possible.
- Mark your child's name clearly on clothing. Many of them like and have the same items.
- **Extra socks and a change of clothing is strongly encouraged (please leave in your**

**child's cubby, especially if you have a kindergartner.)**

- Children sometimes get wet through their outer clothing.  
During cold weather send:
  - ✓ snow pants
  - ✓ boots
  - ✓ hats
  - ✓ mittens or gloves
  - ✓ scarves
- We use smocks and washable paints, although some colors do stain.
- Children must wear shoes at all times. Please provide shoes that are easy to run and climb in.
- Your child will not be allowed on the playground without tennis shoes or closed back sandals.
- Remember to bring shoes during the winter when they may be wearing snow boots into the center.
- Please check your child's cubbies and items brought home to make sure they belong to your child.

We are not responsible for lost items, and we feel bad when your child loses something. We make every effort to have them put clothes away or wear them. If your child is often without their outer sweatshirts, sweaters, perhaps they are warm enough without them.

**Pets**

*Pets* will be Ok'd by all families before being brought into the daycare program.



**ENROLLMENT IN THE BETHESDA ALL STARS**

**Waiting list**

A registration fee is due along with the registration form to secure a spot on the waiting list. The Director will maintain the wait list of candidate students with each student identified as preschool

or school age eligible. When an opening becomes available, the parent of the next eligible student for the opening will be contacted. At that time, the parent will have the opportunity to accept the opening, be moved to the bottom of the list, or ask to be taken off the list.

Should a parent accept an opening, but need to hold the spot for a time until the candidate student begins at BAS, refer to the section below on **New Enrollees -Holding an Enrollment Spot**, for additional fees.

A candidate student can be changed from preschool to school age without a change in position on the list and without additional fees.

Priority will be granted to current students (current preschoolers have priority for school age openings), currently enrolled families, Bethesda All Star employees, and Bethesda Lutheran Church members in that order.

## **Enrollment**

The Director and the parent will determine the start date based on when the opening becomes available at BAS.

Upon enrollment at BAS, a non-refundable registration fee (if it was not previously paid to be placed on the wait list) will be due along with the tuition deposit.

The tuition deposit and completed paperwork needs to be turned in at least two weeks prior to the agreed start date, except at the discretion of the Director and what is required by MN State Law.

- Enrollment paperwork includes:  
Bethesda All Stars Registration form, the Enrollment Agreement, current immunization record, Health Care Summary signed by your physician, the Confidential Record form, Getting to Know Your Child, the CACFP income data form and enrollment, and special diet statements/food allergy forms if needed.

BAS shall not disclose your child's records to any person other than you, your child, your child's legal representative, BAS employees, and MN Department of DHS Commissioner unless you give written consent to release your child's information or as otherwise required by Minnesota State Law.

## **New Enrollees - Holding an Enrollment Spot**

When you are notified by the Director that a spot is available from our waiting list, you will have one month from the open start date to begin care. In the event that you are unable to begin within one month's time period, you can continue to hold the spot by paying full tuition until you are able to begin, or you may choose to go back to the bottom of the waiting list.

## **Currently Enrolled Families -Holding an Enrollment Spot**

You will be allowed up to one consecutive 6-week period per calendar year to hold your child's

enrollment in their absence at the cost of 75% of your child's tuition. If you choose not to pay 75% of your child's tuition, your child's position may be filled.

### **Summer retention policy**

Currently enrolled families who plan to take the summer months of June, July, and August off, will be charged a nonrefundable summer retainer fee (to be applied to tuition charges beginning September of that year) and a nonrefundable registration fee due prior to June 15th of the current enrollment year. If a family chooses not to return in the fall, the retainer fee and the registration fee would be forfeited.

### **Part Time Status**

Preference is given to full time enrollments. Should openings become available at BAS which cannot be filled by full time enrollments, the Director may offer limited part time enrollments. Part time tuition rates are available from the Director. If a part time enrollment has been granted, the part time status will be continuously reviewed by the Director, if at any time the part time position is needed for a full time student, the part time status may be revoked. At that time, the student may either enroll full time or withdraw within two weeks from BAS.

- **School Vacation Days and Summer Spots** – Any previously enrolled full time school age student may request a child care spot for school vacation days or summer. Availability is dependent on openings and is filled on a first come/first serve basis. All requested and available days must be paid for prior to the date of service. Tuition rate is the current full school age summer/vacation day rate.

### **Withdrawal of Enrollment**

Two weeks' notice must be provided prior to withdrawal of enrollment from BAS. Tuition must be paid at the beginning of the withdrawal month for the final month tuition through the withdrawal date. Any outstanding charges or fees need to be paid at the beginning of the month. Charges will accrue for two weeks after notice has been provided regardless of attendance.

### **Termination of Enrollment**

The program may use their discretion to ask a child to leave if BAS feels that we can no longer meet the child's needs; BAS will give a two-week notice. If your child is endangering themselves or others by illness, behavior, or other serious circumstances, BAS reserves the right to immediately discharge your child. **Please refer to the behavior section for further information on termination of childcare due to behavior issues.**

#### **Definition of terms:**

**Registration fee** – This non-refundable fee is taken at the time of initial paperwork, for the purpose of putting the child/family on the waiting list or starting a child/family at BAS. Rates are available from the Director.

**Deposit** – A non-refundable fee that will reserve your spot for up to one month until the child/family begins care at BAS and will be applied to the first month's tuition payment. If the family decides not to attend BAS, this fee will be forfeited. Rates are available from the Director.

**Summer Retainer Fee** – This non-refundable fee applies to currently enrolled students and holds a spot for the child/family for the purpose of taking the summer (June-August) off without care from BAS. This fee that is paid by June 15<sup>th</sup> will be credited upon the child/family's return in the fall and applied to the September tuition payment. If the family decides not to attend BAS, this fee will be forfeited. Rates are available from the Director.

**Summer Activity Fee** – A small fee for summer activities, transportation expenses, sunscreen and bug spray will be billed to each child on June 1<sup>st</sup> of every year.

## **Vacation**

Your child's full tuition is due when your family is on vacation. After one year of continuous enrollment, your family will be entitled to one continuous week of free childcare. This week should be scheduled with the director as soon as possible.

## **Tuition**

BAS is in the business of caring for your child. You will need to pay your account when it is due. Beginning June 1, 2017, payments to BAS will need to be completed on the Brightwheel app. Tuition bills will be emailed (not printed) on the last working day of the month for the upcoming month of service and notification will come from Brightwheel on the same day. Your bill is due immediately. **It will be considered late if it is paid after the 7<sup>th</sup> of the month and late fees of \$25.00 will be assessed. Unpaid accounts will become delinquent on the 10<sup>th</sup> of the month and an additional \$25 late fee will be assessed on the 10<sup>th</sup> of the month.**

Any account that is delinquent on the 10<sup>th</sup> of the month will be reviewed by the director and **BAS** Board of Directors. **Accounts that accrue two or more late fees (paid after the 7<sup>th</sup> of each month) in six months' time, without prior arrangements made with the director will be given a two week notice of termination. Late tuition that is not paid in full before the last day of the month, will result in immediate termination of enrollment and the daycare will pursue non- payments through litigation and/or collection agencies.**

Exceptions to the Brightwheel payments must be approved through the BAS Director. This will be at the discretion of the director. Exceptions for late payment/non-payment will be brought to the **BAS** Board of Directors through the director.

## **Tuition Assistance**

The BAS board of directors has approved two programs that can assist individual families with the cost of tuition. The Tuition Assistance program will use family income to determine eligibility. The other program is available to parents that are members of Bethesda Lutheran Church and have children enrolled in the BAS.

- To qualify for **Tuition Assistance**, family income must be verified to be within 200% of the Minnesota established poverty level income. The poverty level income

amount is established by the State of Minnesota. This is normally done at the beginning of each year. If the state of Minnesota does not establish a new poverty level income at the beginning of the new year, the previously established poverty level income from the previous year will be used.

- If requested, **Tuition Assistance** may be considered for any family with children enrolled full time at the BAS child care center. For a family to qualify, all income, including income sources received in a divorce decree, will be considered. The income information will be collected by the BAS director. The Tuition Assistance is based on a calculation made by the Director of BAS. This calculation considers family size and family income. (See example below) If the family qualifies at 100% of the established level, they will receive a 25% reduction in tuition. If the family qualifies at 200% of the poverty level, they can qualify for a 13% reduction in tuition.

## Federal Poverty Guidelines for FFY 2016

<b>Size of family unit</b>	<b>100 Percent of Poverty</b>	<b>110 Percent of Poverty</b>	<b>125 Percent of Poverty</b>	<b>150 Percent of Poverty</b>	<b>175 Percent of Poverty</b>	<b>185 Percent of Poverty</b>	<b>200 Percent of Poverty</b>
1	\$11,770	\$12,947	\$14,713	\$17,655	\$20,598	\$21,775	\$23,540
2	\$15,930	\$17,523	\$19,913	\$23,895	\$27,878	\$29,471	\$31,860
3	\$20,090	\$22,099	\$25,113	\$30,135	\$35,158	\$37,167	\$40,180
4	\$24,250	\$26,675	\$30,313	\$36,375	\$42,438	\$44,863	\$48,500
5	\$28,410	\$31,251	\$35,513	\$42,615	\$49,718	\$52,559	\$56,820
6	\$32,570	\$35,827	\$40,713	\$48,855	\$56,998	\$60,255	\$65,140
7	\$36,730	\$40,403	\$45,913	\$55,095	\$64,278	\$67,951	\$73,460
8	\$40,890	\$44,979	\$51,113	\$61,335	\$71,558	\$75,647	\$81,780
<b>% Adjustment</b>	<b>25%</b>	<b>23%</b>	<b>21%</b>	<b>19%</b>	<b>17%</b>	<b>15%</b>	<b>13%</b>

Tuition reduction will be available for the Bethesda Lutheran Church members who have children in the BAS Child Care Center at the level of 10% of the tuition that is due. However if the member of the church also qualifies for the regular tuition assistance program they must choose between the two assistance programs as they cannot participate in both programs simultaneously.

- The family minimum tuition payable per month will be \$50.00.
- Forms for assistance are available through the director and on our website [www.bethesdaallstars.com](http://www.bethesdaallstars.com).

## NON SUFFICIENT FUNDS CHECKS

We will charge a \$35.00 handling fee for the processing of any check returned to BAS due to insufficient funds. Upon receipt of the second Non-Sufficient Funds check, all future child care tuition payments must be paid by cashier's check or money order.

### Bethesda All Stars Program

#### Curriculum

Our program follows the Creative Curriculum thematic approach, taking into consideration the children's' special interests. This theme is incorporated into many of the activities and area of development, and learning areas.

**Listening Skills** are developed at "group time" each day. This time allows children the opportunity to learn how to listen to stories, share verbally, and learn the communication skills of verbal turn taking, sharing ideas, etc. Group time can include a variety of experience: creative, dramatic, literature, dramatics, games, finger plays, cooking, etc. The length of time varies according to children's age, but typically last no more than 15 minutes.

**Music** is an important aspect of young children's lives. The children are exposed to several types of music from many different countries, and styles from kids' favorites, jazz, classical, Christian, and lullabies. The children will be given the opportunity to play instruments to develop tone, rhythm, sound, and preferences. Movement to music will be encouraged through dancing and movement directed sounds. All music will be child appropriate. Music with questionable lyrics brought in from homes will not be allowed to be played.

**Cooking** experiences will be done periodically with the children to encourage an understanding of nutrition, practice in fine motor skills, problem solving, science, and many other concepts.

**Fine Motor** skills such as writing, cutting, shoe laces etc. will be developed through opportunities to practice these skills in teacher planned activities as well as a wide range of toys available for this purpose.

**Gross Motor** Skills are developed during outdoor play, gym time, movement activities, and ample opportunities to run, climb, skip, etc.

**Free Play** is offered several times during the day. It is at this time that the child has time to choose which activities interest them. It is a wonderful time for them to develop friendships,

learn sharing, turn-taking, develop preferences, and practice skills. The children are able to select activities in each room that may include: Art centers, music centers, computer centers, record stories, Playdoh, and time to visit with friends and teachers.

### **Physical Activity**

Children will be provided with at least 120 minutes of total active play time each day, including outdoor and indoor play time. Children will have outdoor play time 2 or more times each day throughout the year as weather allows. Active play will not be withheld as a form of punishment and children will not be required to be seated for periods of more than 30 minutes (outside of meals and rest times). Teachers encourage physical activities by participating, leading and planning physical activities in their daily routines.

**Outdoor play** is a part of our daily programming. Please send appropriate clothing so that your child will be comfortable participating. Children without outdoor clothing will wear daycare extras. These are not to be taken home. All children will go outdoors. If your child is too sick to be outside, they are likely too sick to be in child care. The only exception to this rule will be under doctor's written orders. We can try to accommodate children on medicine for 2 days. This requires the child to stay in with another group with space available, or with director or aide. We feel that this experience is valuable to the child's physical well-being. Length of time outdoors is determined by weather conditions. We will not take children out in temperature advisory/extremes. Children will go outside when the outdoor temperature is at zero degrees or above including wind chill. Most health professionals recommend and MN Department of Human Services Licensing require a dose of fresh air daily for all children.

### **HANDLING AND DISPOSAL OF BODILY FLUIDS**

- Universal Precautions for blood and body fluid spills or soiling
  1. Put on gloves (and eye protection as needed) prior to any cleanup.
  2. ALWAYS clean objects and surfaces contaminated with blood and body fluids (stool, urine, vomit) immediately.
    - Use disposable towels to wipe up the blood or body fluid from surface and discard in a plastic bag with a secure tie.
    - Scrub area with soap/detergent and water to remove blood or body fluids and discard paper towels. Throw gloves after use, throw trash bag and wash hands with soap and water.
    - Rinse the area with clean water
    - Disinfect immediately using [Solution 1](#) after the cleaning procedure.

**Sharps** items used for a child with special care needs must be disposed of in a “sharps container”. The sharps container must be stored out of reach of kids. Disposable gloves, disposable bags, and eye protection is available in the center.

- For Washable items (linens, towels, etc.)
  1. Washing machines are acceptable for soaking, cleaning, sanitizing and disinfecting for washable items if **hot water** is used. Read labels and follow the detergent and bleach directions exactly.
- For sanitizing mouthed toys and food contact surface
  - Stationary Items
    1. Clean first with soap/detergent and water

2. Rinse
  3. Spray the area thoroughly with **Solution 2**.
  4. Wipe the area to distribute the disinfectant evenly using single-service, disposable paper towels.
  5. Discard paper towel in a plastic-lined container
  6. Allow to air dry.
- Portable Items (toys, eating utensils, dishes)
1. Manual Method (3 sinks) Wash, rinse and disinfect using three separate sinks or basins\*\*
    - a. #1 sink: wash items in hot water using detergent
    - b. #2 sink: rinse in clear water
    - c. #3 sink: soak items in **Solution 2** at least 2 minutes
    - d. Remove items from #3 sink, DO NOT rinse and place on rack to air dry
  2. Mechanical Method (Dishwasher) acceptable for soaking, cleaning, sanitizing and disinfecting washable articles if **HOT WATER** or chemical sanitizing is used.\*\*
    - a. Dishwashers provide a dual process – cleaning with detergent and agitation and sanitizing with heat or chemicals.
    - b. Rinse food off plates and utensils
    - c. Place items in dishwasher

**\*\*NOTE:** Bethesda Lutheran Church has a commercial dishwasher located in the kitchen. The dishwasher meets National Sanitation Foundation (NSF) standards. The kitchen also has 3 sinks for manual method.

### **Preventing and Responding to Allergies**

Minn.Stat. 245A.41 subd1

Before admitting a child for care, documentation of any known allergy must be obtained from the child's parents/guardians or source of medical care. With known allergies, current information about the allergy and an ICCP must be maintained in the child's records. The ICCP 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.

Each staff person who is responsible for carrying out the ICCP plan must review and follow the plan. Documentation of the review must be kept on site.

At least annually or following any changes made to the allergy-related info in the child's record, the license holder must update the ICCP plan and inform each staff person of the changes. Documentation of the notification must be noted.

Each child's allergy info must be available at all times including on site, on field trips or during transportation. Food allergy information must be readily available to staff in the area where food is prepared and served to the child.

The parent/guardian must be contacted as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. Emergency services must be called when epinephrine is administered to a child at BAS.

## Program Schedule

Each room has a schedule posted by the daily bulletin board. A sample is included below. Please remember this is only an example and that the schedule may need to be changed based on school times and other factors. The director and teacher will work together to make necessary adjustments and will post them in the classrooms.

7:00 - 7:15 AM	Breakfast/Free Play
7:15 - 7:35 AM	Clean Up/Get Ready for Bus
2:45 - 3:00 PM	School agers return from school
3:00 - 3:15 PM	Wash hands and get ready for snack
3:15 - 3:45 PM	Snack
3:45 - 4:30 PM	Homework, group activity
4:30 - 6:00 PM	Free Play/Computers/Outside Activities

## Parent Conferences

BAS staff feels that working in partnership with parents is at the core of quality care for children. BAS staff will offer two conferences during the year to discuss developmental accomplishments and areas to work on.

- Parents will be provided with a written assessment of their child's intellectual, physical, social and emotional development.
- Parents are strongly encouraged to attend these conferences to share information with their child's teacher, and to learn how their child is growing in a group setting. It is a wonderful opportunity to build our partnership with you.
- Parents may visit the center at any time during the center's hours of operation and may review the child care program plan by contacting the BAS director.
- Documentation is made in the child's record that individual conferences were planned and offered.



## Nap Policy

It is the policy of the Bethesda All Stars that the naps and rest of the children of Bethesda be consistent with the developmental level of the children enrolled in the center.

A child who has completed a nap or rested quietly for 30 minutes must not be required to remain on a cot or mat or in a crib or bed. They may play quietly while the other children are still napping.

Cots must be 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. Cots must be placed directly on the floor and must not be stacked when in use. Naps and rest must be provided in a quiet area that is physically separated from children who are engaged in activity that will disrupt a napping or resting child.

Separate bedding must be provided for each child in care. Bedding must be washed weekly and when soiled or wet. Blankets must be washed or dry cleaned weekly and when soiled or wet.

**The parents of each child enrolled at the Bethesda All Stars will be informed at the time the child is enrolled of the center's policy on naps and rest.**

## BEHAVIOR POLICIES

### Discipline Policy

- A “time in” is given minimally and only to calm an overworked child. A “time in” is documented and reported to parents if frequent.
- No corporal punishment is used or encouraged.
- If parents would like discipline suggestions or have specific feedback on their child's guidance needs, we encourage them to set up a conference time with teachers

### Aggressive, Violent Behavior

We define violence as any verbal, physical or emotional behavior that indicates intent to hurt another person or material. If there is no desire to harm, these behaviors are identified as hurtful behaviors rather than violent. These are common behaviors in children who may be trying to get his/her immediate needs met. Be assured that the staff is well trained in handling these behaviors and that they do address them with the children and their families as needed.

- We take into account the child's age developmental level.
- We teach children appropriate behaviors, active words to help them deal with their frustrations compassion and understanding of others whom their behavior has affected.
- If we feel that behavior problems are unmanageable, we will seek professional help from outside agencies.
- We may dismiss those children who are unable to, with guidance, function in daycare setting. If the child cannot control his/her behavior within a reasonable time frame, the parent will be called to come and pick up the child. If the parent is called three or more times in one week to get their child, enrollment for the child will be terminated.
- We have one guiding rule: The staff will not allow a child to hurt his or herself, others, or the environments.
- Parents are encouraged to discuss behavioral problems with the child's teacher.
- We will direct children towards acceptable ways of behaving. Guided by the needs of child and family, the methods include:
  - Praising, encouraging, and modeling positive behaviors

- Setting clear, reasonable, and consistent rules and explaining them to children.
- Planning developmentally appropriate activities
- Observing the environment and children for possible causes of behavior.
- Allowing flexibility within routines
- Encouraging problem-solving skills in children
- Maintaining developmentally appropriate expectations of children

## Touch and Nurturing

Physical touching is an important part of the care and nurturing of young children. Children feel loved, accepted and supported through the sensations of touch by nurturing adults and peers.

**Physical touch:** should be respectful of children’s body cues and only occur with the child’s permission. Teachers are sensitive to children’s responses and requests for physical interaction, models appropriate nurturing touches. Except for safety, children will always have the right to refuse touch. Children are also taught to respect adults’ and other children’s preferences.

**Nurturing Touch:** Hugging, rubbing or patting back, cuddling and hand holding.

**Personal Care Touch:** Washing face, hand washing, assisting with toileting, examining rashes and unusual marks, nose blowing and assisting with necessary clothing changes are always done in a gentle and respectful manner. First aid is administered as gently as possible and always accompanied by verbal explanation to the child and appropriate comfort for the child.



## FOOD PROGRAM

**BAS follows** the national standards set forth by the Child and Adult Care Food Program – CACFP, which requires that a variety of foods from all food groups be served every day. In addition to following these national standards, we also strive to exceed these standards by offering whole grain foods as much as possible, serving whole fruits more often than fruit juice

and offering 1% milk to all of our children. Parents will be asked to fill out a food program form each year. These forms are vitally important to our program as we receive reimbursement for all children we serve. We must meet all the recommended nutrition components for each meal we serve; breakfast, a catered lunch, and snack. Participation in this program is not discriminated upon due to race, ethnicity, or the ability to pay.

In addition to offering children nutritious foods, our program will strive to teach children about healthy foods through activities during story time and during a special unit every year. Our teachers will take one training every year on child nutrition to make sure they are up to date on the latest child nutrition information. Parents may occasionally receive nutrition education materials as part of our newsletters or in conjunction with a healthy eating/nutrition unit.

No outside meals are allowed to be brought in to our childcare program unless a medical need is doctor authorized. Store bought snacks brought in to celebrate birthdays after being coordinated through the director. These snacks cannot contain peanuts or be produced where there is potential exposure to peanuts.

### **Meals and Snacks**

- Breakfast will be served to all full time children from 7AM-8 AM on school days and from 8AM-8:30AM on school vacation days and summer program days. If you intend for your child to eat breakfast at our center, please have them here by the times listed. You will be responsible to feed your child should they arrive after the posted time.
- Lunch will be served between 11:15-11:45 PM. It will be catered into the center from an establishment licensed and inspected by USDA, Department of Health or local health inspector.
- Beverages: Water is available and will be offered to children throughout the day. When juice is provided, it will be limited to 100% juice.
- Each meal will provide one third of the child's daily nutritional needs as specified by the USDA, Food and Nutrition Service.
- A morning snack will be served to children who will be in attendance for ten or more hours on a given day.
- A teacher will be seated with the children during meals and snack times to model eating healthy foods with the children.
- Food prepared on site will be limited to:
  - raw fruit and vegetables thoroughly washed with water before serving
  - Pre-packaged foods
  - Pre-packaged beverages for breakfast and snacks.
- We will encourage children to try new foods, but staff will not make children clean their plates. Food will not be offered as a reward.
- Children are responsible for clean-up for their own setting.

### **Special Diet and Food Allergies**

- BAS will require you to provide your child with physician prescribed diet items that are not part of the center's menu plan.
- Your child's prescribed diet will have the diet order and its duration specified in your child's record.
- All staff will be informed of your child's diet order.
- Allergies/intolerance to a food (such as milk): If your child has an allergy/intolerance to a

specific food, you will need to have your health care provider sign a statement (available in the director's office) and submit it to BAS.

- All staff will be informed of your child's allergy and associated allergic reactions.
- Food allergy information of the children in the center will be available in the area where food is prepared or served.

## **Nut Free Policy**

Beginning January 2011, BAS will be NUT FREE. We may have students enroll who have nut allergies and we want to do everything in our power to keep all children safe while they are at BAS. Please use the following guidelines to help us in this process.

- Please do not send any peanuts, peanut butter or foods containing nuts or peanut butter to BAS.
- We will not be doing any classroom projects that involve peanut butter (like bird feeders) or peanut shells (art projects). Please do not send any of these projects into the classroom with your child.
- Birthday parties are a special time for children, but can be a difficult time for the food-allergic child. If you would like to send in store bought treats, please be careful about the ingredients and avoid any that may contain nuts or may be exposed to nuts where they are made.
- We occasionally have potluck meals with the child care families, please be mindful when choosing food to share that it is not something that contains nuts.
- We will keep a box of WET wipes in the classroom, and may request that all children who ate peanut butter or peanut products before arriving at BAS use a wipe to clean their hands when they arrive. Similarly, if your child ate peanut butter for breakfast, we would greatly appreciate your making sure that his/her hands are washed with soap and water before arriving at BAS. Water alone does not do the trick!

## **HEALTH POLICIES**

### **Child's Health Information**

Parents must provide a report of physical examination and immunization forms signed by their physician before a child is admitted to BAS.

The immunization records will be updated whenever a child receives additional immunizations. A record of immunizations will be maintained in each child's records. The Department of Health and the board of health will have access to the records.

Parents must provide a report of physical examination signed by their physician before a child is admitted to BAS. For children already admitted to the center, the license holder must obtain an updated report of physical examination signed by the child's source of medical care whenever a child 24 months or older advances to an older age category.

On enrollment, parents must provide current documentation of immunizations or a notarized statement of parental objection or medical exemption. The immunization records will be updated whenever a child receives additional immunizations. A record of immunizations will be maintained in each child's records. BAS will maintain the immunization records for 5 years after a child reaches the age of majority (18 years of age). The Department of Health and the board of health will have access to the records.

We take every precaution to protect your child's health. In turn, it is our responsibility to protect the health of the other children in our care as well. If your child is sick, it is your responsibility to check the following website to determine whether or not the disease is reportable and to let the center staff know that as soon as possible. For a full list of reportable/communicable diseases, check the state website at [www.health.state.mn.us/divs/idepc/dtopics/reportable/disease.html](http://www.health.state.mn.us/divs/idepc/dtopics/reportable/disease.html)

## Sick Child

**Sick care is NOT available at BAS.**

You will be notified immediately when your child becomes sick while at BAS.

- You or another authorized person must come for your child **within 1 hour** of being notified. We will document when we call you, and we will call an alternate authorized emergency person if your child is not picked up within the hour.
  - Failure to remove your sick child from care will result in a written warning notice. Second failure will result in your child's care at BAS being terminated.
  - You must **notify the staff within 24 hours** when your child is diagnosed by a physician or dentist of having a contagious disease as well as:
    - lice
    - scabies,
    - impetigo,
    - ringworm or
    - Chickenpox.
- ❑ Staff will give notice to all other parents of exposure to their child the same day you notify us of your child's illness or contagious condition.
  - ❑ Staff must also notify the health authorities of any suspected case of reportable diseases within 24 hours of receiving a parents report.

**Children who have the following symptoms should be excluded from attending BAS until:**

1. A physician has certified the symptoms are not associated with an infectious agent or they are no longer a threat to the health of other children in BAS.
2. The symptoms have subsided.

Our medical policies are written below and supersede any recommendations by individual doctors

**FEVER:** You will be called when your child's temperature reaches 100 degrees. Your child may return when their fever has been normal for *24 hours without the use of fever reducers*.

**VOMITING:** You will be called when your child vomits for no apparent reason and may return after 24 hours from the end of the vomiting and your child has eaten food and been able to keep it down.

**DIARRHEA:** If your child has more than one loose stool, and staff judges it as diarrhea, you will have to pick up your child. Your child may return to the daycare when he/she has had one normal stool and *24 hours have passed*

**RASH/ITCHING:** All suspicious rashes must be checked by a physician and your child may return when determined not contagious.

**EAR INFECTION:** Your child may return to daycare after being on antibiotics for *24 hours* and is symptom free.

**NOSE:** Indication of thick, green/yellow mucous draining from nose. Your child may return when drainage is no longer thick, green/yellow, your child has been on medication for 24 hours and your doctor has determined that your child's illness is not contagious.

**CHICKEN POX:** The incubation period is 10-21 days. It is communicable for one day before eruption and not more than six days after the last eruption. Symptoms include pox and a fever. Your child may return *after all the pox are crusted over and the child is getting no more*.

**PINK-EYE:** The incubation period is 1 to 4 days. Symptoms include tearing, irritations, redness, and drainage from one or both eyes. Your child may return after they have been treated with medication for 24 hours and the eye is not draining.

**IMPETIGO:** The incubation period is 2-5 days. The lesions are contagious through the puss that is drained. Your child must stay home until the draining process has stopped and the doctor states that you may return.

**STREP (sore THROAT):** The incubation period is 1-3 days. The symptoms may be swollen glands, sore throat, and fever. Your child may return after being on medication for 24 hours.

**LICE:** The incubation period is one to three weeks. Your child may return to daycare after treatment with medicated lice ridding shampoos and all nits are removed from the hair. Sheets, blankets, stuffed animals, bedding, clothing, hairs adornments, combs etc. must be cleaned or bagged. Strict vacuuming of home and BAS will also help to eliminate the problem. Please check your child's head if you have been exposed and notify daycare if you have a confirmed case. Don't be embarrassed, it happens and can be easily remedied with proper control measures.

**RESPIRATORY:** Difficult or rapid breathing or severe coughing. Your child has a high pitched croup/whooping sound after the child coughs. Your child may return when a doctor determines your child is not contagious and your child is able to participate in all indoor and outdoor activities.

**RINGWORM/SCABIES:** Your child may return after medical treatment is received and your doctor has determined that your child is no longer contagious.

**APPEARANCE/BEHAVIOR:** If your child looks or acts differently, i.e. your child is tired, appears pale, lacks appetite, is confused or irritable and has difficulty staying awake, your child should not be at BAS.

If your child becomes ill while at **BAS**, we will call you and expect that you will pick up your child within **one hour of being contacted**. A cot and blanket will be provided for your sick child until you come to take your child home. The cot will be located where your child is within sight, hearing and supervision of a staff person but s/he will be separate from other children, classrooms and play area.

Legally, we are unable to care for a child with a communicable disease. Occasionally a sick child may not be contagious, but may be so run down and miserable that he/she picks up other illnesses easily. We suggest that you keep your child home for their benefit.

❖ We do charge for sick days.

If your child contracts something contagious while at home, please call **BAS** so we may notify other parents. Please watch for posted notices of contagious illness at your sign-in area. We do keep a log of when children are sent home and for what illness.

For children already admitted to the center, the license holder shall obtain an updated report of physical examination signed by the child's source of medical care at least annually for children under 24 months of age and whenever a child 24 months or older advances to an older age category.

## **SICK BAS STAFF**

- ❖ Adults are capable of spreading infectious disease just as children are. Staff will be excluded from BAS for the same illnesses as children and as listed above.

## **ADMINISTRATION OF MEDICINE**

- **Non Prescription:** We will not administer any over-the-counter (cough syrup, Tylenol, aspirin, etc.) without written permission and instruction from your health care provider.
- **Sunscreen lotions and insect repellents:** You must provide BAS written permission before we can administer these items. Sunscreen lotions and insect repellents supplied by BAS may be used on more than one child.
- **Nonprescription medicine, sunscreen lotions and insect repellents** must be administered according to manufacturer's instructions UNLESS there is a doctor's written instructions for administering
- **Prescription Medicine:** The center must get and follow written instructions from your licensed physician or dentist before administering any prescription medicine to your child. Prescription medicine with your child's name and current prescription information on the label constitutes instructions. Your child's prescription must be kept in its original container and must have a legible label stating your child's name.

All medicines, insect repellents, sunscreen lotions are stored according to directions on the original container and are not accessible to children. These items will be in a locked cabinet that is not accessible to children.

Medicine which has expired will not be given to your child. Any unused portion must be either be returned to you or destroyed.

## STEPS FOR ADMINISTERING MEDICATION

Steps will be taken by BAS staff to insure that your child's medication is properly administered each time the prescribed medication is given to your child.

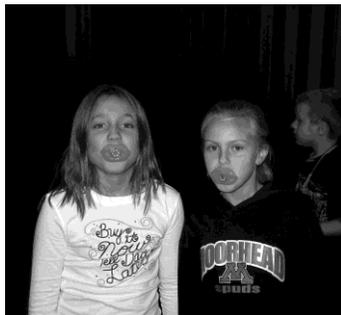
## SAFETY MEASURES

**Of utmost importance at BAS – responsible supervision of the children at all times.** Children must be in sight and within hearing of the staff at all times so that staff can intervene to protect the health and safety of the children. Staff will actively interact with the children. Safety rules are anticipated and explained to your child.

## PROCEDURES FOR ADMINISTERING FIRST AID

Each BAS staff person is trained and certified in basic first aid procedures, cardiopulmonary resuscitation (CPR) and in the treatment of obstructed airways. Certification for CPR must be renewed every 2 years. Certification for first aid procedures must be renewed every 3 years.

- ✓ You will need to provide BAS with written permission to administer first aid to your child.
- ✓ At least one staff person trained in first aid and CPR will be present in BAS at all times when children are in care.
- ✓ At least one person with first aid and CPR training will accompany children on field trips.
- ✓ Staff will administer emergency first aid (splints, etc.) as needed.
- ✓ The staff will NOT remove wood/metal splinters or ticks that are embedded in the skin due to the possibility of infection or causing additional harm to the site.



## ACCIDENT REPORTING PROCEDURES

**ALL INCIDENTS, EMERGENCIES, ACCIDENTS AND INJURIES THAT OCCUR TO CHILDREN, STAFF OR VISITORS MUST BE REPORTED ON AN ACCIDENT FORM.**

Bethesda All Stars is to be operated in a manner that minimizes accidents and injuries to the children, staff and visitors. Should an accident or injury occur staff will act immediately to administer emergency procedures and rectify deficiencies in the program.

Parents will be called for ALL head injuries including bumps and “goose eggs”. .

Not all injuries will require a parent’s immediate attention; however, a parent must be made aware that an injury has happened to their child and needs to know:

- ✚ the information about the accident
- ✚ the first aid given to their child, and
- ✚ they be given the opportunity to judge for themselves whether they would like to come and look at their child and whether or not to seek medical treatment.

Accidents/injuries of BAS staff and visitors must also be reported to the director and recorded on the accident log.

An accident log is kept in the director’s office which is to be updated daily by all teachers in BAS. The head teacher for each classroom is responsible for following policies. The accident report/log will describe:

- ✓ Name and age of person(s) involved
  - ✓ Date and place of accident/injury/incident
  - ✓ Type of injury or incident
  - ✓ Action taken by staff
  - ✓ To whom the accident/injury/incident was reported
  - ✓ The name of the staff person
- An accident report for a child with the above described information will be given to the parent/guardian.
  - If the injury is of the nature that requires medical attention by a physician or medical facility:
  - The child’s parent/guardian or alternate emergency contact will be called to come and take their child for medical attention.
  - If a parent or alternate contact is unable to be reached, the director will call 911.
  - A staff person will accompany a child to the medical facility and stay with the child until a parent arrives.

**NOTE:** In some emergency situations; i.e. cessation of breathing, the director should contact the local emergency unit before calling the parents. Staff will administer CPR and check for vital signs.

- Parents will be asked to notify the BAS director if a doctor was seen and what medical care was given.
- BAS director is required by the State of Minnesota to report the following to DHS:
  - ✓ Within 24 hours of any injury to a child in BAS care that required treatment by a physician
  - ✓ Within 24 hours of any emergency medical service given to a child while in BAS care
  - ✓ Within 24 hours of a child’s death while in BAS care
  - ✓ Within 48 hours of a fire during hours of BAS operation that required the service of the fire department.

## **MEDICAL EMERGENCY**

If a child requires emergency medical care and parents are unable to be immediately reached, we will call 911. The child's teacher or director will go with the child to the medical facility. Another staff person will continue to try and reach the parents and give the parents the name of the medical facility to which the child is taken.

## **MISSING CHILD**

**It is the policy of BAS that no child is ever left alone.**

Your child is instructed to ask permission to leave the group for any reason. BAS staff is responsible for insuring your child's safe return within a reasonable amount of time.

In the unlikely circumstance that your child is discovered missing:

- ❖ Staff will immediately notify the director.
- ❖ Staff will search their classroom
- ❖ The director will search all other rooms in the building, including locked rooms
- ❖ An appointed group will search the grounds.

If the child is still missing after these immediate searches:

- ❖ We will call the police
- ❖ We will call you
- ❖ Staff and the director will continue searching the building
- ❖ An appointed search group will continue searching the grounds
- ❖

When the police arrive at BAS, we will be prepared to:

1. Tell the police when your child was last seen
2. Tell what efforts BAS has made to search for your missing child
3. Show a recent photo of your child that is on file with BAS
4. Assist you, if necessary, with a description of your child

## **CHILD ABUSE, REPORTING SUSPECTED CASES**

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

- Any person may voluntarily report abuse or neglect.
- Persons working with children in a licensed facility are legally required or mandated to report and cannot shift the responsibility of reporting to their supervisor or to any one else at the licensed facility. Any person who has reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three (3) years must immediately (within 24 hours) make a report to an outside agency.

### **Where to Report**

- A person who suspects that a child is in immediate danger will call 9-1-1.
- All reports concerning suspected child abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake Line at **(651) 297-4123**.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the Clay County Social Services **(218) 299-7116** or **(218) 299-5200** or Moorhead Police **(218) 299-5121**.
- If a report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, a call should be made to the Department of Human Services, Licensing Division at **(651) 296-3971**.

### **What to Report**

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, Section 626.556) and are 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.

### **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.

### **Failure to Report**

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

## **EVACUATION, DRILLS AND SHELTER**

BAS conducts routine fire and tornado drills to comply with Minnesota Department of Human Services licensing rules and for the general safety of the children and staff.

### **Blizzard-Winter Weather Closing Procedure**

- The safety and well-being of the children will be the prime concern of the staff.
- Proper staff to child ratios must be maintained while children are at BAS.
- When WINTER weather is inclement, BAS closing announcements will be posted on **KVLY-Channel 11 television and our website – [www.bethesdaallstars.com](http://www.bethesdaallstars.com)**
- An announcement will also be placed on BAS voice mail by 6:30 a.m. if the storm happens before the start of BAS hours of operation.
- If a winter storm develops during operational hours, staff will keep apprised of conditions and; when necessary, prepare your child to be ready to leave when you call BAS to take your child home.
- If BAS would need to close during operational hours, you will be contacted by phone, and closing BAS will also be posted on voice mail.
- BAS may not necessarily follow the closing of local schools and may often be open when schools close or open late.
- You must arrange for an alternative “storm” home for your child when you or an alternate authorized person are unable to pick up your child by closing because of severe weather conditions.
- An alternative “storm” home and family name must be on file in the child’s records.
- During a calendar year, if there is an emergency closing of the center, such as inclement weather, power outage, evacuation, insufficient water supply, or any other circumstance that require the facility to be closed, and if no alternative site is available, parents will be charged full tuition for two days. After two days, parents will be charged 50% of tuition, per day, for up to three days. Thereafter, tuition will not be charged. Any overpayments will be credited in a subsequent billing cycle. If the center closed after lunch, you will be billed for a full day.

### **PROGRAM NOTICE OF TERMINATION**

In the event that any of the following situations occur, enrollment may be terminated at BAS:

- (1) Late or Non-payment of fees by parent or legal guardian, i.e. 30 days in arrears.
- (2) Willful misrepresentation of declared gross family income.
- (3) Failure to provide the required health, immunization, special medical updates and/or emergency information.
- (4) Abusive behaviors/language (e.g. swearing, foul language) and/or verbal threats toward staff, children, other parents or property of the Center.
- (5) Inability of BAS staff to care adequately for or to meet the child’s needs.
- (6) Lack of cooperation from parents or legal guardians with the program’s efforts to resolve differences and/or to meet the child’s needs through parent/staff meetings, conferences or use of outside services.
- (7) Chronic lateness in picking up child at end of the day.
- (8) Outdated, incomplete or incorrect numbers on the EMERGENCY CARD resulting in no one being reachable within an hour of trying, for the third time in a calendar year.
- (9) Failure to pick up an injured or ill child within an hour of being notified, for the third time in a

calendar year.

A parent may grieve the notice of termination within two working days of its receipt--refer to Grievance Procedures--Grievance of Notice of Termination.

## GRIEVANCE PROCEDURES

### General Grievance Procedure

It is the intent of **BAS** to provide all parents and guardians with an avenue for discussing and resolving any concerns that they have in regard to the care being provided by the center. When a concern has been identified, the parent should first discuss the issue with the teacher. It is suggested that in order to facilitate the conversation, an appointment should be scheduled and the individual requesting the appointment should prepare a written list of pertinent discussion points prior to the appointment. Notes of what was discussed and agreed to during the meeting are also encouraged. Once the classroom teacher has addressed the issue, based on the response, the parent or guardian should consider the issue resolved.

If the teacher was unable to address the issue because of its administrative nature, or if the parent or guardian is dissatisfied with the response or outcome, he/she should then discuss the issue with the BAS director. At that meeting, the parent or guardian should be prepared to discuss what has transpired to-date. The BAS director will research the issue and respond to the parent in a follow-up meeting within 14 calendar days from the initial meeting or at the initial meeting if no research is needed.

A parent or guardian who remains dissatisfied with the response should address their concerns in writing within 14 calendar days of the BAS director's response to the Chairperson of the **BAS** Board of Directors. The Chairperson will contact the parent or guardian in writing, notifying them within 7 calendar days of receipt of the complaint. The issue will then be discussed at the next board meeting or an earlier meeting may be scheduled, if necessary. The Board of Directors will review the issue, and respond to the parent or guardian in writing, within 14 calendar days of the meeting, with the final outcome.

### Grievance of Notice of Termination

When a parent desires to file a grievance associated with a notice of termination, the following procedures will apply:

- ❖ Within 2 working days after receipt of the notice of termination, the parent shall give to the BAS director written notice of his/her intent to grieve.
- ❖ The BAS director shall assure that the grievance is placed on the agenda for the next regularly scheduled Board of Directors meeting if it is to be held within 7 days of receipt of the parent's written notice of intent to grieve the termination. If the Board is not meeting within 7 days after receipt of the notice, then the director shall contact the Chairperson and arrange a meeting within 7 days of receipt of the parent's notice. The 7 days shall include weekends and holidays.
- ❖ The parent shall present his/her position to the Board of Directors either in person or in writing.
- ❖ The Board shall present their final decision to the director and the parent(s) within 24

hours.

- ❖ Regardless of the duration of the grievance process, the child or children of the parent who has received the notice of termination shall remain in BAS for a period of not more than 2 week after receipt of the parent's notice of intent to grieve.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

To file a complaint, write:

USDA, Director  
Office of Civil Rights  
Room 326 – W  
Whitten Building  
1400 Independence Avenue SW  
Washington DC 20250-9410

Or call 800 795-3272 (voice) or 202-720-6382 (TDD). USDA is an equal opportunity provider and employer.

Bethesda All Stars is licensed by: MN DHS-Licensing Division.

To contact, call – (651)431-6500

My program respects the rights of all children and families to receive equal access to care regardless of their primary language. If your family has a primary language other than English, we will work together and contact:

**Family Health Care**

301 NP Avenue  
Fargo, ND 58102  
(701) 271-3344

Hours: Monday – Friday 7:30am-5pm

As part of the commitment to offering care to all people, Family Health Care offers medically trained interpreters to non-English speaking clients. Interpreters are available in the following languages:

- Arabic
- Bosnian
- Dinka
- French
- Hindi
- Kinyarwanda
- Kirundi
- Nepalese
- Somali
- Spanish
- Swahili
- Vietnamese

## **Fargo/Moorhead Community Family Services**

### PUBLIC LIBRARIES

- ✓ Fargo Public Main Library: 102 3<sup>rd</sup> St. N. Fargo, ND
- ✓ Dr. James Carlson Library: 2801 32<sup>nd</sup> Ave. S. Fargo, ND
- ✓ Northport Branch: 2714 N. Broadway, Fargo, ND
- ✓ West Fargo Public Library: 109 3<sup>rd</sup> St. E. West Fargo, ND
- ✓ Moorhead Public Library: 118 5<sup>th</sup> St. S. Moorhead, MN

### CLASSES, PARENT AND CHILD EDUCATION

- ✓ Cass County Extension: 701-241-5700
- ✓ Child Care Aware: 218-299-7020 [www.childcareawaremn.org](http://www.childcareawaremn.org)
- ✓ Clay County Extension: 218-299-5020
- ✓ Clay/Wilkin Head start: 218-299-7000
- ✓ The Children's Museum at Yunker Farm: 1201 28<sup>th</sup> Ave. N, Fargo, ND 701-232-6102
- ✓ ISD#152 Early Childhood Family Education: Probstfield Center for Education, 2410 14<sup>th</sup> St. S. Moorhead, MN (Preschool Screening and school readiness) 218-284-3830
- ✓ Essentia Health OB Education: 3000 32<sup>nd</sup> Ave. S, Fargo, ND
- ✓ Fargo Park District: 701-499-7788
- ✓ FM Ambulance: 701-364-1758 (Babysitting Day Camp, CPR/AED/First Aid)
- ✓ Fraser, LTD: 2902 S. University Dr. Fargo, ND (CPR/First Aid) 701-232-6619
- ✓ Moorhead Community Education: 218-284-3400
- ✓ Moorhead Parks and Recreation: contact 218-299-5340
- ✓ Plains Art Museum: 704 1<sup>st</sup> Ave. N, Fargo, ND 701-232-3821
- ✓ Parenting Resource Center: 701-241-5700
- ✓ Red Cross: 701-364-1800
- ✓ Red River Zoo: 4255 23<sup>rd</sup> Ave. S., Fargo, ND 701-277-9240
- ✓ Sanford Embrace Education Series: 701-234-7463
- ✓ Sanford Health Community Education: 701-234-5570
- ✓ Trollwood Performing Arts School: 218-477-6500
- ✓ The Village Family Service Center: 701-451-4900
- ✓ YMCA: 701-239-9622

### MUSEUMS AND EXHIBITS

- ✓ Cass County Museum: 1351 W. Main Ave., West Fargo, ND
- ✓ Concordia College Cyrus M. Running Gallery: 901 8<sup>th</sup> St. S, Moorhead, MN
- ✓ Fargo Air Museum: 1609 19<sup>th</sup> Ave. N, Fargo, ND
- ✓ Historical and Cultural Society of Clay County: Hjemkomst Center, 202 1<sup>st</sup> Ave. N, Moorhead, MN
- ✓ MSUM Art Gallery: Roland Dille Center for the Arts, MSUM, Moorhead, MN
- ✓ MSUM Planetarium: Bridges Hall, MSUM, Moorhead, MN

- ✓ Plains Art Museum: 704 1<sup>st</sup> Ave. N, Fargo, ND
- ✓ The Rourke Art Museum: 521 Main Ave. Moorhead, MN

#### CLINICS AND HOSPITALS

- ✓ Sanford: [www.sanfordhealth.com](http://www.sanfordhealth.com) 701-234-2000
- ✓ Essentia: [www.essentiahealth.com](http://www.essentiahealth.com) 701-364-8000
- ✓ Clay County Public Health : 218-299-5220
  - Offers vision, dental, and health care services
- ✓ Cass County Public Health: 701-241-1360
  - Offers vision, dental, and health care services
- ✓ Ask a Nurse: 701-234-5000
- ✓ Poison control 800-222-1222

#### CHILD DEVELOPMENT, MENTAL HEALTH AND SOCIAL SERVICES

- ✓ Village Family Services: 701-451-4900
- ✓ Arc: 218-233-5949
- ✓ Cass County Social Services: 701-241-5765
- ✓ C.E.P.: 218-287-5060
- ✓ Children's Consultation Network: 701-526-1565
- ✓ Clay County Social Services(Public Health Services): 218-299-7766
  - MFIP(MN Family investment program)
  - WIC 218-299-7777
  - Services to families having difficulties with their children
  - Services to pregnant teen and minor parents
  - Supervised visits
  - Children's mental health services, including adolescent chemical dependency services
  - Child Welfare services
  - Emergency Shelter Care Services
  - Children's Day Treatment
  - Family Based Therapeutic Services
  - Child Protection Services
  - CCAP (Child Care Assistance Program)
  - Financial Assistance
- ✓ Hospice of the Red River Valley:701-356-1500
- ✓ Lakeland Mental Health: 218-233-7524
- ✓ Access Incorporated: 218-233-3991
- ✓ Solutions: 866-455-6417
- ✓ Clay County 218-287-4338
- ✓ ISD # 152 Moorhead, Early Intervention Services: 218-284-3724

- Preschool screenings
- ✓ Fargo Early Intervention Services: 701-446-3105 the administrator is Karrie Rage. The secretary is Jodi Dirk.
- ✓ Lost and Found Ministry: 218-287-2089
- ✓ Prairie St. John's: 701-476-7216 or 877-333-9565
- ✓ Right Track: Fargo, ND 701-298-4606
- ✓ MN Department of Human Rights 800-657-3704
- ✓ Children's Defense Fund 651-227-6121
  
- ✓ Early Childhood Special Ed 218-284-3810
  - Special Education Screenings

TRANSPORTATION

- ✓ MAT Bus: 701-232-7500

CRISIS RESOURCES

- ✓ First Link hotline: 701-235-7335 [www.irissoft.com/cril](http://www.irissoft.com/cril)
- ✓ Shelters
  - Moorhead:
    - Churches United for the Homeless (all people)
      - 218-236-0372      1901 1<sup>st</sup> Ave. N, Moorhead
    - Dorothy Day Home (men only)
      - 218-233-5763      714 8<sup>th</sup> St. S, Moorhead
  - Fargo:
    - Gladys Ray Shelter (can be intoxicated)
      - 701-364-0116      1519 1<sup>st</sup> Ave. S, Fargo, ND
    - New Life Center (men only)
      - 701-235-4453      1902 3<sup>rd</sup> Ave. N, Fargo, ND
    - YWCA Shelter (women and children – boys up to age 14)
      - 701-232-3449      3000 S. University Dr. Fargo, ND
    - Youthworks (12-18 year olds)
      - 701-232-8558      317 S. University Dr., Fargo, ND
    - Salvation Army
      - 701-356-2684      304 Roberts St., Fargo, ND

- ✓ Food Pantries
  - ✓ Moorhead: Dorothy Day Food Pantry 1302 Main Ave, Moorhead 218-233-7347
  - ✓ Cass/Clay: Emergency Food Pantry – 1101 4<sup>th</sup> Ave. N, Fargo, ND 701-237-9337
    - Salvation Army- 304 Roberts St., Fargo, ND 701-232-5565
- ✓ All Abuse
  - ✓ Rape and Abuse Crisis Center -24 hour Crisis Phone: 800-344-7273, 701-293-7273
- ✓ Child Abuse
  - ✓ Moorhead – Child Protection Services – 218-299-5200 or 5230
  - ✓ Rainbow Bridge- Safe Exchange and Visitation 218-299-7694
  - ✓ Fargo – Child Protection Services – 701-241-5765
- ✓ Elder Abuse
  - ✓ Moorhead – Social Services Unit – 218-299-5200
  - ✓ Fargo – Adult Protective Services k- 701-241-5747 or 701-239-6784
- ✓ Battered Women's Shelter/Service Agency:
  - ✓ Rape and Abuse Crisis Center – 800-344-7273 or 701-293-7273
  - ✓ National Sexual Assault online hotline- [www.rainn.org](http://www.rainn.org)
  - ✓ YWCA 3000 S. University Dr. Fargo, ND 701-232-3449
- ✓ Batterer's Programs
  - ✓ Moorhead: Lakeland Mental Health 218-233-7524 or 800-223-4512
  - ✓ Fargo: Centre, Inc. 701-237-9340
- ✓ Local Suicide Hotline:
  - ✓ First Link: 701-232-HELP
- ✓ Alcohol and Drug Evaluation and treatment:
  - ✓ Lost and Found Ministry 218-287-2089
- ✓ Financial/Legal Aid
  - ✓ Legal Assistance of North Dakota 1-800-634-5263
  - ✓ The Village Financial Resource Center 1-800-450-4109

### **Online Parent Resources**

[mn.bridgetobenefits.org](http://mn.bridgetobenefits.org) – Children's defense fund MN – links to public work support and tax credits.

[www.parentsknow.state.mn.us](http://www.parentsknow.state.mn.us) – Dept. of Education – parenting information, resources, activities. Birth to Grade 12.

[www.ccaparentnetwork.org](http://www.ccaparentnetwork.org) – Child Care Aware parenting network with info on child care and other resources for parents.

[www.cpsc.gov](http://www.cpsc.gov) – information on consumer product safety

[www.aap.org](http://www.aap.org) – American Academy of Pediatrics

[www.liveunited.org](http://www.liveunited.org) – United Way – Find your local chapter and get answers and info on a variety of topics

[www.naeyc.org](http://www.naeyc.org) – National Association for the Education of Young Children – Professional organization with promotes excellence in early childhood education

[www.parentawareratings.org](http://www.parentawareratings.org) – Voluntary rating system for child care programs available statewide by 2015

[www.mnsure.org](http://www.mnsure.org) – MN Health Insurance 1-800-657-3672

To access Child Care Aware services in Hmong, Spanish, and Somali, parents and child care providers are encouraged to call 1-888-291-9811 for personalized support in their home language.