

Rockin Round the Clock 24
hr Child Care Center
Policies & Program Plan

2009

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Rockin Round the Clock 24 hr Child Care Center Policies & Program Plan

218-326-9211

CHILD CARE PROGRAM PLAN:

- There will be supervision at all times with the correct staff to child ratio according to the licensing standards. Ratio is:

AGE CATEGORY	MINIMUM STAFF:CHILD RATIO	MAX GROUP SIZE
Infant (6 weeks – 16 mo)	1:4	8
Toddler (16 mo – 33 mo)	1:7	14
Preschooler (33 mo – 1sr day of Kindergarten)	1:10	15
School Age Child (K – 12 yrs)	1:15	10

- This is a 24 hour Child Care Center and will be open 24 hours per day, 7 days per week, 365 days per year. (With the exception of Thanksgiving, Christmas Eve & Christmas Day)
- Rates are as follows: Infant \$3.75 per hour, Toddler \$3.35 per hour, Pre-School and School Age \$3.10 per hour, paid either weekly or every two weeks.
- If you have childcare assistance it is your responsibility to take care of all paperwork prior to your child's first day of care. The balance of the fee after childcare assistance is your responsibility and will be paid either weekly or every two weeks.
- Must give a 2 week written notice of discontinued service or you will be billed for the normal hours your child would have been at the center.
- Minimum of 4 hours per day, per child for drop in care (not attending regularly)
- All children will be provided opportunities for learning time, play time (inside and outside), and quiet/nap time (dependent on age of child) daily.
- An annual evaluation will be giving in writing by a qualified Teacher.
- Goals will be set to promote the physical, intellectual, social, and emotional development of the children for which care is provided.
- Activities will be designed to promote the intellectual, physical, social, and emotional development of a child in a manner consistent with the child's cultural background.
- Intellectual, physical, social, and emotional progress of each child will be documented in the child's record and conveyed to the parent during a conference. There will be 2 conferences per year.
- A daily schedule will be posted at the childcare center for both indoor and outdoor activities.

- A daily schedule will be posted at the childcare center for quiet and active, teacher directed and child initiated activities and experiences.
- Either the owner or a Teacher will be available to parents for consultation upon request.
- Grievance procedure, contact the owner at 218-259-1394 or 218-326-4288.
- A list of persons allowed to pick up child will be kept on file, and child will NOT be released to any unauthorized persons. If a child is taken by an unauthorized person, Law Enforcement will be notified.

INTEREST AREAS: (Supplies and equipment will be provided for the following activities)

- Creative arts and crafts
- Construction
- Dramatic or practical life activities
- Science and Math
- Music
- Fine motor activities
- Large muscle activities
- Sensory stimulation activities
- Language and Literacy

NAPS AND REST:

- Infants and toddlers will be put down for naps as close to the schedule provided by the parent as possible. Pre-School and School age will have quiet time for naps or resting as close to the schedule provided by the parent.
- A child who has completed a nap or rested quietly for 30 minutes will not be required to remain on a cot or mat or in a crib or bed.
- Naps and rest will 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.
- A crib or portable crib will be provided for each infant present in the child care center.
- Separate bedding and blankets will be provided for each child in care, and will be washed weekly or when soiled and wet.

BEHAVIOR GUIDANCE: (The appropriate staff)

- Staff will ensure that each child is provided with a positive model of acceptable behavior.
- Staff will be tailored to the developmental level of the children the center is licensed to serve.

- Staff will redirect children and groups away from problems toward constructive activity in order to reduce conflict.
- Staff will teach children how to use acceptable alternatives to problem behavior in order to reduce conflict.
- Behavior guidance measures are used to assure the safety of children and staff persons.
- Staff will provide immediate and directly related consequences for a child's unacceptable behavior.

PERSISTENT UNACCEPTABLE BEHAVIOR: (The appropriate staff)

- Staff will observe and record the behavior of the child and staff response to the behavior.
- Staff will notify the parent about the first offense at the time of pick-up that day with a verbal account of events.
- Staff will notify the parent about the second offense at the time of pick-up that day with a written account of events.
- Staff will notify the parent about the third offense at the time of pick-up that day with a conference time for parent, staff and owner.
- Staff will notify the parent of discontinued services if not able to rectify the situation.

PROHIBITED ACTIONS: (Will not be permitted)

- Rough handling
- Shoving
- Pulling hair
- Ear pulling
- Shaking
- Slapping
- Kicking
- Biting
- Pinching
- Hitting
- Spanking
- Name calling
- Ostracism
- Shaming
- Making derogatory remarks about the child or the child's family
- Using language that threatens, humiliates or frightens the child
- Separation of a child from the group except for behavioral reasons
- Punishment for lapses in toilet habits

- Withholding food, light, warmth, clothing, or medical care
- The use of physical restraint other than to physically hold a child when containment is necessary to protect a child or others from harm
- The use of mechanical restraints, such as tying
- And other harsh forms of punishment

SEPARATION FROM THE GROUP:

- No child may be separated from the group unless the staff has tried less intrusive methods of guiding the child's behavior which have been ineffective and the child's behavior threatens the well being of the child or other children in the center.
- A child who requires separation from the group must remain within an unenclosed part of the room where the child can be continuously seen and heard by a staff person.
- When separation from the group is used as a behavior guidance technique, the child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation, and the child must be returned to the group as soon as the behavior that precipitated the separation stops.
- A child between the ages of 6 weeks and 16 months will not be separated from the group as a means of behavior guidance.

SEPARATION REPORT:

- All separations from the group must be noted on a daily log.
- Staff must ensure that notation in the log includes the child's name, staff person's name, time, date, and information indicating what less intrusive methods were used to guide the child's behavior and how the child's behavior continued to threaten the well being of the child or other children in care.
- If a child is separated from the group three times or more in one day, the child's parent shall be notified and a record of the parent notification shall be indicated on the daily log.
- If a child is separated five times or more in one week or eight times or more in two weeks, the disciplinary actions from above will be taken.

FURNISHINGS, EQUIPMENT, MATERIALS AND SUPPLIES:

- Indoor and outdoor age appropriate equipment will be provided for all children.
- Cognitive development equipment and materials designed to enhance components of intellectual development, such as problem solving abilities, observational skills, group skills, and symbol recognition will be provided.

- Dramatic play equipment or practical life activity equipment such as dress up clothes, large or miniature play sets, figures, and small and large building blocks, safety mirrors to stimulate the child's imagination and encourage role playing and the learning of practical life skills will be provided.
- Large muscle equipment such as playground equipment, large boxes and pillows, large wheel toys, pull toys, balls, jump ropes, climbers, and other toys will be provided.
- Manipulative equipment such as pegs and peg boards, puzzles, beads and strings, interlocking plastic forms, and carpentry materials.
- Sensory stimulation materials such as mobiles, crib attached activity boxes, swatches of different textures of cloth, and wooden or plastic items of different shapes and colors will be utilized with the children.

EXCLUSION OF SICK CHILDREN:

A child with any of the following conditions or behaviors is a sick child and must be excluded from the Child Care Center. If the child becomes sick while at the center, the child will be isolated from the other children in care and the parent called immediately. A sick child will be supervised at all times. Parent needs to notify the Center within 24 hrs of a contagious disease.

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

PARENT VISITATION:

Parents of enrolled children may visit the center at anytime.

EMERGENCY AND ACCIDENT POLICIES AND RECORDS:

- If an accident that requires more than first aid provided by trained staff is needed, the parent will be notified and if needed the child will be taken by ambulance at the parents expense accompanied by a staff person to the nearest medical facility.

- Written documentation will be kept in the child's records with a description of the incident and the staff members present, and a copy will be given to the parent.
- An emergency and accident procedure policy will be posted at the childcare center.
- Liability Insurance documentation will available upon request.

1) EMERGENCY and ACCIDENT POLICIES and RECORDS

a) Medical Emergency Procedures

i) Emergency situations requiring an ambulance:

(1) Life threatening situations:

- (a)** Choking or severe difficulty in breathing
- (b)** Severe bleeding
- (c)** Poisoning
- (d)** Severe head injury or unconsciousness
- (e)** Prolonged seizure activity without recovery periods
- (f)** Severe burns
- (g)** Shock
- (h)** Severe drug reaction
- (i)** Severe eye injury or burn

(2) Staff is responsible for immediate action:

- (a)** Stay CALM, initiate first aid and call 9-1-1
- (b)** Notify emergency personnel of:
 - (i)** Name and address of the Rockin Round the Clock Child Care Center
951 Northwest 4th Street, Grand Rapids, MN 55744 326-9211
 - (ii)** Nature of emergency
 - (iii)** The location of the classroom in the building
 - (iv)** Name of the child/person
- (c)** Stay on the phone until you are sure the emergency personnel have all the correct information.
- (d)** The child will be taken to the closest hospital by ambulance.
- (e)** A staff member and the child's emergency form are to accompany a child in the ambulance.
- (f)** Contact the child's parent/guardian. If you are unable to reach the parent/guardian, call contacts on the emergency room. Notify the shift supervisor, and the Director or Owner after the ambulance has been notified.
- (g)** Complete the accident/incident report.

ii) Emergency situations not requiring an ambulance:

(1) Emergencies needing rapid attention:

- (a)** Suspected small fractures
- (b)** Mild eye injury
- (c)** Wounds requiring stitches
- (d)** Sudden illness, but the child is not in acute distress
- (e)** Small burns

(2) Staff is responsible for rapid attention:

- (a)** Stay calm, initiate appropriate first aid.
- (b)** Call the parent/guardian, shift supervisor and Director or Owner. If you are unable to reach the parent, call contacts on the emergency form.
- (c)** Complete the accident/incident report.

- iii) **Remember**, the Division of Licensing must be notified with 24 hours of: any injury to a child that required treatment by a physician, the use of emergency medical service by a child while in care, and /or the death of a child in care at the center.
- b) CHILD LIFESAVING STEPS**
- i) Check the scene for safety. Check the victim for consciousness, breathing, pulse and bleeding. Dial 9-1-1.
 - ii) REMEMBER – ABCs: Airway, Breathing and Circulation
 - iii) WHAT TO DO (Bear in mind you are working with small children; act accordingly.)
 - (1) **If conscious, but choking**
Give abdominal thrusts until object comes out. Place the palm of one (1) hand midway between the naval and the base of the ribs. Carefully, push in and up with the palm of the hand.
 - (2) **If not breathing**
After opening the airway by tilting head and lifting chin, give one (1) slow breath about every three (3) seconds. This is done by pinching the child’s nose and making a tight seal over the child’s mouth.
 - (3) **If air won’t go in**
Give up to five (5) abdominal thrusts, look for and remove any visible object(s) from mouth and reattempt breaths.
 - (4) **If not breathing and no pulse**
Give CPR. Repeat sets of five (5) compressions and one (1) breath.
 - (5) **If bleeding**
Apply direct pressure, elevate and bandage.
- c) Area Health Care Providers**
- Grand Itasca Hospital
1601 Golf Course Road
Grand Rapids, MN 55744
218-326-3401
- Deer River Health Care Center
1002 Comstock Drive
Deer River, MN 56636
218-246-2900
- d) ACCIDENTS**
- i) All accidents, injuries and incidents involving children, staff, volunteers and/or visitors will be recorded and reported and analyzed semi-annually, to update and change safety policies.
 - ii) Appropriate first aid measures will be taken by staff and emergency medical personnel notified, as needed, in the case of accident/illness/injury. All accidents/injuries whether or not they leave a visible mark on the injured person, must be documented within twenty-four (24) hours on the Accident/Incident Report form and Accident Log form. This includes accidents/incidents involving children, staff, volunteers and visitors.
 - iii) The parent/guardian or appropriate emergency contact person should be called as soon as possible following an accident/incident involving a child at the center or on a field trip or bus. Contact can be made by telephone and/or a note sent home with the child, depending on the seriousness of the incident.
 - iv) The Accident/Incident Report form must be submitted to the center office within twenty-four (24) hours. Copies of all Accident/Incident Reports are given to the Shift Supervisor during afternoon and evening shifts and on weekends. The original must be submitted to the office.
 - v) For all staff, the Accident/Incident Report form must be followed by filing a First Report of Injury with the Director or Owner. This is a form that is required by our insurance carrier. Rockin Round the Clock Child Care Center carries accident insurance on all children.

e) Fire Emergency Guidelines

- i)** All fire exits, primary and secondary, are clearly marked and a floor plan with the exits marked is posted in each classroom. All staff should be familiar with their location and how to use the exits.
- ii)** The first person to detect signs of smoke or fire will immediately sound the fire alarm. The children and classroom staff should be familiar with this practice from monthly fire drills.
- iii)** Follow the procedures practiced in drills:
 - (1)** The instructional staff lead the children from the classroom to the designated meeting place outside the building. Any volunteers in the classroom will assist with this process.
 - (2)** The classroom staff will count the children as they leave, get the children's Emergency Forms, close off the fire area by closing windows and doors to the classroom and will join the teacher and children at the designated meeting place outside.
 - (3)** The instructional staff will take a head count when arriving at the designated meeting site.
 - (4)** The assigned classroom staff will call the fire department from a nearby location.
 - (5)** If the fire is VERY small, a staff person may use the fire extinguisher on the fire after notifying the fire department and evacuating the children.
 - (6)** No one may re-enter the building until the "all-clear" has been given.

2) SAFETY ISSUES

a) Safety Rules for Avoiding Accidents

- i) Injuries**
A Daily Injury Prevention checklist is completed to ensure safety of children and staff.
- ii) Burns**
Keep hot beverage out of all child areas, water temperature should not exceed 120°
- iii) Poisoning**
Poison control number posted, and will be called if necessary (1-800-222-1222). Keep all chemicals in locked cabinet at all times (bleach, soap, etc.)
- iv) Choking**
Food prepared will be appropriate for age group, all staff will be trained in Basic First Aid/CPR, and inspect toys/equipment daily. Basic First Aid/CPR techniques will be posted. Staff will utilize a choke tube, located in the infant room, to certify that new toys and equipment is not a choking hazard for infants or toddlers.
- v) Suffocation**
Plastic bags are stored out of reach of children, tie plastic bags in knots before discarding.
- vi) Traffic Accidents**
If we leave certain bus or vehicle, all safety precautions will be taken including car seats and seat belts.
- vii) Pedestrian Accidents**
If the group leaves on a walk, children are lead and followed by staff person (or infants in strollers). Children will be encouraged to walk in a single file line.

b) Procedure to Follow if unauthorized person attempts to pick up a child and/or if no one comes to pick up a child:

- i)** Staff will call parent/guardian
- ii)** Staff will call person from emergency contact list
- iii)** Staff will call police.

c) Incapacitated person/person suspected of abuse to pick up child

- i)** Staff will call police

d) Animal Bites Child in Care with Rockin Round the Clock

- i) Every precaution will be taken to avoid contact with animals whether stray or pets while children are in the care of Rockin Round the Clock staff.
- ii) If a stray pet is spotted while on the playground or on the premises law enforcement will be notified immediately.
- iii) If a child is bitten by an animal and there is a concern for rabies, MDH (Minnesota Department of Human Services) must be notified immediately at 612-676-5414.
(1) A written accident report should also be filed with the Shift Supervisor.
- iv) If the injury requires medical attention (clinic, or hospital) a written report should be filed with MHS within 24 hours, and the Director notified.

CHILDREN'S RECORDS:

- A file will be assembled and maintained throughout the child's enrollment at the center.
- An immunization and child/teen check up form records must be on file before the child starts at the center.

MANDATED REPORTING:

- We are mandated reporters. We must report all cases of abuse/neglect to the proper agencies for evaluation.

ADMINISTRATION OF MEDICINE:

- We must have written permission from the child's parent before administering medicine, diapering products, sunscreen lotions, and insect repellents. Nonprescription medicines, diapering products, sunscreen lotions, and insect repellents must be administered according to the manufacturer's instructions unless there are written instructions for their use provided by a licensed physician or dentist.
- We must have and must follow written instructions from a licensed physician or dentist before administering any prescription medicine. Medicine with the child's name and current prescription information on the label constitutes instructions.
- All medicine must be kept in its original container and have a legible label stating the child's name. The medicine must be given only to the child whose name is on the label. The medicine must not be given after an expiration date on the label, and any unused portion must be returned to the child's parent or destroyed. The administration of medicine is recorded with the child's name, name of the medication or prescription number, date, time, dosage, and the name and signature of the person who dispensed the medicine. The record will be available to the parent and kept in the center files documentation.

MEALS AND SNACKS:

Any allergies will be posted in the kitchen area for each child and also kept in their record.

- * Breakfast will be provided between 5 am – 8:30 am
- * Morning snack will be provided between 9 am – 10 am
- * Lunch will be provided between 11:30 am – 12:30 pm
- * Afternoon snack will be provided between 2 pm – 3pm
- * Diner will be provided between 5 pm – 6 pm

- * Evening snack will be provided between 8 pm – 9 pm
- * Infants and Toddlers will be feed as close to the schedules provided by parents

ATTENDANCE:

- Please provide a schedule of the times your child will be at the child care center.
- If child is scheduled to attend the child care center and does not show up, the fees will still be accessed.

STAFF:

All staff will meet the licensing requirements with respect to but not limited to education, on going training, first aid, CPR, background check, drug and alcohol policy, etc.

Parent or Guardian	Date
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Owner or Staff	Date
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COMMENTS:

- * Evening snack will be provided between 8 pm – 9 pm
- * Infants and Toddlers will be feed as close to the schedules provided by parents

ATTENDANCE:

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STAFF:

All staff will meet the licensing requirements with respect to but not limited to education, on going training, first aid, CPR, background check, drug and alcohol policy, etc.

Parent or Guardian Date

Owner or Staff Date

COMMENTS:

Please sign this page and return to Rockin Round the Clock after you have read our policies for care of your child/children.