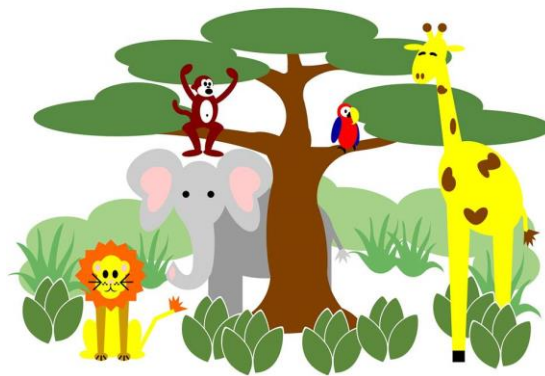


# Little Jungle Childcare Center



## FAMILY HANDBOOK

3261 42<sup>nd</sup> Street South

Fargo ND 58104

701-850-6698

[www.littlejunglechildcare.com](http://www.littlejunglechildcare.com)

updated January 2019

## Family Handbook

### Introduction

*Welcome to Little Jungle Childcare Center.* This handbook contains information regarding the childcare programs. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the center. It will answer many of the questions you may have about our programs. If you have any questions or concerns after you've read our handbook, please feel free to contact the center at:

[brenda@littlejunglechildcare.com](mailto:brenda@littlejunglechildcare.com)

[gina@littlejunglechildcare.com](mailto:gina@littlejunglechildcare.com)

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Fargo ND 58104  
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## Child Care Regulations

Early Childhood Services – Department of Human Services and Cass County Social Services. Little Jungle Childcare Center is licensed by the state of North Dakota and Cass County, ND. The purpose of these regulations is to establish minimum standards for licensed child care centers and to assure that those standards are maintained. Should a parent suspect a licensing violation and want to report a licensing violation or want to report a complaint, please contact Dede Wienckowski at the Department of Human Services, Division of Licensing at 701-239-6720 [wienckowskid@casscountynd.gov](mailto:wienckowskid@casscountynd.gov). Reports can be made in person, by telephone to or in writing.

Staff to child ratio must not exceed the following guidelines:

<b>Age of children</b>	<b>Staff: Child Ratio</b>	<b>Maximum Group Size</b>
<b>0 thru 17 mo.</b>	<b>1:4</b>	<b>10</b>
<b>18 thru 35 mo.</b>	<b>1:5</b>	<b>15</b>
<b>3 years</b>	<b>1:7</b>	<b>20</b>
<b>4 years</b>	<b>1:10</b>	<b>25</b>
<b>5 years</b>	<b>1:12</b>	<b>30</b>
<b>6-12 years</b>	<b>1:20</b>	<b>40</b>

- Site License – must be displayed. The number of youth present cannot exceed the maximum number of children noted on the site license.
- Emergency Numbers – must be displayed.
- Scheduled Snack – must be offered daily. The approved snack menu can be found in the site binder or it may be displayed in the food preparation area.
- CPR and First Aid Certification: Little Jungle Childcare offers CPR and First Aid Certification as needed. Staff should contact administration if they are unable to make the offered trainings. Staff will be required to find another organization to complete certification on their own.
  - North Dakota: Required to be completed within 90 days of employment
- Annual Requirement Trainings – All new and returning staff are required to complete a core set of on-line trainings sponsored through ND Growing Futures. Staff has 3 months from their date of hire to complete the on-line trainings to turn in copies of the certificates of completion for their personnel file.
- Fingerprinting: All new hires or returning employees must get their fingerprints completed before they can start working with children.

Maltreatment of Minors Mandated Reporting – Little Jungle Childcare Center recognizes the basic human and legal rights of each individual served. It is the policy of our center that all staff and volunteers treat individuals with dignity and respect. Physical abuse, verbal, or neglect of any individual within or outside the center is strictly prohibited. Any staff or volunteer who has knowledge of abuse or neglect of an individual or has reasonable cause to believe that an individual has been abused or neglected, **MUST** report this information to the site administrative staff and to the appropriate authorities. Failure to report abuse/neglect may implicate the observer and may lead to disciplinary measures. In addition, all possible abuse/neglect situations will be reported to Cass County Social Services Intake line at (701) 241-5765.

Health Inspections: The center will have annual health and sanitation inspections completed by an environmental health practitioner. The center follows guidelines as suggested by the North Dakota Health Services for our North Dakota Sites.

Fire Inspections: The center will have annual fire inspections completed by local or state fire authorities. Fire and tornado evacuations will be performed in accordance with state and local fire department's guidelines.

Confidentiality – Any and all information including personal information regarding enrolled children and their families is confidential and will not be shared without a Release of Information. The information will be shared only on a “need to know” basis.

### **Family Handbook Policy Review**

The content of this handbook is periodically reviewed by Little Jungle Childcare Center's Owners and Directors. If any family has any complaints, suggestions or ideas concerning any of the policies contained in this handbook, they should bring them to the attention of the Director for consideration. Little Jungle Childcare Center reserves the right to change policies and guidelines within this handbook at any time.

### **Acceptance**

Upon becoming an enrolled family of Little Jungle Childcare Center, it is your responsibility to familiarize yourself with all policies and procedures of Little Jungle Childcare Center and conform to them.

## **Part One: About the Center**

### **Mission/Philosophy**

The **Little Jungle Childcare Center** aims to provide a safe, developmentally appropriate environment for children 6-weeks to 12 years old. The focus is to provide stimulating childcare with educational experiences which promotes each child's social/emotional, physical and cognitive development. The goal is to support children's desire to be life-long learners.

At **Little Jungle Childcare Center**, the mission is to provide child care that meets the needs of each child and family in a safe and educational environment. **Little Jungle** focuses on the individual needs of each child, while providing *quality, reliable* and *safe* child care.

### **Little Jungle's goals are:**

- To provide affordable, convenient, dependable child care services
- To create a child care setting for social, cognitive, and physical development
- To provide a nurturing environment
- To provide learning experiences for our children

**Little Jungle Childcare Center** offers the opportunity for each child to develop physically, socially and cognitively according to their individual learning style. Each child is considered unique in temperament and rate of development. Curriculum is planned to enhance and challenge individual needs, interests and abilities. Activities and relationships occur in a healthy, positive and relaxed environment in which well-qualified staff provides personal attention, guidance and nurturing to each child.

The Center strives to maintain continuity and consistency throughout the program by conducting cooperative staff planning, training and a variety of joint activities involving the various groups of children. In this context, all caregivers at **Little Jungle Childcare Center** are encouraged to express their individual educational strengths as they work with children and in their cooperative efforts with other staff members.

When families enroll in the **Little Jungle Childcare Center**, children will receive the best care the industry has to offer. All that is needed is to “*expect more.*”

### **Hours/Days of Operation**

**Little Jungle Childcare Center** is open from 6:30 am to 6:00 pm Monday through Friday. The Center will be closed the following holidays: New Year’s Day, Memorial Day, Independence Day, **2 Service Days**, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve and Christmas Day. In the event a holiday falls on a weekend, the Center will close Friday and/or Monday. The Center reserves the right to close for staff training days. Each classroom will be staffed as required by the licensing board. All staff members will be current on CPR and First Aid.

### **Hiring Policy:**

Staff

Lead Teachers will hold one of the following qualifications:

- An associate degree in the field of early childhood development
- Current certification as a child-development associate or successful completion of a department-approved diploma program with an emphasis in early childhood or child care;
- Certification from a Montessori teaching training program
- At least one year of experience in a child care or similar setting
- Successfully complete a minimum of thirteen hours of department-approved training related to child care yearly.

Assistant Teachers will hold one of the following qualifications:

- An associate degree in the field of early childhood development
- Current certification as a child-development associate or successful completion of a department-approved diploma program with an emphasis in early childhood or child care;
- Certification from a Montessori teaching training program
- At least one year of experience in a child care or similar setting
- Successfully complete a minimum of thirteen hours of department-approved training related to child care yearly.

Float Staff will hold one of the following qualifications:

- A high school diploma or high school equivalency with at least one year of experience in a child care or similar setting.
- At least ten hours per week; certify nine hours of department-approved training annually

Staff to child ratio must not exceed the following guidelines:

<b>Age of children</b>	<b>Staff: Child Ratio</b>	<b>Maximum Group Size</b>
<b>0 thru 17 mo.</b>	<b>1:4</b>	<b>10</b>
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## **Part Two: Enrollment**

**Little Jungle Childcare Center** offers affordable, convenient and dependable child care services for children from 6-weeks to 12 years of age. Little Jungle does not deny enrollment on the basis of race, creed, color, national origin, gender, age or disability. The building contains a 'safe room' which will be used during bad weather conditions and if there is ever a lock-down situation nearby. The large outdoor play area provides an outdoor learning environment for the children. There is a greeting station at the front entrance with staff assisting parents during drop off times. This allows families who may be pressed for time during drop off time to gain the assistance of a staff member. Little Jungle Childcare does not deny enrollment on the basis of race, creed, color, national origin, gender, age or disability. Visits are provided to parents/guardians/families to discuss and view the center, program and policies. Parents are provided written notice of any significant changes in program services or policies.

### **Procedures**

Families may enroll their child at the Little Jungle's Director's Office. A \$35.00 per child (or \$50.00 per family) non-refundable enrollment fee along with a \$100 deposit per child will be due along with the enrollment papers. If your child can not be immediately enrolled, you will be placed on the waiting list.

- Families must submit a typical weekly schedule at the time of enrollment. This is so Little Jungle Childcare Center can comply with licensing rules and regulations at all times and have the required adequate staff on site.

Before your child attends the Center, a short pre-admission conference will be scheduled with one of the Center's Director and classroom teacher.

### **Eligibility**

#### **INFANT ROOMS**

Panda Room: An infant room for a maximum of 8 children between the ages of 6 weeks and 6 months. There is a 4:1 ratio (4 children to 1 educator)

Alligator Room: A room for a maximum 8 partially mobile infants between the ages of 6 and 10 months. There is a 4:1 ratio (4 children to 1 educator)

Monkey Room: A room for a maximum 10 mobile infants between the ages of 10 months and 14 months. There is a 4:1 ratio (4 children to 1 educator)

#### **CRUISERS ROOMS**

Tiger Room: A room for a maximum 13 cruisers between the ages of 14 and 18 months. There is a 4:1 ratio (4 children to 1 educator)

Kangaroo Room: A room for a maximum 15 cruisers between the ages of 18 and 24 months. There is a 5:1 ratio (5 children to 1 educator)

#### **TODDLER ROOMS**

Elephant Room: A room for a maximum 20 toddlers age 2 years. There is a 5:1 ratio (5 children to 1 educator)

Giraffe Room: A room for a maximum 21 toddlers age 3 years. There is a 7:1 ratio (7 children to 1 educator)

#### **PRE-K ROOMS**

Lion Room: A room for a maximum 20 pre-k children between the ages of 4 and 5 years. There is a 10:1 ratio; meaning 10 children to 1 educator.

Bear Room: A room for a maximum 20 pre-k children between the ages of 4 and 5 years. There is a 10:1 ratio; meaning 10 children to 1 educator.

### **BEFORE & AFTER SCHOOL PROGRAM**

Cheetah Room: A room for a maximum 28 school age children from Kindergarten to 5th Grade. There is a 14:1 ratio (14 children to 1 educator)

Schools transportation to/from

- Ed Clapp
- Centennial
- Kennedy
- Oak Grove

### **ALL-DAY SUMMER PROGRAM**

The summer program is for children ages kindergarten through 5th grade. Exciting field trips, visits, picnics and activities all summer long.

The following forms must be completed prior to attendance. These forms will be updated annually.

- Immunization Records
- Registration/child information form must verify identification of children in care (birth certificate, certified school records, passport or other documentary evidence)
- Health Records must be completed annually
- Parent Consent forms
- Enrollment form

All children's records are confidential. If information needs to be updated at any other point, it is the parent's responsibility to notify the center's director in writing.

### **Tuition Fees**

Tuition fees are based on the age of the child enrolled in the program. Parents are charged those fees for Monday-Friday with hours between 6:30am-6:00pm. Parents are paying for the slot that is held for your child.

### **Rate/Fee Schedule**

6 weeks to 18 months = \$210 weekly  
18 months to 36 months = \$200 weekly  
3 years \$195 weekly  
4 to 5 years \$190 weekly  
School age (before/after) \$90 weekly  
Summer school age program: \$150 weekly

### **Multiple Child Discount**

There is a \$5.00 discount for the second child and \$10 discount for the third child. The discount is applicable on a weekly basis and is subject to the following criteria. All multi-child discounts are only applicable for family units who reside in the same households.

**Late Pick-up**

Late Pickup Fee: A charge of \$1.00 per minute past 6:00pm per child will be applied to your account upon late pickup. If the parent does not arrive and cannot be contacted by 6:10, the emergency contacts will be contacted, if there is no response by 6:30pm, local authorities will be contacted. This may result in immediate termination of care if it becomes a repeated issue.

**NSF Payments**

A handling fee of \$30.00 will be charged for processing any returned payments. A late charge of \$25.00 will be charged for payments not made on the schedule due date.

**Advance Payment**

Families are able to pay 4 weeks in advance, no discount is offered

**Vacation Discount**

If a child is absent for 5 consecutive days, a vacation credit can be applied to the account to total the week's billing of \$100.00. This can be used (2) times during the calendar year. Multi-child discount do not apply during this billing process. Vacation notification must be communicated to the Director 30 days in advance.

**Holiday Closing/Illness**

Little Jungle will be closed on the following holiday days: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving and Christmas Day and any staff training days for staff (which will be listed in advance) the regular fee is due.

Other absences for parent illness, maternity leave, storm days or funeral will be charged as a regular fee.

**Advanced written permission**

Permission will be obtained from parents before any child is allowed to participate in any educational research or public relations activity. A separate permission form must be obtained before each occasion. All documentation of such events will be kept in each participating child's file.

**Payment Policy**

Tuition is due every Monday for the upcoming week. Families can pay for an entire month if they choose. Payments are due by Monday 6:00pm.

Little Jungle will provide an itemized monthly statement for each family upon request. Little Jungle will provide an itemized yearly statement of child care payments by January 31<sup>st</sup> for tax purposes. It is your responsibility to contact the center for your yearly statement if you are no longer enrolled. Little Jungle will provide at least a 30-day notice of any changes in fees. Rates will increase each year. Tuition fees are released to enrolled families anytime at their request.

**Payment Options**

Little Jungle requires all families to pay by auto payment through checking/savings or a credit/debit card.

1. Automatic payment by credit card. MasterCard or Visa are accepted (this includes debit cards). A 3% transaction fee will be added to your tuition invoice. Little Jungle will process the funds on Monday in order to receive payment on Tuesday, if you use a debit card, funds may be "held" on Monday. Please be aware of this.



2. Automatic payment by checking or savings account. Little Jungle will process the funds on Monday, without “holding” funds for families paying through this process.
  - a. NSF Payments: A handling fee of \$30.00 will be charged for processing any returned payments. Little Jungle will notify you by email if your payment is NSF.
  - b. Late Payments: A late charge of \$25.00 will be charged for payment not made on your schedule due date. For example, if a credit card has expired, we will process the card again the next business day with the new exp. Date. This will NOT be a late payment. If you fail to contact us with a new expiration date and we are unable to process your payment until 3 days after the payment is due, a late charge of \$25.00 will be charged to your account. Little Jungle will not notify you by email if your card has expired or is not accepted.
  - c. Little Jungle reserves the right to collect payment until the balance has been paid in full.
  - d. Little Jungle reserves the right to discontinue care until FULL payment has been collected.
  - e. Late Pickup Fee: A charge of \$1.00 per minute past 6:00pm per child will be applied to your account upon late pickup. If the parent does not arrive and cannot be contacted by 6:10, emergency contacts will be contacted, if there is no response by 6:30pm, local authorities will be contacted. This may result in immediate termination of care if it becomes a repeated issue.
  - f. Please follow the billing calendar if payment processing day changes due to a holiday.

### **Child Care Assistance Program**

Regular tuition is required whether or not families qualify for Child Care Assistance through a third party. Families who qualify for Child Care Assistance are responsible for notifying the Director when completion of forms are required so the parent can submit them to the appropriate agency. Little Jungle will complete the appropriate form for parents to receive direct reimbursement from the ND Department of Human Services.

### **Changes in Enrollment**

Written notice of intent to withdraw a child from Little Jungle must be submitted to the Director two calendar weeks in advance of withdrawal. You will still be responsible for the two week’s fees if a proper notice is not given. Parents are responsible for tuition for two weeks after the notice is given, whether or not if the child is in attendance at Little Jungle. Families who abandon their child care service without formal written notice are responsible for the 2 weeks of payments beginning with the first Monday following the last documented day that child care services were provided at the regular tuition rate. Re-admission will be on space available and a new registration fee must be paid prior to reenrollment.

### **Probationary Period/Termination Policy**

The first two weeks of your child’s enrollment will be considered as a probationary period. If you feel things are not working out, you may withdraw your child without penalty. We reserve the right to give notice for removal if we feel that we are unable to meet the needs of the child.

### **Schedule**

#### **Attendance**

- Parents/families will be billed for all days the child/ren is scheduled whether or not they use the services.
- Parents must contact the center within 30 minutes of their schedule time of arrival to notify the staff if child will not be in care a particular day.

### **Inclement Weather Closing:**

Little Jungle Childcare Center follows the Fargo School District schedule. If they run late due to the weather, we will run late. If they close due to weather, we will close as well. Notification of closings will be posted on the local television; the center's Facebook page and an email will be sent to those emails on file. It is the responsibility of the family to provide the most current email if changes have occurred since enrollment paperwork was submitted. In cases of severe weather, Little Jungle Childcare will make an independent decision to close.

### **Waiting list**

If you are not currently enrolled in the Center, you can complete the waitlist registration process. If you are a currently enrolled family, a spot for an additional child is not guaranteed. An additional enrollment contract is required, along with two weeks regular tuition, for a future infant spot will be required. If there is currently not future opening or it is unknown, no contract form or two-week tuition will be required and the family will be directed to register through the waitlist process.

The Director will maintain an enrollment list. Priority on this list will be given as follows:

1. Little Jungle employees
2. Current families – sibling of child who are already in the program
3. Remaining families on the list by date

Little Jungle does not discriminate on the basis of race, gender, color, religion or national origin.

## **Part Three: Center-wide Policies and Procedures**

### **Authorization to pick up child**

Your child/children may only be released to the individuals listed on your pick-up authorization form and those forms must include full names and current phone numbers. Individuals picking up a child, other than the parent/guardian, will be asked to provide photo ID. Please include information if your child/children will be picked up for school or other activities. The birth parents are always entitled to custody of their child unless a court order limits their rights. If that is the case, we will need documentation from the court system. No child will be allowed to leave the center with any individual that is not authorized in writing from the parent/guardian on the child/s registration paperwork. If someone who is not authorized attempts to pick up a child, the child's parent/guardian will be contacted first, then the authorities if the parent/guardian is unreachable. The child will have to stay at the center until the parents or an authorized person can come to the center to confirm. If necessary, fees for picking up late will apply.

### **Impaired Person Policy:**

The safety of the children enrolled in the Little Jungle Childcare Center is of high concern. Therefore, no person who appears to be affected by, or under the influence of, any alcoholic beverage or drugs shall be allowed to pick up any children from Little Jungle Childcare Center. This policy shall apply with equal force to all persons, including a child's parent and/or guardian.

Any staff who suspects a person picking up a child is under the influence of alcohol or drugs will:

- Immediately bring the matter to the Director's attention;

### **The Director will:**

- Discuss the matter, in private if possible, with the person who is attempting to pick up the children and, based upon all of the circumstances apparent to the Director, make a

determination of whether it is safe for the children to go with that person, or suggest alternative travel arrangements at the person's expense.

- If the person takes the children over the Director's objection or if the Director and the person desiring to pick up the children cannot reach an agreement concerning alternative travel arrangements, the Director will call the appropriate authorities, including the Fargo Police Department at 701-235-4493 or 911.
- The staff and/or Director should gather as many details as possible; including but not limited to: license plate number, description of vehicle, name and description of person, and address of person.
- UNDER NO CIRCUMSTANCES SHOULD Little Jungle Childcare Center STAFF TRANSPORT.
- In all such cases, a detailed incident report is written and given to the Director within 12 hours. Incident reports are available in the site binders.

### **Birthdays**

We love to celebrate birthdays with store bought treats! Feel free to ask if we can store anything in our kitchen to help out with this fun day. We ask that if your child has any invitations, it is your responsibility to place them in the children's cubby boxes. Please do not ask your child's teacher to do this.

### **Children's Arrival and Parents Departure**

All parents/children/staff will use the front entrance to enter the building. Each parent must register their child using the fingerprint computer process in the entry. All staff must greet parents/families and children. Staff should learn names of all children in their classroom and possible siblings of children enrolled in other classrooms. There must be a verbal exchange with parents at arrival and departure in order to exchange daily information. Parents are responsible to remove their infant from the car seat and any outerwear before bringing them into the classroom. Car seats should be placed in the car seat cove area. The employees are not allowed to accept sleeping infants in a car seat carrier. Parents should place their own child in their car seat and secure the car seat safety straps unless the center is transporting the child. Parents should walk with their child to their personal cubby area and place their personal belongings there before taking their child inside the classroom. Parents should communicate any daily needs to the teaching staff. The Director will call parents after 60 minutes if their child does not arrive as scheduled.

### **Field Trips-Transportation**

Children will be transported from time to time for field trips or other activities. By signing the contract page, you are agreeing in advance for your child to participate in a fieldtrip outing. NO child will ever be left unattended in a vehicle at any time. Child/teacher ratios will be maintained at all times to ensure the safety of the children. The driver shall be in compliance with all relevant state and local regulations and insured at all time. Little Jungle follows the ND state car seat safety law. If you are not able to provide a car seat for your child when Little Jungle is the mode of transportation, we will not be able to transport your child.

### **Emergency Procedures**

Parents will be notified immediately of any emergency or injury involving their child. If parents cannot be reached the individuals, they have designated at emergency contacts will be notified. Medical emergencies and disasters plans: Staff are trained in first aid and CPR and will be prepared to administer care as needed. First aid kits are found in each classroom and other areas within the center. If immediate care is not needed, the parents will be contacted to transport the child to the hospital. If the parents cannot be reached the emergency contacts persons will be contacted to transport the child. If

ambulance transport is indicated 911 will be called. The child will be accompanied by a staff member until parents arrive.

- Emergency response procedures and phone numbers are located by every telephone within the center. Fire escape routes are located within each room and the staff is trained in emergency procedures.
- Little Jungle Childcare Center performs monthly fire, lockdown and tornado (April through September) drills in preparation should a disaster occur. Logs are available for viewing at any time.
- Should a disaster occur, and the center must be evacuated to the designated “safe place”. This safe place will be at the restaurant located directly east of the center. Parents can contact the center’s phone number and/or parents will be notified as soon as possible.
- The Center’s source of emergency care is Sanford and Essentia Health.
- Fire: We will evacuate to the restaurant/entertainment center to the west. Each classroom has their own individual outside door to evacuate and has instructions on alternate route out of the building. The fire drill records will be kept in the main office.
- Lock Down: The center will practice this procedure. Staff will move the children quickly and quietly into the safe room if necessary. The lock down drill records will be kept in the main office.
- Tornado: Children will be kept in the safe room during bad weather. Records of the tornado drills will be kept in the main office area.
- Blizzard: If a winter storm warner is issued, parents will be notified. Children may need to be picked up based on discretion.
- Power outage: If the center experiences a power outage, there will be a battery-operated radio for official instructions. There is also emergency lighting throughout the building. Temperature of the Center is a factor and the capability of running water. If necessary, parents will be notified to pick up their child.

Every precaution will be taken to ensure the safety of the children within the center. Little Jungle Childcare provides the required staff trained in First Aid and CPR. If necessary, they will be prepared to administer aid as trained whenever possible. Parents will be informed of any accidents, incidents, injuries and all action taken. Accident reports will be completed by teachers when any accident, incident or injury occurs. A copy of that report will be kept in the child’s file.

The children and staff will be evacuated to the nearest restaurants in the event of an emergency. Parents should contact 701.850.6698 or Little Jungle’s webpage at [www.littlejunglechildcare.com](http://www.littlejunglechildcare.com) to find important information on their children.

### **Liability Insurance**

Little Jungle is required to hold liability insurance and does have the required insurance in force. Parent’s insurance will be required to cover injuries as Little Jungle’s insurance is secondary.

### **Meals and Snacks**

**Little Jungle cooks all meals at the center.** Little Jungle will obtain dietary instructions from the parents of the child on their enrollment application. Children are served a nutritious breakfast, lunch and afternoon snack every day while in care. Children in care for more than 3 hours will receive a snack or meal. Parents are welcome to provide feedback on menu items – this includes the children in the after-school program. Menus meet the USDA requirements, we strive to exceed those standards by offering a variety of whole grains, fruits and vegetables. Food is properly prepared, sufficient in amount and served at appropriate hours in a safe and sanitary manner. Monthly menus will be posted in each classroom. All teachers and staff will know if there are allergies that children are not able to consume. All food

allergies and special diets will be posted. A consultation may be necessary prior to enrollment to discuss allergies or special diets. Food allergies are handled on a case by case basis depending on the allergy. Parent/Families will meet with the Director for details. Children will have meals brought to and served in their rooms. At no time are children left unattended while eating. Children are encouraged to eat and no coercion or force feeding is done.

Infants are fed individually according to their developmental needs and feeding patterns. Breastfeeding is promoted and encouraged at Little Jungle Childcare Center.

Mixing formula:

1. Formula will be mixed with tap water unless parents choose otherwise in which they would need to provide the infant water.
2. Bottles will be heated using water warmed in a small crock pot on low heat or a bottle warmer.
3. Any formula left in excess after feeding will be discarded (maximum of one hour).

Parents/families will provide formula, rice cereal, oatmeal, and baby food for their infants. Refrigerator space will be made available to store expressed milk in the classroom. There is also freezer space available for frozen expressed milk. Each expressed milk must be labeled with first and last name and date milk was expressed.

Meal times are:

Breakfast for children who arrive by 8:30am

Lunch: 11:30-12:00 pm

Snack 3:00-3:20 pm

Tables must be washed with soap and water before and after any food is served. Disposable paper towels must be used to clean the tables. This step should be followed by sanitizing the table with Sani-Wipes. To sanitize with Sani-Wipes, wipe enough for the table to remain visibly wet for 60 seconds. Let air dry.

Before distributing snack or helping with food preparation, staff must wash their hands. Please see site binder for proper hand washing procedure.

Plastic gloves must be worn when handling food.

If necessary, Staff will heat up food in the microwave and Staff will carry the hot food to the children in each individual classroom where the children will eat.

When children are done with their snack or meal, the garbage must be disposed of immediately and the garbage must be removed from the area daily.

Leftover milk is disposed of properly.

If food requires refrigeration, it must be tightly covered or wrapped or otherwise protected from direct contact with other food.

Refrigerators must maintain a food temperature of 40 degrees F or lower in all parts of the food storage areas, and freezers must maintain a food temperature of 0 degrees F or lower. Temperatures must be checked daily.

Refrigerators and freezers shall be cleaned and sanitized as often as necessary to assure that the appliances are maintained in a clean and sanitary condition.

Microwaves must be cleaned and sanitized as often as necessary to ensure that the appliance is maintained in a clean and sanitary condition.

Any sinks used for food preparation cannot be used for hand washing or any other purpose.

All hand-washing sinks must have hand washing practices posted by each sink.

If cleaning supplies must be stored in the same room as food, the cleaning supplies must be locked up and properly labeled. Cleaning supplies and food cannot share the same cupboard.

Please refer to the cleaning checklist in your site binder for additional cleaning responsibilities.

### **Food Brought from Home**

At Little Jungle we understand the necessity for some families to bring in food for their child's individual needs. Food from home will not be allowed to be served to other children in the center. If you have any questions, please see the Director. Nutritious foods are essential for young children's optimal growth and development. The Center will follow these guidelines to help children get the nutrients they need to grow and develop:

- Candy, potato chips and gum are not allowed
- We do not regularly serve dessert
- Please do not bring sugary drinks or fruit juice for children

### **Nap and Rest Time Policy**

Parents/families will be consulted at the time of enrollment and as needed about their child's napping habits. A two-hour period will be set aside every day depending on the age of the children to rest and take a break from the day's activities.

- a. Confinement limitation: A child who has completed a nap or rest period may choose the quiet activity provided and planned by the classroom teacher or assistant teacher.
- b. Placement of Equipment: Naps and rest must be provided in a quiet area that is physically separated from children who are engaged in an activity that will disrupt a napping or resting child. Cribs, cots, mats and beds 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. Cribs, cots and beds must be placed directly on the floor and must not be stacked when in use. Separate bedding must be provided for each child in care. Bedding must be washed weekly and when soiled or wet. Blankets must be washed and dry cleaned weekly and when soiled or wet.
- c. By signing the contract page, parents permit staff to rub their children's backs.
- d. It is the responsibility of the parents/families to wash personal nap items weekly. Staff will remind parents/families of this.
- e. All staff must place each 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 licenser and must remain on file at the licensed center. 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.

If an infant falls asleep before being placed in a crib, the infant must move 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 staff must consider the supervision needs of the 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 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/family/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 sleep sack that does not have additional fabric to wrap around. This does not have constriction of the hips, legs or arms. Prior to any use of swaddling for sleep by a provider licensed under this paragraph, the license holder must obtain informed written consent for the use of swaddling from the parent/family/guardian of the infant on a form provided by licensur.

### **Outdoor Policy**

The outdoor policy is based on the daily outdoor temperature. Children are taken outside when temperatures are above 15 F degrees (including wind chill and temperature) and below 90 degrees F (heat index). Children will not be transported by Little Jungle Childcare during inclement weather and all off site activities will be automatically cancelled. It is extremely important for children to have outdoor play time on a daily basis. If parents request their child not go outside, parents need to obtain a written order from their child's health care provider. If parents feel their child is too sick to go outdoors, then they are probably too sick to be at the childcare center. It is important to communicate the importance and responsibility of the parents to provide weather appropriate clothing and shoes for active play. Children will not go outside if they do not have the appropriate clothing and shoes for outdoors. Children will have exercise time in the gym when the weather is below 15F degrees and above 90F degrees. They will receive the allotted 60 minutes of required exercise time.

### **Photo Release**

All records, photos and information with respect to children receiving child care services are kept confidential. Each parent will provide a written permission form for each child and those forms will be found within the child's file. Pictures of the children are taken quite often for room display, bulletin boards or sometimes media. Children cannot be photographed without a permission form from their parents/guardians.

### **Promotion /Transition of children**

Children will transition to the next age group based on chronological age, maturity and development of the child and staffing requirements. Parent's opinions will always be respected.

### **Toys from Home**

No toys from home should be brought to the center. The exception to this rule could be nap comfort items or toys brought specifically for a show and share day event.

### **Transportation**

Little Jungle will adhere to the policies of the school your child attends. When the children are dropped off at school, they must go directly into the building. The drivers will watch them go in unless the school requires that they stand outside until the time they are allowed to go into the building. For afternoon pick up, the Little Jungle staff will meet children upon dismissal and take roll of each child (unless families have called before to report a child not riding). If any children are missing the driver

will call the center. The Center will contact the child's school and then the emergency contacts listed in the child's file. Vehicles will wait ten minutes after school dismissal, then will be permitted to leave. If school is dismissed early due to weather conditions, parents will be required to pick up their school child directly from school. If the school is on a lockdown, the Center will be called by the driver. The driver will drop off the children currently in the vehicle first. Then follow directions given by the Director, depending on the information provided by the school at the time. Parents may be called to pick up their child directly from the school. If school begins late due to weather, Little Jungle will not transport them to school that day. If a child is left at the school, families or guardians will be responsible for picking up and transporting the child.

#### Transport Behavior

1. All children who ride in the Little Jungle vehicle will be asked to be very responsible for their behavior while being transported
2. All children are expected to use seatbelts and sit in the seat.
3. The behavior in the vehicle must be appropriate. If the child does not follow the rules for riding in our vehicles, they will be warned.
4. After one or more written incidents in the vehicle, transportation for the child will be suspended for three days. The safety of all children is of utmost importance.
5. If persistent unacceptable behavior continues, guardians will be consulted.
6. Open communication between the center and families is encouraged, and conferences will be scheduled as needed.
7. All children will be respectful and caring to other children and staff. If children hurt others, call names or harm another child or staff person in a degrading and vindictive manner, the child and guardian will receive a written warning or incident report, indicating the details of the incident.

Any child who receives three incident reports within one week will be asked to leave the program.

#### Visitors

Due to safety reasons, all visitors must check in at the office and complete the sign in process. Parents will use the security fingerprint system. Parents are welcome at any time. Little Jungle has an open-door policy. While Little Jungle prides itself on our open-door policy, we do request that any visits made during the day are a maximum of 10 minutes. We understand that you miss your little ones during the day; however, extended visits can disrupt the routine of the other children in our care.

Also, please keep drop-off to a maximum of 5 minutes. Our staff can better handle an upset child when their parent has left the classroom. Please feel free to call us at any time to check up on your child. We are happy to provide you with an update of their day.

### **Part Four: Program**

#### **Curriculum Overview**

Little Jungle uses Mother Goose learning curriculum which focuses on social learning and the power in play. Each child will receive preschool curriculum inside their classroom each day without being charged an additional fee for the families. The learning philosophy is that there is power in play and knowledge occurs through social learning. The curriculum will be used starting as early as the infant room and use a 'scaffolding' method. This scaffolding method will move through the ages and rooms for the children. The curriculum will be sprinkled throughout their day through the use of Mother Goose and social learning methods. Little Jungle will provide written daily routine of individual or small group activities appropriate to age and needs of children. The curriculum will include activities that foster social, intellectual, emotional and physical growth. It is the responsibility of the Lead Teacher with the assistance of other teachers to plan and implement Mother Goose curriculum daily.



### **Daily Schedule:**

A basic schedule is listed below. Classroom schedules will vary to meet the needs of each age group.

6:30 – 7:55	Arrival time/Free play
7:55 – 8:00	Clean up/Wash hands
8:00 – 8:30	Breakfast
8:30 – 8:45	Diaper Changes/Potty Breaks
8:45 – 9:00	Free Play
9:00 – 10:00	Circle Time/Preschool *Infant naps*
10:00 – 11:00	Outdoor/Gym Time (Weather Permitting)
11:00 – 11:10	Transition Indoors/Wash Hands
11:10 – 11:30	Diaper Changes/Potty Break
11:30 – 12:00	Lunch Time
12:00 – 12:10	Quiet Reading
12:10 – 2:50	Nap/Rest Time
2:50 – 3:00	Diaper Changes/Potty Breaks
3:00 – 3:20	Snack
3:20 – 3:30	Clean up/Wash Hands
3:30 – 4:30	Outdoor Time (Weather Permitting)
4:30 – 6:00	Free Play/Diaper Checks/Potty Time

### **Infant/Toddler Daily Schedule**

The daily routine for infant/toddlers fosters development of good health habits, self-discipline, adequate indoor/outdoor play, rest/sleep with time and opportunity for various experiences. The environment protects children 0-12 month from physical harm without restricting physical, intellectual, emotional and social development. Environment and interactions requirements are complied with and reviewed.

### **Preschool Daily Schedule**

The daily routine fosters development of good health habits, self-discipline, adequate indoor/outdoor play, rest/sleep with time and opportunity for various experiences. The environment protects children from physical harm without restricting physical, intellectual, emotional and social development. Environment and interactions requirements are complied with and reviewed

### **Program Activities**

Little Jungle has a gardening program for children who are 3-5. The children will learn about the soil and seeds, along with weeding and watering. The children will take their garden harvests home. Parents will sign a consent for their children to participate in the gardening program. This consent will be filed into the child's file.

## **Part Five: Guidance and Socialization (Discipline) Policy**

### **Positive Guidance**

The Little Jungle Childcare Center uses guidance to help children learn appropriate ways of handling their feelings and desires. We want to ensure that each child is provided with a positive model of acceptable behavior to enable the children to develop self-control. Our goal is always to protect the safety of children and staff.

The Little Jungle Childcare Center does not use punishment. Instead, we provide direction toward alternative and acceptable ways of behaving, guided by the individual and developmental needs of children and families. These include:

- Modeling, praising and encouraging positive behaviors;
- Setting clear, reasonable and consistent rules which are explained to children;
- Planning developmentally appropriate activities;
- Continuous monitoring and assessing of the environment;
- Practicing low children to staff ratios;
- Permitting flexibility within curriculum;
- Facilitating problem solving skills in children;
- Maintaining developmentally appropriate expectations of children;
- Being aware of possible causes of behaviors.

Redirection is essential to creating a learning environment that is positive, supportive, safe, and effective. To create this environment, the following principles for conduct have been set for the children:

1. Practice the golden rule: Treat others the way you would like to be treated.
2. Use appropriate language.
3. When the staff asks for your attention, Stop, Look, & Listen.
4. Run only in the gym.
5. Keep your hands, feet, and other objects to yourself.

If and when behavior issues occur, staff will use one or a combination of the following directives:

- Ignoring minor attention seeking occurrences;
- Verbally reminding children of rules;
- Redirecting children to another activity;
- Teaching children how to use acceptable alternatives to problem behavior;
- Allowing natural and logical consequences for behaviors within limits;
- Partnering with parents to develop guidance techniques

It is not possible to list all of the unacceptable behaviors, but the following are examples of actions that are not allowed by children and will result in corrective steps:

1. Use of inappropriate language and gestures
2. Inappropriate touching, hitting, and fighting
3. Presenting a danger to oneself or staff members
4. Bringing weapons or dangerous articles to any area of the center
5. Bringing alcohol, drugs, or tobacco into any area of the center
6. Vandalism of the center
7. Going into off-limits areas of the center
8. Disobeying rules established for field trips and vehicle rider safety
9. Leaving the group setting without permission
10. Stealing
11. Harassing staff members
12. Repeated ignoring or disobeying staff directions

When infractions of the rules occur, they will be dealt with in the following ways: time-outs, exclusion from an activity, and removal from the facility, suspension, or expulsion.

### **Rest-time:**

Rest-times are used to give the children an opportunity to sit out of an activity and “rest” for a moment until he/she is calm enough to rejoin the activity. Children who are in a rest will be supervised by staff at all times. The amount of time will be determined by the seriousness of the infraction.

### **Exclusion from an Activity:**

Children must be responsible, or he/she may not be able to participate in all privileges. Staff members may exclude the children from an activity for a definite time period. Specifications will be discussed with the children, including time limits (for example, if art materials are misused, the children would not be permitted to participate in the art program for the day).

**Removal from the program for the remainder of the day:**

If at any time a child's actions warrant immediate removal, the teaching staff needs to talk with the Director to discuss the situation. The Director will make the decision to send the children home. The Director will contact the parent immediately to come and pick up the child.

**Suspension:**

Repeated violations of rules and/or a serious infraction will lead to suspension. Suspension is at the discretion of the Little Jungle Childcare Center's Director and its length will be determined by the seriousness of the infraction. A letter will be sent to the parent/families clearly describing the behavior and giving notice that continued misbehavior will result in the children being referred to the Director for expulsion from the program.

**Expulsion:**

A serious infraction and/or repeated suspensions and violations of the rules will lead to total expulsion from the Center. Expulsion is at the discretion of the Director. A letter will be sent to the parent outlining this action.

**PERSISTENT UNACCEPTABLE BEHAVIOR:**

***Non-aggressive Behaviors:***

Staff will conduct these progressive corrective actions if a child is demonstrating non-aggressive behaviors:

- Ignore minor attention seeking occurrences;
- Verbally remind children of rules;
- Redirect children to another activity;
- Within limits, allow for natural and logical consequences for behaviors;
- Partner with parents to develop guidance techniques;
- If behavior continues, place the children in an area designated as a time out area. This is not to be an enclosed area out of sight or sound of Little Jungle Childcare Center staff, but rather a quiet area where the children can sit and be monitored by staff. Time out is not to exceed 10 minutes after the children calms down. Shorter length of time may be used depending upon the situation. Food or water may not be withheld as a form of punishment.

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

- Less intrusive methods 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 required separation from the group must:

- Remain within an enclosed part of the classroom where the child can be continuously seen and heard by a staff member
- Be able to return to the group when the child's original behavior that caused the separation is under control or has stopped.

If the child is separated from the group three or more times in one day, the child's parents/family will be notified, and the parent notification will be indicated on the Little Jungle Behavior and Bite Log. If a child engages in unacceptable behavior (examples: violent behavior and/or inappropriate language) then

Behavior Guidance Procedure will be followed.

**STEP #1: Behavior Guidance Procedures**

- Staff will observe and record the behavior of the child and the staff response to the behavior by using the Behavior and Bite Log Form
- Staff will work with parents and other professionals (if needed) to develop a plan to address the unacceptable behavior immediately.
- Child will be sent home: Any child whose behavior places himself/herself in danger of jeopardizing the health, safety, and welfare of others in attendance will have a parent/family notified to pick up the child based on the severity.

If a child is separated five or more times in one week, eight times or more in two weeks, then STEP #2 Persistent Unacceptable Behavior Procedures will be followed.

- Little Jungle Childcare will provide extra resources should a classroom be dealing with behavioral issues. Extra staff members if available will be scheduled to provide teachers more time to deal with the behavior. All measures taken will be recorded and kept in the child's record.
- Little Jungle will observe and record the behavior of the child and staff response to the behavior by using Little Jungle's Behavior and Bite Log
- Dealing with persistent unacceptable behavior will involve a second conference with the parents to outline new approaches and discuss consequences
- Child will be sent home: Any child whose behavior places himself/herself in danger of jeopardizing the health, safety, and welfare of others in attendance will have a parent/family notified to pick up the based on the severity.

If the unacceptable behavior persists in spite of the use of the established plan, the child may be suspended or dismissed from the Center.

**Biting and Hitting**

Biting and hitting may occur in several of the rooms. This happens periodically in even the best child care center and is an unavoidable consequence of group care. When it happens it can be scary, frustrating and very stressful for children, parents/families and teachers. It is not something to blame on the children, parents/families or teachers and unfortunately there are no quick or easy solutions.

Bite Policy – Under the age of 2: If a child bites 3 or more times in a day, the parent/families will be notified and need to pick up immediately.

Bite Policy – Age 2 years and older: If a child bites 3 or more times in a day, the parent/families will be notified and need to pick up immediately. If a child bites through the skin 1 time, the parent will need to pick up immediately and protocol for both families will be followed. Both hitting and biting is normal toddler behavior, but the safety of the children in our care is the priority.

Little Jungle Childcare will do everything we can to prevent a situation where this policy must be put into effect. Staff will follow the Unacceptable Behavior Procedure listed above if biting or hitting occurs.

What teachers do when biting or hitting occurs:

- Focus on the child who was injured
- The aggressive child will be redirected
- Simple language is used "biting hurts!"
- Explain to the child that they need to use gentle touches. Explain what our mouth is used for

- Accident/Injury Incident Report will be given to parents of the child who was bitten. The parent of the child who bit will have a verbal conference with a staff member in the room. Teachers will track occurrences of biting or hitting. Listing the time of day, reason (if known), and action taken by the staff will be documented.
- Conference with parents/families will be scheduled at the Director and Teacher's discretion, if necessary
- Strategies will be provided to the parents/families and agreed upon by the lead teacher, director and parent/families to reduce hitting/biting behavior. The strategies will be evaluated
- Confidentiality will be maintained at all times (the name of the child who bites will not be released to the parents of the child who is bitten). Biting is a developmentally appropriate infant/toddler behavior. Delayed punishment does not work. Infants and toddlers do not connect an event of one time of the day to be a consequence of an event, activity or action of an earlier time of the day.
- Teachers address the biting incident when it happens and assist the children in appropriate alternatives at that time. We discourage parents from punishing or reprimanding their child later in the day for a biting or hitting incident which occurred at the center.

Documentation is to be written in detail regarding the situation on a behavior slip. The parent/families, as well as Little Jungle Childcare Center administration, will receive a copy of the behavior slip. The Director will review and track each children's behavior concern slip. If a child's behavior becomes an issue the teacher will consult with the Director and the children's parents may be contacted by Administration to set up a meeting to discuss concerns. If necessary, a referral can be made to a professional agency for assistance with the children's behavior. The Director may decide if suspension and/or expulsion from the program is necessary.

Under no circumstance is the staff member allowed to use physical punishment or physical restraints with a child, this includes using exercise as a punishment. It is extremely important that staff remain calm and under control at all times. Staff are to refrain from yelling at children - calm voices are required to model desired behavior. Documentation is to be written in detail regarding the situation on an Accident/Injury/Behavior Incident Report. The parent/families as well as Little Jungle Childcare Center's Administration, will receive a copy of the report. The Director will determine if the children will be suspended and/or expelled from the program.

***Prohibited Actions:***

The Little Jungle Childcare Center prohibits the following actions against children or staff in the program. Failure to comply may result in termination from the program.

1. Subjection of child/staff to corporal punishment, which includes but is not limited to:
  - Rough handling
  - Shoving
  - Hair pulling
  - Ear pulling
  - Shaking
  - Slapping
  - Kicking
  - Biting
  - Pinching
  - Hitting

- Spanking
2. Subjection of a child/staff to emotional stress, which includes but is not limited to:
    - Name calling
    - Exclusion from the group
    - Shaming
    - Making derogatory remarks about a child/staff or the children/staff's family
    - Using language that threatens, humiliates, or frightens the children/staff
  3. Separation of a child from the group that is not warranted.
  4. Punishment for lapses in toileting.
  5. Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
  6. The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm.
  7. The use of mechanical restraints, such as tying.

Staff and/or Little Jungle Childcare Center administration will observe a child who exhibits mental health concerns. The children's parents/families will receive referral resources and/or mental health information. When services are not provided due to parental decision and the environment and mental health and safety of all children and staff are compromised; a meeting will be held with the Little Jungle Childcare Center's administration, teaching staff, and the children's parents/families to address concerns and strategize.

Continuous concerns or behaviors that compromise the learning environment may lead to suspension of program attendance.

## **Part Six: Parents in the Program**

### **Daily Communication**

Parent-teacher communication is achieved through several methods including:

- **Daily Communication:** After you check in at the Procure fingerprint station in the foyer, please drop your child off with their teacher in the designated classroom. At this time children are supervised by Little Jungle until they are picked up by an authorized person. Each program provides daily information on your child. Each classroom daily schedule is posted on the Parent/Family board in your child's room. Here you will find weekly lesson plans, teacher's bios, calendar, menus, and daily/weekly/monthly classroom/center events. Individual children's activities, physical care, napping, toileting, feeding records are recorded on a daily sheet along with any supplies needed. Special events and reminders may be written on a dry erase board.
- **Social Media:** It is suggested to not become friends on Facebook with your child's teachers. This can be a confusing line to draw between professional and personal.
- **Assessment & Conferences:** Children are assessed by ongoing observation and an assessment depending on their age that aligns with our curriculum which promotes physical, intellectual, social and emotional development. For infant, toddler and preschool children, the Mother Goose Curriculum is the approved assessment by ongoing observation of goals and objectives as well as

the milestone tools. PreK children are assessed using kindergarten requirements. We are proud to assist in any referral process that are necessary to help your child in their development. Conferences may be held throughout the year at either the parent or teacher's request.

- The center communicates with parents about individual needs of children on an ongoing daily basis.

### **Mandated Reporter**

The Little Jungle Childcare Center recognizes each individual's basic human and legal rights. Any staff member, care giver or volunteer who has knowledge of abuse (physical, verbal or emotional) or neglect of any individual or has reasonable knowledge of abuse or neglect of an individual **MUST** report this information to Social Services as required by North Dakota Century Code 50-25.1. If staff want assistance in completing a report to Social Services, contact Administration ASAP. If a report is made to Social Services, the Director is responsible for completing an internal review of the policies and procedures. The internal review will be documented and reviewed by the administration and kept on file.

### **The internal review will evaluate the following:**

- Were related policies and procedures followed?
- Are the policies and procedures accurate?
- Is there any need for additional staff training?
- Is this report similar to past events with the children or the services involved?
- Is there need for corrective action by the Little Jungle Childcare Center to protect the health and safety of the children in care?

*The Maltreatment of Minors Mandated Reporting Policy is located in your staff binder.*

### **Procedures for Little Jungle Childcare Center Staff**

If Little Jungle Childcare Center staff has knowledge of abuse or neglect or has reasonable knowledge of abuse or neglect, the staff member will conduct the following:

- **Immediately** contact Social Services. The phone number is listed below and also in each classroom.
- Within 24 hours, a report must be sent to Social Services. Document in writing the children's first and last name on Suspected Maltreatment of Children Report form.
- Document in writing the nature and extent of the suspected abuse or neglect.
- Include any information of previous abuse or neglect.
- Try to answer the following questions without conducting an interview of the children:
  - Who is the abuser/neglecter?
  - What type of abuse or neglect?
  - Where does the abuse or neglect take place and/or what areas of the body are affected?
  - When does the abuse happen?
  - Why does the abuse happen?
  - How often does the abuse or neglect happen?
- Only include **FACTS**, do not include personal opinions - example of personal opinion: I think the children is being abused because his/her mother looks unhappy when she picks him/her up.

Suspected Maltreatment of Children Forms are available in the site binder to assist staff members with documentation. Complete as thoroughly as possible. Sign the documentation and turn into Social Services or hand to the Director. The center has up to 24 hours to file a report to Social Services. In the

state of North Dakota for Cass County Social Services please contact DeDe Wienckowski at (701)241-5761. In the state of North Dakota, contact the Department of Human Services at 1-800-472-2622.

## **Part Seven: Health and Safety**

### **Incident Procedure**

Purpose: Injury reports are used to assist in communication between staff and parents, communication between staff and administration, and for documentation (a copy of each injury report is filed in the children's file and provided to each parent).

When to fill out an injury report: Injury reports must be completed for ANY injury at the time of injury. No injury should be considered too small to receive an injury report - an injury report shall be completed for all children, staff, and visitors.

### **Children with Special Needs**

Children with special needs are more than welcome at Little Jungle Childcare. Parents/families will need to discuss the needs of the child with the Center's Director and the teacher that will be involved in the child's care, so the child receives the best care possible for their specific needs. This would include following an Individual Education Plan (IEP). These IEP plans must be updated yearly with the Center's Director. Little Jungle does not train staff to deal specifically with special needs, however some staff choose to take trainings in this area of child development. A trial period will be set up. If the Director, the child's teacher or the child's parent/family decide they are uncomfortable with the care provided by the center, care may be dismissed. All records, photos and information with respect to children receiving child care services are kept confidential. All staff are recommended to be familiar with all of the children and staff in the program with care plans. Staff are trained and follow care plans.

Little Jungle Childcare Center has adopted the following policy:

- The parent/family is responsible for setting up a meeting with the Director prior to completing enrollment paperwork to discuss the children's needs. If the Director feels that the Little Jungle Childcare Center can adequately serve the children, the family will be allowed to register the children.
- If a child has been accepted into one of our programs and (1) it is later determined that we cannot competently, properly or adequately meet the needs of such children; or (2) it is later determined that such children's enrollment in our program poses an unreasonable risk of emotional or physical harm to our staff or other children enrolled in our program; then the child's staff person having knowledge of any of the foregoing shall communicate such facts to his or her Director. The Director shall conduct an appropriate investigation regarding dismissal of the children from the program and, if applicable, an explanation as to why such children should be dismissed. The Director will make the final decision.
- If a child is dismissed from our program based on this policy, this fact shall first be communicated orally to the parent or guardian by the Director. The Director shall take the opportunity to clarify the children's special needs, explain why the children has been dismissed from our program and refer the parent or guardian to other agencies that may be able to provide the necessary services for such children. The Director shall confirm the conversation in writing and provide the parent or guardian with a copy of this policy.
- Any decision approved by the Director pursuant to this policy shall be final. There is neither a right of appeal, nor children whose application has not been accepted, nor children who has been dismissed from one of our programs pursuant to this policy whom shall later be accepted into our program without the Director's written approval.



For those children who do not have a formal diagnosis, or whose parents fail to contact the Director to talk about the children's needs prior to enrollment, there is a section on the registration form that will signal any health concerns or behavioral issues staff with whom they may come into contact. To help flag concerns the Little Jungle Childcare Center has adopted the following policy:

Little Jungle Childcare Center application for registration shall require a child's parent or guardian to make certain disclosures concerning the children's special needs, if any. If any special needs are disclosed, the application shall be referred to the Director to make an initial determination as to whether the staff are competent to meet the needs of such children while they are enrolled in our program. The Director shall make a recommendation regarding acceptance into the program and, if applicable, an explanation as to why such children cannot be accepted. The Director will then refer the application to the Director who shall make the final determination. If necessary, a meeting will be arranged between the parents or guardian to allow a deeper discussion on the needs of their children.

### **Guidelines for Exclusion Due to Illness**

Keeping all the children who attend Little Jungle Childcare Center as healthy as possible is a top priority. Illnesses can be difficult and frustrating, and the center appreciates all of the cooperation and understanding when dealing with these issues. The Center's health policies will not be undermined even by a doctor's authorization from attendance. The child must be excluded if illness is characterized by one or more of the following:

- The illness has a specified cause that requires exclusion
- The illness limits the child's comfortable participation in the center's activities
- The illness results in a need for more care than the staff can provide, which compromises the care and safety of the other children.

Below is a listing of possible signs of illness and communicable diseases and if your child shows one or more of the following the child will be sent home:

- The illness prevents the child from participating comfortably in activities as determined by either the child's teacher or the Center's Director
- The illness results in a greater need of care than the center's staff can provide; which in turn would compromise the health and safety of the other children.

If a child arrives ill or becomes ill while attending the Little Jungle Childcare Center the employees are requested to:

- Stay calm;
- Call the parent or the emergency phone numbers listed on the information sheet, ask them to take their children home;
- If we cannot reach the parents or emergency contacts, contact the Little Jungle Childcare Center office and they will assist you with locating the parents;
- Have the children lie down in a comfortable area within sight and hearing of a staff member;
- Apply first aid procedures. If available, contact the main office and request assistance;
- Never leave the children unattended.

A child with any of the following conditions or behaviors is considered a sick child and must be excluded from the site. If the children become sick while at the site, the child must be separated from other children in care (must be within sight and sound of staff) and the parent called immediately.

*The site must exclude a child or staff:*

- With a reportable illness or condition that the commission of health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risks to others;
- With chicken pox until the children is no longer infectious or until the lesions are crusted over;
- Who has vomited one or more times since admission that day;
- Who has had three or more abnormally loose stools since admission that day;
- Who has contagious conjunctivitis (pink eye) or pus draining from the eye;
- Who has a bacterial infection such as streptococcal pharyngitis (strep throat) or impetigo (skin rash) and has not completed 24 hours of antimicrobial therapy;
- Who has unexplained lethargy;
- Who has lice, ringworm, or scabies that is untreated and contagious to others;
- Who has an auxiliary or higher 100 degree Fahrenheit temperature of undiagnosed origin before fever reducing medication is given;
- Who has an undiagnosed rash or a rash attributable to a contagious illness or condition;
- Who has significant respiratory distress;
- Who is not able to participate in children care program activities with reasonable comfort; or
- Who requires more care than the program staff can provide without compromising the health and safety of other children in care.

Children or staff who are sick must be excluded from the site until:

- A minimum of 24 hours has passed, symptom free
- A healthcare provider has determined that the children can return
- Children can participate in routine activities without more staff supervision than usual

### **Handwashing Policy**

Children must wash their hands before and after meals and after using the restroom. Children and staff will also wash their hands after coming in from the playground or gym area. Staff must wash their hands before distributing snack or helping with food preparation. Staff must wash their hands after using the restroom personally and also must wash their hands when helping a child use the restroom and after diapering a child. Any sinks used for food preparation cannot be used for hand washing or any other purpose. All hand-washing sinks will have Hand Washing Practices posted by each sink.

### **Health Policies**

Any contagious illness or condition must be reported immediately to the Director. An exposure notice will then be posted to let families know their children was exposed. If a child becomes sick over the weekend, parents need to contact the center's Director on Monday morning. Depending on the severity of the illness, a health report will then be filed to the Department of Health by the Director within 24 hours of receiving the parent's report or notification from staff of any contagious illness or condition.

### **Infant Sleep Policy**

All infants under the age of 12 months will be placed flat on their backs for sleep in a safety approved crib or playpen. If parents request that their infant is placed in an alternate sleep position or in another device/equipment for sleep, parents must provide a written order from a health care provider stating the medical reason and time frame to follow the order as well as written parental permission. The licensing process requires written parental permission to use a blanket, sleep sack, security item, or pacifier. All infants will sleep within sight. A sound monitor will be used in the infant nap room at all times. Visual checks will be done every 10-15 minutes.

## **Immunization Policy**

All children are required to be up-to-date with their immunizations and parents are required to provide their child's immunization record as part of their enrollment paperwork. According to North Dakota's Century Code, child care programs cannot refuse to provide care to unimmunized children who are otherwise eligible if they present a valid exemption from immunization requirements. Parents need to be made aware that an unimmunized child may be enrolled in the program due the state law. If a vaccine preventable disease to which children are susceptible occurs at the program, it is recommended for unimmunized children to be excluded for the duration of the possible exposure

## **Medication Policy**

At Little Jungle Childcare Center, children requiring medication must have a Medication Permission Form/Log form signed by the parent that is on file at the Little Jungle Childcare Center office. All medication will be kept in an office or inside a locked medication box. Licensing requires that medication be properly stored/inaccessible to children, in a spill-proof container. Parents must provide a one week's supply of medications if these medications are taken on an ongoing basis - this includes prescription or over the counter medications (such as Tylenol or cold medicine). Short-term medications, such as antibiotics, may be brought in daily. At the end of the week, the empty bottle(s) will be returned to the parent for refills. All medication bottles, including over the counter medications, must have the children's name, name of the medication and specific dosage with the time of day to be given. Only medications belonging to the children may be given. **ABSOLUTELY NO SHARING OF MEDICATIONS.**

The Director will dispense medication or will designate a child's teacher to dispense medication. Nonprescription medicines and products must be administered according to the manufacturer's instructions unless there are written instructions for their use provided by a licensed physician or dentist. Staff administering the medication must indicate the date, time given, dosage, and sign the Medication Permission Form/Log. Each time the medication is given the staff must sign the log. The medication log will be filed in the children's file and accessible to parents to view. Please note that when applying sunscreen and insect repellent, the center may use the lotion or spray on more than one child.

It is extremely important that effective communication exist between parents and staff in order to ensure proper medication dispensing. Parents need to be contacted if there exists any question in regard to a child's medication needs PRIOR to dispensing the medication.

### Proper Procedures for Giving Medication:

- Wash hands
- Follow the SIX RIGHTS:
  - Right Children
  - Right Medication
  - Right Dose (use correct dispenser not silverware)
  - Right Route (mouth/eyes/inhale)
  - Right Time
  - Right Children (DOUBLE-CHECK)
- Administer medication.
- Return medication to proper storage out of any children's reach (Lock Box or Office).
- Record on correct children's Medication Permission Form/Log.

- Accurate, written documentation of every dose is critical to prevent mistakes and to improve the safety and health for every child.
- Record on Medication Permission Form/Log if any medication is not given and document reason.

**Pets**

Pets are wonderful to most children, please let us know under the Statement of Health section on the enrollment forms if you do not want your child to interact with specific animals. During specific themes approved contained pets may visit the center and interact with the children however; pets must be immunized properly, well maintained and approved in advance by the Director. The kitchen/eating areas will be free of pets.

**Clothing**

Parents are responsible for providing extra clothing (appropriate size and for season) for each child in case they become soiled.

**Aquatic Policy**

The center will only use water sprinklers and water tables during water play. There will be no wading pools or field trips to swimming pools.

**By signing this contract, parents/guardians and provider agree to abide by the written policies as stated in this handbook.**

Director's Name (print)	Director's Signature	Date

Parent's Name (print)	Parent's Signature	Date

Parent's Name (print)	Parent's Signature	Date

**Attention parents.**  
**Licensing requires all parents to be given a copy of our center parent handbook.**