<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licensed Capacity</td>
<td>1</td>
</tr>
<tr>
<td>Philosophy &amp; Goal Statement</td>
<td>1</td>
</tr>
<tr>
<td>Center Philosophy</td>
<td>2</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>3</td>
</tr>
<tr>
<td>Tuition</td>
<td>4</td>
</tr>
<tr>
<td>Absentee Credit</td>
<td>4</td>
</tr>
<tr>
<td>Withdrawal/Schedule Changes</td>
<td>4</td>
</tr>
<tr>
<td>Short Term Schedule Changes</td>
<td>5</td>
</tr>
<tr>
<td>Operations</td>
<td>5</td>
</tr>
<tr>
<td>Severe Weather</td>
<td>5</td>
</tr>
<tr>
<td>Late Pick-Up</td>
<td>6</td>
</tr>
<tr>
<td>Discharges</td>
<td>6</td>
</tr>
<tr>
<td>Conferences/Visiting</td>
<td>6</td>
</tr>
<tr>
<td>Communication</td>
<td>6</td>
</tr>
<tr>
<td>Health Care Information</td>
<td>7</td>
</tr>
<tr>
<td>Exclusion of Sick Children/Notification of Illness</td>
<td>7-9</td>
</tr>
<tr>
<td>Health Consultation Services</td>
<td>10</td>
</tr>
<tr>
<td>Emergency First Aid Procedures</td>
<td>10</td>
</tr>
<tr>
<td>Care of Ill or Injured Children</td>
<td>10</td>
</tr>
<tr>
<td>Biting</td>
<td>11</td>
</tr>
<tr>
<td>Administration of Medication</td>
<td>11-12</td>
</tr>
<tr>
<td>Field Trip Participation</td>
<td>13</td>
</tr>
<tr>
<td>Public Relations</td>
<td>13</td>
</tr>
<tr>
<td>Meals &amp; Snacks</td>
<td>13</td>
</tr>
<tr>
<td>Behavior Guidance Methods</td>
<td>14</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Child Abuse/Neglect</td>
<td>15-17</td>
</tr>
<tr>
<td>Pets</td>
<td>18</td>
</tr>
<tr>
<td>Department of Human Services</td>
<td>19</td>
</tr>
<tr>
<td>Missing Parents</td>
<td>19</td>
</tr>
<tr>
<td>Release of Children</td>
<td>19</td>
</tr>
<tr>
<td>Outdoor Play</td>
<td>20</td>
</tr>
<tr>
<td>Play Items from Home</td>
<td>20</td>
</tr>
<tr>
<td>Naps &amp; Rest Periods</td>
<td>20</td>
</tr>
<tr>
<td>Daily Inspections</td>
<td>21</td>
</tr>
<tr>
<td>Outside Child Care Services</td>
<td>21</td>
</tr>
<tr>
<td>Cubbies</td>
<td>21</td>
</tr>
<tr>
<td>Clothing</td>
<td>21</td>
</tr>
<tr>
<td>Parking Lot Safety</td>
<td>21</td>
</tr>
<tr>
<td>Grievance Procedure</td>
<td>22</td>
</tr>
<tr>
<td>Infant/Toddler Programs</td>
<td>22</td>
</tr>
<tr>
<td>Children with Special Needs</td>
<td>22</td>
</tr>
<tr>
<td>Parent Involvement Group</td>
<td>23</td>
</tr>
<tr>
<td>S.U.I. D.S. Policy</td>
<td>24</td>
</tr>
<tr>
<td>Abusive Head Trauma Prevention</td>
<td>24</td>
</tr>
</tbody>
</table>
LICENSED CAPACITY

Mount Olivet Day Services childcare is licensed to serve 81 full time equivalent children divided in the following programs: 17 Infants, 10 Young Toddlers, 16 Older Toddlers, 16 Young Preschoolers, and 22 Older Preschoolers.

PHILOSOPHY AND GOAL STATEMENT

Mount Olivet Day Services is an outreach ministry of Mount Olivet Lutheran Church. The intergenerational day program provides care for children and adults who seek interaction and support in a nurturing environment. Mount Olivet Day Services is open to all children regardless of race, color, creed, sex, religion, or national creed. The childcare provides a safe and loving environment for the social, physical, emotional, and cognitive development of infants, toddlers, and preschool children.

Program Goals:

- To provide a safe nurturing environment where self-worth is enhanced through successful learning experience.
- Age appropriate expectations are made clear and consistent. Independence is encouraged through positive guidance.
- To develop a sense of security with adults who are not members of the family.
- To respect others as well as equipment and materials.
- To promote social/emotional development.
- To promote communication/language development.
- To promote physical/motor development.
- To promote cognitive development.
- To encourage open and honest communication between staff and families.
- To encourage parent involvement in the program.
- To provide on-going training and support to staff members and provide clear, consistent expectations.
These program goals are met through positive interactions between the staff and children and through developmentally appropriate weekly activity plans that are developed for each age group.

CENTER PHILOSOPHY

The philosophy of Mount Olivet Day Services is based on the belief that parents and staff can plan and implement a comprehensive program to meet the needs of our children. We believe that this may best be done by providing children a variety of age-appropriate play activities and experiences in a comfortable and non-competitive environment. We also recognize the value of interactions between senior citizens and young children and provide activities to promote those interactions.

Our program is one of family development, combining sound child development principles with the broader knowledge obtained from human development studies. While we focus on the daily activities of the children, we are also keenly aware of the needs and expectations of the parents and strive to complement the family structure whenever possible. Children come to the childcare with unique family patterns of living, learning, and loving. The staff assesses values and protects these differences while maintaining a cooperative group consciousness and spirit.

With awareness that children spend as much as ten hours a day at Mount Olivet Day Services, we try to make the environment as comfortable and soft as possible. In childcare, children struggle with the daily tasks of living and learn to master the skills necessary to live with children and adults outside their immediate family on a long-term basis.

We believe that experience in a good childcare setting can prepare children for later life experiences. This can best be accomplished in an environment in which the adults promote self-expression and creativity, but also pay attention to the importance of self-control and mutual respect.
In terms of preparation for formal schooling (kindergarten and elementary school), children are encouraged to sharpen their listening and observation skills, learn to be cooperative members of a larger group, and follow reasonable rules. We believe that children who are able to enjoy and take advantage of the preschool opportunities offered in child care will be able to adjust to the more structured expectations of later formal schooling.

Within each group there are specific tasks and goals established for the children by the parents and staff. We believe these may best be accomplished through meaningful play that maintains a balance between structure and spontaneity; that establishes age-appropriate expectations and limits for children; and that helps children master their developmental tasks through a better understanding of the world around them.

The curriculum, based on play, is built upon the belief that all children need exposure to and assistance with mastering the following functions by providing to:

- Develop self-confidence, self-control, and self-esteem
- Develop language
- Use memory to predict, plan and react
- Develop motor skills
- Understand and integrate simple and complex ideas
- Develop problem solving strategies and techniques
- Practice individual and group social skills
- Distinguish reality from fantasy

**PROGRAM MISSION STATEMENT**

Mount Olivet Day Services, a Christian outreach for the metropolitan community, provides quality care while promoting respect and understanding through intentional intergenerational interaction.
TUITION

Tuition for the first week of attendance is due with the registration fee. Tuition is due the first day of attendance each week. A $15.00 late fee will be charged if tuition is not received by 10:00 a.m. on the second day of attendance. RETURNED CHECK FEE: $25.00. We offer payment options that include EFT (Electronic Fund Transfers) and Credit Card billing. The director can provide additional information about these options. Accounts must be kept up to date or a family can be withdrawn from the program.

ABSENTEE CREDIT

Licensing regulations require us to staff our center based on the number of children enrolled. Tuition refunds will not be given for days your child is absent. Make up days will not be permitted for absences due to illness or holidays. Each child enrolled in the program will receive one (1) week of vacation credit equal to the number of days in its contracted schedule upon enrollment. (For example, if your child is contracted for three days per week, the vacation credit equals three days.) Vacation credit may be used for any absence. When a family uses a vacation day, the tuition is adjusted to reflect the number of days the child is actually in attendance. The vacation credit will renew at each enrollment day anniversary. Vacation credit from the previous year cannot be transferred. If a child is gone beyond two weeks without payment of the regular contracted tuition amount, the child will be withdrawn and space will be filled. A registration fee will have to be paid to re-enroll if space is available.

WITHDRAWALS/SCHEDULE CHANGES

Please notify the center director with a written notice at least two weeks before your child’s last day of enrollment or if you wish to make a permanent schedule change. If no notice is given, contracted tuition for two weeks beyond the child’s last day will be charged.
SHORT TERM SCHEDULE CHANGES

Depending on space availability in your child's classroom, additional days may be scheduled. Add-on day fees will reflect the average per day cost for the child. Please see the director for current add-on day fees and scheduling.

OPERATIONS:

Mount Olivet Day Services childcare program will be open Monday through Friday, 7:00 a.m. to 6:00 p.m.

The center will be closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Friday after, and Christmas Eve and Christmas Day. The center will also be closed for up to four days each year for staff development. Mount Olivet Day Services reserves the right to close the center early or open late the day before or the day after these holidays.

If the traditional holiday occurs during a weekend or is rescheduled for a long weekend, we will observe the holiday according to the national Monday Holiday Bill. These are considered paid days of attendance. Mount Olivet Day Services reserves the right to close the center in case of dangerous weather conditions. Your service agreement applies in cases of severe weather closings.

We aim to follow the NAEYC (National Association for the Education of Young Children) standards in maintaining group size and staffing ratios. In addition we require that the children's hours of attendance do not exceed 10 hours a day.

SEVERE WEATHER

If Mount Olivet Day Services closes due to severe weather, it will be announced on WCCO (830) Radio and via PreciouStatus.
LATE PICK UP

Mount Olivet Day Services closes at 6:00 p.m. A late fee of $1.00 per minute will be assessed per child that is left beyond closing time. The charge will be added to your account and payable with your following week’s tuition.

After 10 hours of attendance, you will be charged $5.00 for every 15 minute increment until your child is picked up.

DISCHARGES

The following circumstances may warrant discharge from the program:

- Behavior by a child that presents harm to themselves or others and does not respond to a written behavior plan or intervention.
- Failure to provide required health care information.
- Failure to keep your account in good standing.

CONFERENCES/VISITING

We encourage parents to visit the center at anytime. We will provide formal conferences and scheduled times for you to discuss your child’s intellectual, physical, social and emotional development with his/her teacher. This is also an opportunity to discuss the program and how we can cooperatively best meet your child’s needs. Please feel free to schedule a conference at anytime.

COMMUNICATION

Daily communication is a key component of our program. Each classroom has established methods of communication that work well for the parents and staff. We use a combination of electronic updates, weekly activity plans, bulletin boards, and other methods to communicate the children’s activities. In addition staff will telephone parents with individual concerns and most classrooms have a parent log available for daily communication of schedule changes. When your child moves into a classroom, the teacher
will explain the methods of communication provided in that room. Parent
email addresses are required, please see Director with questions.

HEALTH CARE INFORMATION

Two health record forms must be completed:

- **Immunization Record:**
  This record must give dates (month, date, and year) of immunizations your
  child has received. If must be current and is due on admission.
  Immunization records must be updated whenever your child receives
  additional immunizations.

- **Health Record/Summary:**
  This information must include the date of the child’s most recent physical
  exam (within six months), and be signed by the child’s source of licensed
  heath care. This form is due within thirty days of admission.

Re-examinations:

A new health record/summary is required for children already admitted to
the program. At a minimum, an updated report of physical examination
signed by your child’s source of health care is required at least annually for
children under 24 months of age, and whenever a child 24 months or older
advances to an older age category.

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

Dietary modifications for religious reasons require only written
parent/guardian permission.

EXCLUSION OF SICK CHILDREN/NOTIFICATION OF ILLNESS

The Department of Human Services requires that we exclude a child with
an illness or condition that the Commissioner of Health determines to be
contagious and a licensed health care provider determines has not had sufficient treatment to reduce the health risk to others.

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

A signed note (of any kind) from a medical professional does not supersede the exclusion policy at Mt. Olivet Day Services. Policies are made and followed in the best interest of the health and wellness of the MODS community. We must exclude a child with any of the following conditions:

**Chicken pox**: Until all blisters have dried into scabs, usually about 6 days after rash onset.

**Cold/Runny Noses**: Runny nose which is accompanied by fever, lack of appetite, lethargy, irritability, or vomiting or drainage that is yellow or green.

**Eye drainage**: Until 24 hours after treatment begins, if thick mucus or pus drainage is present. (Conjunctivitis or Pink Eye)

**Diarrhea**: Until diarrhea has stopped or a medical exam indicates that it is not due to a communicable disease. Diarrhea is defined as an increased number of stools compared with a person's normal pattern, along with decreased stool form and or watery, bloody, mucous containing stools. Child may return 24 hours after last episode of diarrhea. Exclusion may be necessary after one episode of diarrhea.

**Fever**: Axillary (armpit) temperature: 100°F or Oral temperature 101°F or higher, before fever-reducing medication is given, which may be accompanied by behavior changes, or other signs or symptoms of illness. The child must be fever free for 24 hours before returning. 24 hours means the entire next day.
**Impetigo:** Until child has been treated with antibiotics for at least a full 24 hours.

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

**Rash:** Until a medical exam indicates these symptoms are not that of a communicable disease (i.e. chicken pox, fifth disease, measles, roseola, rubella, shingles, strep throat.)

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

**Ringworm (skin and scalp):** Until 24 hours after treatment has started.

**Scabies:** Until 24 hours after treatment has started.

**Signs/Symptoms of Possible Severe Illness:** Unusually tired, uncontrolled coughing, irritability, persistent crying, difficulty breathing, or wheezing should be evaluated by the child’s health care provider to rule out severe illness.

**Streptococcal Sore Throat:** Until at least 24 hours after antibiotic treatment begins and the child is without fever for 24 hours.

**Vomiting:** Until vomiting stops and child returns to normal dietary pattern. Vomiting is defined as one or more episodes in the previous 24 hours.

We also exclude any child:

- Who is not able to participate in child care program activities with reasonable comfort, including outdoor play.
- Who requires more care than staff can provide without compromising the health and safety of other children in care.
- For the first 24 hours after starting a new antibiotic.

When a child in our care has been medically diagnosed with a communicable disease, we will notify the appropriate health authorities and
follow their recommendations to provide information to parents of all exposed children. The child care program will notify the parents of exposed children on the same day or within 24 hours by posting information on parent information bulletin boards located outside each classroom.

Parents are required by state laws and our center policies to inform us within 24 hours (exclusive of weekends/holidays) when their child has been diagnosed as having any contagious disease.

Parents are responsible for informing the center when their child has any special medical condition, needs, or allergies so that we can provide appropriate care and support.

In the event of a wide spread epidemic, such as the flu or other illness that is becoming hard to manage for our staff and children, we reserve the right to close for a 24 hour period for cleaning, recuperation and sanitation of the child care facility.

HEALTH CONSULTATION SERVICES

Our program receives health consultation services from the Minnesota Child Care Health Consultants, Inc. Their phone number is (612) 500-1880.

EMERGENCY/FIRST AID PROCEDURES

In the event of any injury or illness, trained staff will administer appropriate first aid. If staff decides this is an emergency situation, 911 will be contacted to provide emergency first aid. If necessary, the emergency medical service will transport your child to a medical facility as designated by emergency services. A staff member will accompany your child. A parent or alternate listed on the emergency card will be contacted as soon as possible. An attempt to contact your child’s source of health care may also be made. Mount Olivet Day Services does not transport children.

CARE OF ILL OR INJURED CHILDREN

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

BITING

At some point during your child’s time at Mount Olivet Day Services, he or she may be bitten by another child or may bite another child. Biting is very normal, oral behavior for infants and toddlers. Children are carefully observed and caregivers model and praise gentle behavior and play. However when a bite occurs we do take it seriously. We have a biting policy that we follow. Please talk with your child’s caregiver or center director if you would like more information.

ADMINISTRATION OF MEDICATION

Prescription medications will only be given with written authorization from the child’s licensed health care provider (i.e., prescription label) and parent/guardian. Please let your child’s teacher know about medication your child is taking at home, too. Staff will help observe for side effects from the medication and inform you if any are seen.

Please complete the Medication Permission Form if your child needs a medication while in our care. We suggest keeping a blank copy of this form at home so it can be completed before coming to the center. This will help you have time to speak to your child’s teacher about the medication.

Prescription medication will be given only as prescribed by a licensed health care provider (physician assistant, dentist or certified nurse practitioner). The prescription must be current, in the original container and may be given only to the child whose name appears on the label. This includes over the counter dietary supplements.

Please ask the pharmacy to split the medication into 2 containers – one for home and one for the center.
Bring a copy of the drug information sheet that comes with the medication or write the common side effects on the Medication Permission Form.

Nebulizer medications that are in single dose containers must be brought to the center in the original container with a current, clearly written prescription label on the container. The prescription label must indicate the child’s name, prescribing licensed health care provider’s name, name of the medication, medication strength, amount to be given, how often to give and what it is to be mixed with, if applicable.

Medications which are to be given long term will require us to have an Individual Child Care Plan signed by you and the child’s licensed health care provider. This includes as needed (prn) over the counter medication such as Tylenol (acetaminophen) and ibuprofen used for a child with a history of febrile seizures.

**Over the Counter Medication:**

We will give over the counter medications with written permission and instructions from the parent/guardian and licensed health care provider.

These products must be used according to the manufacturer’s instructions. If the dosage differs from the manufacturer’s instructions, written instruction from a licensed health care provider will be needed.

Diaper rash products, insect repellents, and sunscreens are an exception, and need written parental approval only. Powders and cornstarch preparations will not be used because they may promote or hide infections, and can be inhaled.

Containers must be labeled with the child’s full first and last name and date. Outdated medications will not be given.

All medications must have a legible label on the container. Your medication container will be returned to you when it is completed.
FIELD TRIP PARTICIPATION

Children will be given the opportunity to participate in special field trips that provide additional recreation and education. Parents will be notified in advance for all field trips. Each child’s parent is required to sign a written permission slip before each trip. Each parent will be informed of the purpose of the trip, destination, time and cost. There is no transportation provided for regular attendance for children while enrolled in our program. When planned activities at our program (i.e. field trips) require transportation, the methods used will be in accordance with the Department of Human Services’ regulations and Minnesota Law. Minnesota Law requires federally approved age appropriate car seats and seat belts to be used to transport children. You will be charged an additional fee to cover the costs of the field trip; transportation and entrance fees. This fee will be listed on the field trip sign-up sheet. You may elect to have your child not participate in the field trip. Children not participating in a field trip will be placed in an age-appropriate group.

In addition to field trips, we often contract for entertainment to come to our center. When appropriate, all children in the center will be invited to participate and charged a fee to cover costs.

PUBLIC RELATIONS

Occasionally children in our program are asked to participate in a public relations activity or scholastic research activity. Parents will be informed prior to such an activity and written parental permission will be requested.

MEALS AND SNACKS

The nutritional needs of each child will be met for the part of the day that he/she spends at Mount Olivet Day Services. Mount Olivet Day Services offers a well balanced breakfast, lunch and afternoon snack. Menus will be provided to parents and posted on a weekly or monthly basis. If a parent desires to bring in food for a special occasion (i.e. birthdays) it must be commercially prepared and packaged. Please discuss bringing in a special snack with us ahead of time so we can plan accordingly.
Breakfast is provided at a cost of $20.00 per month. Breakfast is normally served between 8:00 and 8:30 a.m. each day. Please let the staff know each morning if your child needs breakfast. Our food is prepared at the Mount Olivet Home kitchen and the menu is planned with trained dietary staff. We are on a four week rotating menu and make every effort to serve the foods listed on the menu. We constantly evaluate and update the menu to reflect the children’s changing needs. Many items on the menu are new for the children and we encourage them to try new foods.

Many children have food allergies and peanut allergies are particularly dangerous. Please do not send food containing nuts in your child’s backpack or place snacks in their cubbies. All food brought into the Center must be clearly labeled with ingredients. Peanut allergies can be life threatening and we need to control the children’s exposure. Commercially prepared treats also need an ingredients list. Most bakeries can provide this upon request.

BEHAVIOR GUIDANCE METHODS

The staff at Mount Olivet Day Services are positive role models of acceptable behavior. Behavior guidance methods are appropriate to the developmental level of each child. Staff will redirect children toward a positive activity to reduce conflict and will guide children in using acceptable ways to handle conflict. Staff will use praise and positive guidance and withhold attention from negative behavior. If a child continues to be disruptive to others, he/she may be temporarily removed from the group.

Mount Olivet Day Services does not use physically or mentally abusive discipline. All adults must follow the above policy while on Mount Olivet Day Services property.

Mount Olivet Day Services has written procedures for dealing with unacceptable behavior that requires an increased amount of staff time and guidance.
CHILD ABUSE/NEGLECT

All child care staff is mandated by Minnesota law to report any suspected incidents of child abuse or neglect to appropriate authorities.

REPORTING POLICY FOR PROGRAMS PROVIDING SERVICES TO CHILDREN

Who Should Report Child Abuse and Neglect:

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

Where to Report:

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division’s Maltreatment Intake line at 651-431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at 612-348-3552 or local law enforcement.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at 651-431-6500.
What to Report:

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

Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Health, and unlicensed Personal Care Provider Organizations.
The reporting policies and procedures must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request. The Division of Licensing recommends that parents with children currently enrolled in your child care program are informed of the development of the reporting policies and procedures, and provide them with an opportunity to request the information.

**Internal Review**

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

- Related policies and procedures were followed;
- The policies and procedures were adequate;
- There is a need for additional staff training;
- The reported event is similar to past events with the children or the services involved; and
- There is a need for corrective action by the license holder to protect the health and safety of children in care.

**Primary and Secondary Person or Position to Ensure Internal Reviews are Completed**

The internal review will be completed by the Director. If this individual is involved in the alleged or suspected maltreatment, the Administrator will be responsible for completing the internal review.

**Documentation of the Internal Review**

The facility must document completion of internal review and provide documentation of the review to the administrator upon the administrator’s request.
Corrective Action Plan

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

Staff Training

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.

PETS

As a part of the Center's educational play programs, there may be times when animals are present. Staff will give advanced notice of animal interaction within the child care program for educational and/or programming purposes. All pet cages will be kept and cleaned away from the food service area.

There may be times when an animal comes to visit the center for therapeutic purposes (i.e. Adult Program). Appropriate papers and shots are needed for any visit. These visits are not a part of the child care program.

Notification of a known pet on the premises will be indicated near the check in/out area.
If you have concerns about animals in the building, or would like additional communication regarding animal visits at Mount Olivet Day Services, please see the director.

DEPARTMENT OF HUMAN SERVICES

Mount Olivet Day Services is licensed by the Department of Human Services, Division of Licensing. They can be reached at 651-431-6500.

MISSING PARENTS

If a child is still at the center at closing time and parents cannot be reached, the emergency contacts in the child's file will be called. If no one can be reached within the hour, the police will be called. Late pick up fees will be assessed.

RELEASE OF CHILDREN

In accordance with Minnesota State licensing regulations, we require every child be signed in and out each day and that he/she is accompanied by a parent or authorized person. Mount Olivet Day Services uses a computer check in/out system. Please see the director if you have any questions or issues with your assigned check in/out information.

If you wish someone other than the parent to pick up your child, you must inform the center in advance. The staff will ask for identification of the individual picking up your child. No child will be released to an unauthorized person. If an unauthorized person attempts to take a child for the center, the person in charge will indicate that this will not be allowed.

The child's parent or guardian will be called. The police will be called if the problem persists. If there is any indication of immediate danger, we will call emergency (911).

If a person picking up your child is in any way incapacitated, the staff person in charge of the center will inform that person that he/she does not believe it is safe for that person to transport the child.
The staff member will ask for the name and phone number of an individual who could provide safe transportation or an emergency contact will be notified. If the person ignores or resists these attempts, the police will be notified.

OUTDOOR PLAY

In accordance with Minnesota State licensing regulations, children will play outdoors every day, weather permitting. If you feel your child is not well enough to go outside, then he or she must be excluded from the program. Outdoor play is a part of your child’s daily activity. We will follow suggested guidelines by the Department of Human Services. Children will play outside unless the temperature is zero (0) degrees either wind-chill or actual temperature for preschool children and 15 degrees for the toddler groups. It is the parents’ responsibility to see that their child is dressed appropriately for outdoor play.

PLAY ITEMS FROM HOME

We feel that on a child’s first few days, comfort items and toys are sometimes needed to help ease the transition from home to school. We know that when toys are brought in, children are often concerned about them being lost or broken and cannot fully participate in the educational environment. Please require your child to leave toys, balloons, food, gum, money, etc. at home unless it is an item for special sharing time or ‘Show and Tell’ day. We will not allow children to bring guns, war toys, or other toys of destruction.

NAPS AND REST PERIODS

If a child is in attendance for more than five hours, at least, a thirty-minute rest period will be offered. Depending upon their age, children will rest or sleep on a cot. After thirty minutes of quiet rest, children will be allowed to participate in quiet activities until the rest period is over.
DAILY INSPECTIONS

Daily safety checks are done in each classroom and on the playground noting and immediately correcting any dangerous conditions or materials, broken equipment, etc.

OUTSIDE CHILD CARE SERVICES

If an employee provides outside services that are not part of the Mount Olivet Day Services program for you, Mount Olivet Day Services will not authorize or be responsible for the services that a Mount Olivet Day Services employee will be providing to you.

CUBBIES

Your child will have a space to keep all of his/her personal belongings. We ask that all items kept in your child’s cubby be labeled with his/her full name. Plastic bags, food, or medication are not allowed to be stored in your child’s cubby.

CLOTHING

We encourage you to dress your child in comfortable play clothes, which your child can manage as independently as possible. Preschool children should have one complete change of clothing left at the center labeled with your child’s name. Infants and toddlers should have two complete changes of clothing at the center.

PARKING LOT SAFETY

Children are only allowed in the parking lot with adult supervision. Please hold your child’s hand when coming and going to the center from the vehicle. Please do not allow your child to run ahead of you. Parking in the handicapped zones is only permitted with a permit.
GRIEVANCE PROCEDURE

Any concerns you may have should be brought to the director’s attention. The director will respond verbally regarding the issue within three working days. An issue requiring a written response will be addressed within ten working days. It is our goal to continue positive ongoing communication between staff and families.

INFANT/ TODDLER PROGRAMS

Diapering

Only disposable diapers will be used. The parent will supply diapers.

Bottles

Formula (or breast milk) and bottles will be supplied by the parent. The bottles must come prepared each day and labeled with first and last name, bottle cap should also be labeled with first and last name.

Infant Food

The parent will supply infant food.

Bottles and baby food prepared and transported by parents shall follow the Minneapolis Department of Health and Family Support recommendations.

CHILDREN WITH SPECIAL NEEDS

Parents/guardians have the responsibility to inform the center when their child has any special medical condition, needs or allergies so that we can provide appropriate care and support.

If your child has a special need and is (one or more of the following):

- Eligible for case management through the state and has an Individual Service Plan (ISP).
- Receiving services through the local school district and has an Individual Education Plan (IEP).
Determined by a licensed physician, psychiatrist, psychologist, or consulting psychologist to have a condition related to physical, social, or emotional development.

You will be asked to share the ISP and/or IEP with us. In addition, state licensing regulations require us to develop an Individualized Child Care Plan (ICCP) with you that will assist us to meet your child’s needs.

This plan must be signed by you and your child’s source of licensed health care as listed above and reviewed annually to assure that necessary modifications are made to the plan of care.

If the special need requires that our staff be trained to perform a new skill we will ask that you arrange for this training.

PARENT INVOLVEMENT GROUP

Mount Olivet Day Services has a volunteer Parent Involvement Group that meets once a month. Our goal is to have at least one parent from each classroom represented at this group. The mission statement of the group is: To support, encourage and work with Mount Olivet teachers and staff to provide the best possible care – developmentally, physically, spiritually, and emotionally – for our children.

Parents are encouraged to join this group. It is our goal to promote positive interactions between home and school.
S. U. I. D. S. POLICY

Mount Olivet Day Services recognizes the severity of Sudden Unexpected Infant Death Syndrome. The following policy is in place:

1. All staff are certified in S.U.I.D.S. prevention. This training is reviewed annually.
2. All infants are placed on their backs to sleep.
3. Infants who are capable of turning over to their tummies during sleep are closely monitored.
4. Staff visually check on sleeping babies every five minutes and use a monitor for sound from the sleeping room.
5. There are no heavy comforters or toys in the cribs with the babies.
6. There is no smoking in the facility or on the premises.
7. There are no blankets in the cribs with the babies. Sleep sacks may be used, otherwise children are dressed appropriately for comfortable sleep prior to being placed in the crib.
8. If an infant were to be found not breathing, CPR would be administered and 911 phoned immediately. Parents would be notified immediately. Nothing would be disturbed in the crib.
9. Support would be provided for both staff and parents in such a case.

ABUSIVE HEAD TRAUMA PREVENTION

1. All staff will be trained in Abusive Head Trauma prevention within the first week of employment and annually thereafter.
2. All staff shall view one of the DHS approved Abusive Head Trauma Prevention videos yearly. This will be shown at the all-staff development day in February.
3. Teachers will be provided time out of the classroom when they are stressed due to a child’s behavior. They will be covered by another teacher so that ratios are kept.
4. Conferences between parents and staff will help develop a plan for handling behavior issues that could result in improper discipline.

Thank you for choosing Mount Olivet Day Services. We look forward to working with you and your family in the coming years.