

Rosebuds

EARLY LEARNING CENTER

Parent Handbook

Address:

6875 Jamaica Ave. South
Cottage Grove, MN 55016

Phone Number:

(651) 459 – 4526

Website:

www.rosebudsearlylearningcenter.com

Administration:

Center Director: Kayla Moelter kayla@rosebudsearlylearningcenter.com

Assistant Director: Andrea Hines andrea@rosebudsearlylearningcenter.com



"Train up a child in the way he should go; even when he is old, he will not depart from it."
Proverbs 22:6

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Welcome

Welcome to the Rosebuds family!

This manual is a non-inclusive reference guide. Its provisions do not create or reflect a contract between Rosebuds or Rose of Sharon Lutheran Church and any family. These provisions may be changed, supplemented, or deleted at any time within the sole discretion of Rosebuds Early Learning Center or Rose of Sharon Lutheran Church.

Rosebuds Early Learning Center is a ministry of Rose of Sharon Lutheran Church and is a Christian learning center. Although we are governed by the Church, Rosebuds is also expected to remain in compliance with State Licensing laws and regulations.

History

Christian education has been a part of Rose of Sharon Lutheran Church from its founding. In 1960 a school, kindergarten through 8th grade, was opened. This school operated for 32 years. In 1992, Sonshine Preschool was opened and operated for many additional years. In 2018, after much planning, Rose of Sharon Lutheran Church transitioned Sonshine Preschool into Rosebuds Early Learning Center. Rosebuds is a state licensed, Christ-centered, family-oriented learning environment for children 6 months to age 12. From the early years of its founding through present time, the mission, and the heart of Rose of Sharon Lutheran Church to reach children, families, and our community with the hope that we have in Jesus has remained strong. By God's grace, we look forward to many years with that same heart, hope, and love for children, families, employees, and our community. We are honored to have you be a part of this longstanding mission.

Mission Statement

Rosebuds Early Learning Center meets the needs of families by nurturing and teaching children through a Christ-centered approach that will build bridges between children, their families, and Jesus.

Philosophy

Rosebuds Early Learning Center is a Christian childcare center established to create a nurturing environment in which God's love is demonstrated. Our priority is to provide exceptional care and education, where each child is accepted and valued as an individual and where they can develop; spiritually, intellectually, emotionally, socially, and physically.

Christian beliefs, principles and values are at the heart of the operation of Rosebuds Early Learning Center. This Christian perspective will underpin and guide all aspects of our administrative and teaching practices. The basic tenet of our belief is that God loves everyone, each child is created unique and special in God's sight. We uphold that God

can be known and enjoyed through a personal relationship with His Son, Jesus Christ. Prayer is central and is integrated into the daily life of the Center.

Rosebuds Early Learning Center adheres to a curriculum that combines Christian beliefs with standard learning activities typical for assisting children in their development and plenty of time for those crucial teachable moments that children can only gain through play. Our play-based curriculum allows each child the freedom to explore their environment within the bounds of a daily schedule that helps keep each classroom on track and focused.

A Word of Welcome from the Pastor:

Welcome to Rosebuds! We are delighted that you are seeking us out to assist you in providing an excellent education for your children. As the pastor of Rose of Sharon Lutheran Church, I want you to know that I am available to serve you regarding your spiritual needs. If you would like to share with me some of your beliefs, joys, trials, and fears I am a good listener. If you want someone to pray with you or have questions or ways I can help with the Christian upbringing of your family, I welcome such opportunities. I would also be delighted to speak with you about the Christian faith and our beliefs and practices at Rose of Sharon. If you have not had your child baptized and would like to explore what that means and what would be involved with such a gift, let me know and we can talk about it. In short, I am here to help in any pastoral ways that would be helpful to you and in accordance with our beliefs and practices here at Rose of Sharon.

I also want to communicate to you that you are more than welcome to attend our worship services and other Christian growth opportunities here at Rose of Sharon.

Saturday Worship Service: 4:00 pm

Sunday Worship Service: 9:00 am

Sunday School: 10:30 am

Sunday Adult Bible Study: 10:30 am

Check out our website or call for any clarification you would like. In short, the people of our congregation would love to welcome you and your family in any way that we are able. Consider us as part of your family here at Rose of Sharon and Rosebuds. We pray that you will have a wonderful experience here at Rosebuds and look forward to serving you and your family. May God richly bless you and your experience here.

Pastor Martin Schoenfeld

pastor@roseofsharonlutheran.org

651-459-3551



“For God so loved the world, that he gave his one and only Son, that whoever believes in him should not perish but have eternal life.”

John 3:16

“Believe in the Lord Jesus, and you will be saved, you and your household.”

Acts 16:31

General Center Information

Administration

Center Director	Assistant Director
Kayla Moelter	Andrea Hines
kayla@rosebudsearlylearningcenter.com	andrea@rosebudsearlylearningcenter.com
Office: (651)459-4526	Office: (651)459-4526

Rose of Sharon Pastor	Rosebuds Oversight Committee
Martin Schoenfeld	Volunteers elected to committee
pastor@roseofsharonlutheran.org	rosebudselc@roseofsharonlutheran.org
Office: (651)459-3551	

Hours of Operation

Rosebuds Early Learning Center is open year-round, Monday through Friday from 6:30am until 6:00pm. We are closed in observance of most holidays. These dates will be outlined herein and will be recorded on Center calendars and reflected in the Center newsletters.

Programs

There are 6 classrooms at Rosebuds Early Learning Center. They are:

Classroom	Ages of Children	Max Group Size
Seedlings	6 weeks to 12 months	8 children
Buds	12 months to 24 months	8 children
Sprouts	24 months to 33 months	14 children
Blossoms	33 months to 4 years	20 children
Roses	4 years to 5 years	20 children
Lilies	Kindergarten to 12 years	14 children

Ratios

At Rosebuds Early Learning Center, we always maintain the following staff-to-child ratios in our classrooms:

Age of Children	Minimum Staff-to-Child Ratios
6 weeks to 16 months (infant)	1 staff for every 4 children
16 months to 33 months (toddler)	1 staff for every 7 children
33 months to 5 years (preschool)	1 staff for every 10 children
Kindergarten to 12 years (school-age)	1 staff for every 15 children

Rosebuds Employees

Research indicates that formal education or training that increases the knowledge of providers has been shown to be the greatest determinant of safe and quality programming for children. All Rosebuds employees are expected to complete orientation training, annual training and trainings recommended to them by the Center Director as a means of professional development.

Required Employee Training

Required training for each employee prior to being counted into ratios are as follows:

- Abusive Head Trauma
- Allergy Prevention and Response
- Behavior Guidance
- Child Development and Learning
- Center Child Care Program Plan
- Handling and Disposal of Bodily Fluids
- Handling Emergencies and Accidents
- Health Policies
- Individual Child Care Program Plan
- Job Responsibilities
- Program Drug and Alcohol Policy
- Reporting Responsibilities and training
- Risk Reduction Plan
- Sudden Unexpected Infant Death

Employees have 90 days from date of hire to achieve a certificate of completion for Pediatric Cardiopulmonary Resuscitation (CPR) and Pediatric First Aid.

Additionally, MN Department of Human Services- Licensing Division requires all full-time employees to complete 24 hours of annual training each calendar year. All part-time employees must complete 12 hours of annual training each calendar year, per Licensing.

State Programs

Department of Human Services- Licensing

Rosebuds Early Learning Center is a program licensed by the Department of Human Services. Our license number is 806182. A copy of the licensing rules is available at <https://www.revisor.mn.gov/rules/9503> and you may also contact the Center Director for a printed copy at any time.

Parent Aware

Rosebuds Early Learning Center participates in Minnesota's Quality Rating System, or QRS. There are a variety of requirements for the Center to maintain our current 4-star QRS Rating. All families and employees may familiarize themselves with the requirements by visiting <https://www.parentaware.org/programs/full-rating-resources/>

Child and Adult Care Food Program

The Child and Adult Care Food Program (CACFP) is a federal program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating childcare centers, day care homes, and adult day care centers. CACFP also provides reimbursements for meals served to children and youth participating in afterschool care programs, children residing in emergency shelters, and adults over the age of 60 or living with a disability and enrolled in day care facilities. CACFP contributes to the wellness, healthy growth, and development of young children and adults in the United States. More information can be found by visiting [Child and Adult Care Food Program | Food and Nutrition Service \(usda.gov\)](https://www.usda.gov/child-and-adult-care-food-program)

Minnesota Child Care Health Consultants

Rosebuds Early Learning Center follows the health and safety guidelines established by our health consultants. Each month the Center Director and/or Assistant Director has a meeting with the health consultant to ensure all policies and procedures are current and being implemented within each classroom.

Additional information regarding the specific health and safety guidelines may be obtained from: Sarah Hawley, Minnesota Childcare Health Consultants, INC. Phone number (612) 500-1880. Email: shawley@mncchc.com

Tuition & Fees

Registration Fee

A \$100.00 registration fee is due at the time of enrollment to reserve a space. The registration fee is non-refundable and must be paid via the Brightwheel application. The \$100.00 fee reserves a space for up to 30 days prior to enrollment start date. Any additional time needed, requires additional holding fees and approval from the Center Director.

Reservation & Holding Fee

The reservation fee is paid at the beginning of each month to hold a spot for longer than 30 days. The cost of the fee is equal to one-week tuition for your child's classroom. All reservation fees paid will be credited to your account when you begin care. The reservation fee is non-refundable for cash value and will only be applied to tuition. If parent or guardian chooses not to enroll, the fee will be forfeited.

EXAMPLE: If Seedlings child will start in August and parent or guardian starts to reserve their space in March the parent or guardian will pay a non-refundable \$100.00 registration fee for March. In April, May, June, and July the parents or guardians will pay \$400.00 (Seedlings' tuition) at the beginning of each month totaling \$1,600.00. This amount will be applied to the billing account in August when the child starts.

Annual Supply Fee

An annual supply fee of \$50.00 is due by September 15th, for each child enrolled at Rosebuds Early Learning Center. This fee will cover classroom and curriculum supplies utilized throughout the year. If start date is after September 15th, a prorated amount will be charged.

Summer Program Fee

Each summer we will expand learning with fun and engaging experiences for our Preschool and School-aged children. Rosebuds will book several off-campus field trips for the children to attend during the months of June, July, and August. The costs of this program are in addition to the weekly tuition amounts that are due. Information regarding the summer program will be sent out to families in the spring.

Late Payment Fee

Tuition is paid weekly through the Brightwheel application and is due each Friday for the preceding week. If tuition payments are not paid by Monday, and no arrangements with the Center Director have been made, a \$30.00 late payment fee will be added to the child's billing account. If payment is not made within 48 hours of the late payment fee being applied, Rosebuds will suspend care until the billing account is current. Accounts that are frequently delinquent will be subject to termination without notice.

Late Pick-up Fee

Rosebuds Early Learning Center closes at 6:00 PM. It is imperative that the Center be notified as soon as possible if a parent or guardian is going to be late for any reason. For every minute, starting at 6:00 p.m., a \$5.00 charge will be charged to the billing account for each child. There will be no cap on this charge. If the parent or guardian fails to pick up their child by 6:30 PM, local Law Enforcement will be notified. Rosebuds employees will make every effort to reach the responsible party and/or emergency contacts before contacting local Law Enforcement and surrendering the child to the authorities. If a child is surrendered, a note will be left on the front door with information containing the authorities and location of the child.

Termination or Withdrawal of Care

If a family chooses to withdraw their child(ren) from Rosebuds, they must notify the Center Director in writing, two-weeks prior to the child's last date of attendance. All families are required to give a two-week notice for any schedule changes, as our employee schedules are based solely of the needs of the children enrolled. If no notice is given, all fees will remain unchanged and weekly tuition will be due as normal until written notice has been received.

Rosebuds Early Learning Center has the right to terminate enrollment of a child for reasons of family non-compliance with the policies of the childcare program.

Additionally, Rosebuds may terminate enrollment if it is determined that our program is not reasonably able to meet the needs of a child or the child’s behavior, or health issues affect the safety, health, or general well-being of other children or our employees. Rosebuds will be in communication with the families in efforts to resolve all conflicts and termination of enrollment will be a last resort.

Tuition Rates

Rosebuds is a full-time Early Learning Center. Our tuition rates cover full time care (five days per week) during our hours of operation. Limited part time schedules may be available, please inquire with the Center Director if you are interested in the possibility of part-time.

CLASSROOM	RATE PER WEEK
Seedlings (6 weeks – 12 months)	\$400.00
Buds (12 months – 24 months)	\$380.00
Sprouts (2 years old – 3 years old)	\$350.00
Blossoms (3 years old – 4 years old)	\$320.00
Roses (4 years old – 5 years old)	\$300.00
Lilies (School age) Summer	\$270.00
Lilies (School age) Before/After School	\$150.00
Lilies (School age) Before OR After School	\$100.00
Lilies (School age) Non-School Days	\$70.00 per day
Part-time Seedlings, Buds, and Sprouts	\$100.00 per day
Part-time Blossoms, Roses, and Lilies	\$90.00 per day

Rates are subject to change at the discretion of the Center Director. In the event of a tuition increase, parents or guardians will be given a two-week notice.

Paying Tuition

Tuition must be paid via the Brightwheel application by automatic withdrawal or manual payment. A 2.9% processing fee charge will be applied via Brightwheel to all payments using a credit/debit card. A .65 cent charge will be applied via Brightwheel to all automatic payments using a bank account.

Families can pull the year-end tuition statement from Brightwheel at any time by viewing and exporting the statement, changing the dates, and selecting “export.” This statement will be sent to the email address that is in the Brightwheel system.

Rosebuds Early Learning Center’s Federal Taxpayer Identification Number is 41-0838036.

No credit or refund of tuition will be given for the days that the center is officially closed, or the child is ill. Tuition is the same each week regardless of holidays, snow days, illness, and teacher in-service days.

Sibling Discount

Families with multiple children enrolled in our program will receive a 10% discount on the oldest child(ren)'s tuition. Sibling discounts will not be applied to our school-age program tuition or for any part-time children. The combined max discount must not exceed 30% per family.

Vacation Week

One week of unpaid tuition per calendar year for each child may be used. This is a one-week period in which a child is not in attendance Monday-Friday. Please notify the Center Director two-weeks in advance if you would like to take your annual unpaid tuition week.

Enrollment

At the time of enrollment, you will receive a folder that contains all required paperwork that is needed to enroll your child in our program. All paperwork must be filled out completely and all registration fees must be paid through Brightwheel before your child's space will be reserved. Children missing any required paperwork may not attend Rosebuds until all paperwork has been submitted. Should you need any assistance with the enrollment paperwork, feel free to speak with the Center Director or the Assistant Director.

Required Paperwork

To hold space:

- Enrollment Application
 - Including completed child information form, parent, or guardian contract, conduct agreement and financial agreement.
- Emergency Contact Card
- CACFP Enrollment Forms
- Household Income Statement

Within 30 days of starting date:

- Health Care Summary
- Also, due yearly for children under 2 years and/or when your child switches age groups.
- Immunization Record
- Any infant specific forms that are required.

Children's Records

Rosebuds Early Learning Center is required under rule 9503.0125 to maintain a record on each child. This record must contain:

- The child’s full name, birthdate, and current home address.
- The name, address, and telephone number of the child’s parent or guardian.
- Instruction on how the parent or guardian can be reached when the child is attending the center.
- The names and telephone numbers of any persons authorized to take the child from the center.
 - During custody battles, or in cases of divorce, both parents/guardians must agree on the authorized persons and may not limit the other parent or guardian from picking up their child from our program. The Center must be notified immediately of any custody orders. Certified custody orders must be given to the Center Director.
- The names, address, and telephone numbers of the child’s source of regular medical and dental care and the source of medical and dental care to be used in case of an emergency.
- The names, addresses, and telephone numbers of two persons to be contacted if a parent or guardian cannot be reached in an emergency or when there is an injury requiring medical attention.
- The health form and immunization information required by part 9503.0140
- Written authorization for the license holder to act in an emergency, or when a parent or guardian cannot be reached or is delayed.
- The hours and days of the week the child will attend the center.
- For children aged six weeks to 36 months, a description of the child’s eating, sleeping, toileting and communication habits, and effective methods for comforting the child.
- Documentation of any dietary or medical needs of the child.
- Documentation of any individual childcare program needs for the child.
- The date of parent conferences and a summary of the information provided to the parent at the conference.

The license holder shall not disclose a child's record to any person other than the child, the child's parent or guardian, the child's legal representative, employees of the license holder, and the commissioner unless the child's parent or guardian has given written consent or as otherwise required by law. Rosebuds Early Learning Center does share contact information with Rose of Sharon Lutheran Church and the Rosebuds Oversight Committee, as needed, with the written consent obtained through our enrollment paperwork.

Attendance

Rosebuds Early Learning Center requires all children to have a consistent schedule. It is important to drop off and pick up on time to ensure staff-to-child ratios comply.

Research has shown that consistency in a child's schedule is a key component in a child's educational path. Please call or message by 9:00 A.M. if your child is going to be absent for the day.

School Holidays

Rosebuds Early Learning Center will be closed in observance of the following Holidays:

- Teacher In-Service: September 2, 2022
- Labor Day: September 5, 2022
- Thanksgiving Break: November 24 and 25, 2022
- Christmas: December 26, 2022
- New Year's: January 2, 2023
- Martin Luther King Jr. Day: January 16, 2023
- Teacher In-Service: February 20, 2023
- Good Friday: April 7, 2023
- Easter Monday: April 10, 2023
- Memorial Day: May 29, 2023
- Independence Day Break: July 3 and 4, 2023
- Teacher In-Service: September 1, 2023

Part-Time schedules **may not** be altered to make up days lost when school is closed during the holidays.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on Sunday will be observed on the following Monday.

Inclement Weather Closings

The weather in Minnesota can be unpredictable at times. Rosebuds will make every effort to stay open to meet the needs of our families if it is safe to do so. We will close if the South Washington County School District closes their schools for in-person learning. If the school district has a late start, Rosebuds will open for childcare beginning at 8:30 A.M. If the school district has an early release due to inclement weather, there is a possibility that Rosebuds will also close early. School-age childcare on unscheduled early release days will not be available. There may be unique circumstances in which the Center Director will make the decision separate from the school district to close for the day, open late or the close early due to weather to protect the health and safety of all children and employees in attendance.

All families will be notified via Brightwheel of any weather-related closures for Rosebuds Early Learning Center. If we need to close early, parents or guardians will have 60-minutes to pick their child up, before Rosebuds moves forward with the policies and procedures for late-pick up.

Parent Policies

Conduct Agreement

Rosebuds Early Learning Center is committed to exceeding customer expectations. To have a positive experience, positive relationships must develop between the Center Director, teachers, parents, or guardians, supporting staff, and children. By enrolling at Rosebuds, the parent and organization commit to working together to provide an ideal space for children to grow, learn, and develop. Achieving this ideal space is not only the responsibility of the employees of Rosebuds but is the responsibility of every parent, guardian or adult who enters our Center. All adults within Rosebuds are required to behave in an appropriate manner. The following behaviors will not be tolerated anywhere on the property:

- Threats
- Swearing, cursing, use of any inappropriate language
- Dissensions
- Physical/verbal punishments of your child or other children
- Illegal actions
- Smoking, vaping, or use of any tobacco products
- Confrontational interactions
 - We understand you may not always agree with RELC employees. It is expected that all disagreements be handled in a calm and respectful manner.
- Rudeness
- Any inappropriate behaviors that do not promote a positive, nurturing learning environment.
- Violations of safety policy

This can be achieved as we all seek to live in greater accordance with the 10 commandments *Exodus 20: 2-17*. Should this agreement be violated in any way, Rosebuds Early Learning Center has the right to terminate enrollment, without notice.

Opening Doors

Parents or guardians always have access to the building and to their children during our operating hours. The policy at Rosebuds is that only adults can open doors. Please do not allow your child to open doors when you are dropping off or picking up. This policy is in place for the safety of the children, doors are heavy, and fingers can get pinched. Also, please note that the entry keypad is for adults only. All parents or guardians have a door code that changes periodically to ensure continuous safety. We ask that you do not share the door code to anyone other than the child's parents or guardians.

Visitors

Any individual, apart from an Oversight Committee member, without an appointment, will not be allowed beyond the security door. Rosebuds Learning Center is a secure access facility meaning all guests who are not in possession of the access code are not allowed entry without the express permission or approval of the Center Director,

Assistant Director, or the Pastor. If an unauthorized person is attempting to access the Learning Center, communication with the unauthorized person shall be conducted without opening the security door. Additionally, the Center Director and/or Assistant Director shall be immediately notified of the visitor.

All individuals who are visiting the center (i.e., someone who is not a parent, guardian, or authorized pick-up person; or employee) are required to check in at the office before entering the classroom. The visitor is then required to notify the office before leaving the building.

Family tours must be scheduled in advance with the Center Director or the Assistant Director. No walk-in tours will be conducted by anyone other than the Center Director and/or Assistant Director.

Non-Discrimination

Rosebuds Early Learning Center does not discriminate based on race, color, nationality, or ethnic origin, in administration of its education, admission policies, tuition assistance, athletic, and other school administration, and other school administered programs.

Rosebuds Early Learning Center welcomes all children who have any physical, behavior, and/or learning disabilities. Rosebuds Early Learning Center is committed to making reasonable accommodation for a child with special needs. Please keep in mind that Rosebuds Early Learning Center is a large group facility with State-mandated ratios. Should your child require one-on-one supervision or assistance, Rosebuds Early Learning Center may not be the best environment for your child. It is imperative that you communicate all needs at the time of your tour. All families, despite their development of a child, must be interviewed by the Director before enrollment can be processed. If, at the time of the interview, it is found that reasonable accommodation will be necessary, the Director will arrange a time to observe the child within the classroom at no charge to the parent or guardian. After the classroom observation has taken place, the Director will meet with the parents or guardians to discuss enrollment options.

School Clothing and Shoes

Parents or guardians are encouraged to dress their children in washable, comfortable play clothes which your child can easily take on and off for toileting purposes. Children should also bring clothes for outside play such as coats, snow pants, boots, hats, and waterproof gloves or mittens. Everything should be labeled with your child's first and last name. Outer clothing should be easy to manage as possible so children can dress and undress independently. We also encourage parents and guardians to keep extra clothing at Rosebuds for their child.

Shoes must be closed toed. Sandals, flip-flops, and opened-toed shoes are not recommended for safety purposes. We recommend slip on shoes or shoes with Velcro so that children can take them on and off easily. For safety reasons, we cannot have plastic bags for transporting clothing, please send all items in your child's cloth backpack.

Grievance Procedure

Should a family member have any concerns with an employee of Rosebuds the procedure below will be followed to arrive at a conclusion that is satisfactory to both the family and the employee.

- First, the parent or guardian is to bring the matter to the employee and the Center Director's attention. A full discussion and understanding of the matter by both the family, and employee are essential at this step.
- If the grievance is not resolved internally, the parent or guardian is encouraged to discuss the matter with an appropriate member of the Rosebuds Oversight Committee. This member will gather essential information from the family and will offer guidance on how to proceed.
- If the grievance is not quickly resolved, the parent or guardian will present the grievance in written form to the Center Director and the Rosebuds Oversight Committee, who will then forward it to the chairperson of the Rose of Sharon governing board. The chairperson will convene a meeting with all parties involved to consider the grievance and to discuss a fair resolution. The governing board shall consider the rights and interests of the Center, family and the employees while resolving the issue. The decision of the governing board shall be final.

Babysitting Off Premises/Relationships with Parents

While there is no prohibition regarding employees babysitting during off hours for our families, it is imperative the employee inform parent in such arrangements that the employee is not acting as an employee or agent of the Center in doing so. The employee must also inform the parents or guardians that the Center expressly disclaims any involvement, interest, or responsibility, for such arrangements. The employee further agrees not to engage in babysitting or nanny services for our customers which results in withdrawal of any children from the center throughout the term of their employment. Parents, guardians, and employees should refrain from making arrangements during Center business hours. If a parent or guardian habitually calls, texts, or contacts an employee during business hours or during inappropriate hours of the day, the Center Director will be notified.

In the interest of professionalism, and for the employee's protection as well as our own, it is against policy for an employee of Rosebuds Early Learning Center to begin a dating

relationship with a parent or guardian whose children attend the daycare. Employees are also strongly advised against entering a social relationship with parents or guardians. If you feel uncomfortable about the way an employee approaches you socially, immediately inform the Center Director.

Toys from Home

Rosebuds Early Learning Center supplies all the toys and educational materials that are needed. We ask that toys NOT be brought from home to avoid them being misplaced or broken. Exceptions will be made for special share days. Rosebuds is not responsible for lost or damaged toys from home.

Communication

Open Communication

Communication between employees and families is key to supporting your child's growth and development. We ask that parents or guardians communicate any care giving needs with employees via Brightwheel or verbally. Parents or guardians should also be in the habit of checking their child's backpack daily for handouts, artwork, newsletters etc. Employees will send reminders via Brightwheel as well. Please check to make sure that you are signed up for Brightwheel and that you can receive notifications. Employees will also send daily notes electronically detailing activities in the classroom or care giving needs. If you have questions about the app, please see the Center Director or the Assistant Director for assistance.

Conferences

To meet the intellectual, social, emotional, spiritual, and physical needs of all the children in our care we have set goals and objectives based on the child's age and on what is developmentally appropriate for each age group.

Formal Parent/Teacher conferences are offered twice annually. Teachers are available to schedule a time to discuss development throughout the year. If you would like to have a sit-down conversation with your child's teacher, you should notify the teacher and the Center Director.

A copy of the parent-teacher conference form (glow and grow sheets), attendance signature page and child development summary must be placed in the child's permanent file in the office after each conference. An additional copy of the conference forms will be sent home with each family.

Child Assessments

A developmental continuum for early infancy to kindergarten (DRDP) is the assessment tool all classrooms use to evaluate and track each child's individual development during

their time at Rosebuds. It is an on-going assessment system, meaning that teachers are continually watching, observing, and documenting each child's development. The same tool is used from birth through kindergarten, to allow a more complete picture of your child's development. By tracking a child's development, our teachers can plan activities that are appropriate for each child's developmental abilities. These assessments are conducted twice a year per the requirements of the Parent Aware Program. Parents or guardians may request a photocopy of their child's DRDP at any time.

Assessment Portfolios

A permanent assessment portfolio will be kept for each child and passed to the next teacher when a child transitions classroom. These portfolios will not be released to anyone outside of Rosebuds Learning Center without written permission from the parent or guardian. Assessment portfolios will contain a variety of items, including photographs, examples of artwork, DRDP assessments, developmental checklists, and parent-teacher conference forms. It is the responsibility of the classroom lead Teacher and Assistant Teacher to ensure portfolios are periodically and continuously updated.

When a child moves up into the next age category, and enters a new classroom, their assessment portfolios should move with them. Portfolio organization is up to the discretion of each classroom lead Teacher if all required documents are within each portfolio.

When a child leaves Rosebuds, the assessment portfolio should be given to the family.

Classrooms

Daily Schedule and Activities

The classroom lead Teacher and Assistant Teacher will work cooperatively to create a daily schedule and plan activities that meet each child's developmental abilities and needs. Every employee is responsible for the carrying out the schedule and activities. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities.

Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Children thrive on consistency! Routines should be maintained whenever possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines like diapering/toileting and hand washing; and transitions.

Classroom schedules should be updated frequently and should be posted in a visible place in each classroom. All classroom schedules need to be approved by the Center Director prior to making any changes.

Physical Environment

The actual room arrangement of each classroom is the responsibility of the lead Teacher and Assistant Teacher. Classrooms will be organized and contain all required items required by Licensing. Learning centers (or interest areas) will include items for construction, science exploration, dramatic play props, books, fine motor, large motor, art supplies and a variety of sensory tools. These areas will be clearly defined and labeled. Quiet areas will be set-up as far away from noisy activities (blocks, cars, etc.) as possible. The room decor will consist mostly of child artwork and photographs of animals, people, food, and the children themselves and placed at the child's eye level. Room arrangements will take into consideration the proper supervision of children. Room arrangements will not create blind spots that weaken the ability to actively supervise all children within the classroom. The Center Director will approve all room arrangements and will adjust if necessary.

Rest Time

The Minnesota Department of Human Services- Licensing Division requires that most children be provided a regularly scheduled nap or rest time. Children will not be forced to sleep but may be encouraged to lie quietly for thirty (30) minutes. After thirty (30) minutes the child must be allowed off their cot and provided alternative quiet activities if unable to rest.

- If the child falls asleep, they will be allowed to sleep during the remainder of quiet time.
- Children will not be woken until the end of quiet time.
- Sleeping children will be in a quiet area away from other children who are playing.
- Cribs and cots are placed in cleared aisles and are not stacked when in use.
- Crib mattresses are firm and crib sheets are fitted to the mattress size, crib sheets fit tightly on the mattress, and they overlap the undersides of the mattress so that is cannot be dislodged by pulling on the corners of the sheet.
- Children in the Buds, Sprouts, Blossoms, and Roses classrooms will all have their own labeled cot and bedding is stored on the cot.
- All cots will be cleaned and disinfected after each use.
- Bedding will be washed at the end of the week or sent home to be laundered when soiled.
- Children in the Roses classroom will transition to a shorter rest time throughout the year to prepare for kindergarten.

Seedlings (6 weeks – 16 months in the Seedlings room)

- Seedlings nap on their own schedules as needed throughout the day.
- Seedlings sleep for as long as needed and will not be woken up for any reason (if parents wish to wake their child on a schedule, a signed form will be required).
- As Seedling children transition into the toddler stage, we will begin to work on a sleep schedule by transitioning to one nap per day.
- Each Seedling has their own assigned crib in the Seedlings room.
- Crib sheets and sleep sacks are provided and washed weekly by the center staff.
- Swaddles are prohibited for an infant who has begun to roll over.
- With written consent of a parent/guardian an infant who has not yet begun to rollover may be placed in a swaddle with an attached system that fastens securely only across the upper torso, with no constriction of the hips or legs, to create a swaddle. We use Halo Sleep Sacks with attached wings.
- Nothing is placed in the crib with an infant (except a pacifier if needed).
- Seedlings will be placed on their backs to fall asleep in their cribs.
- If an infant falls asleep before being placed in their crib, the infant will be moved to their crib as soon as practical. When an infant falls asleep while being held, they will be placed in their crib within a reasonable period/keeping in mind the supervision needs of the other children. The sleeping infant must not be in a position where the airway may be blocked or with anything covering the infant's face.
- If a Seedling arrives sleeping, they must be moved from their car seat to their crib by the parent or guardian. If the Seedling is wearing outside clothes (coat, hat, etc.) the outside clothes must be removed before placing the sleeping child in their crib.
- Seedling cribs are safe and sturdy and meet the standards under Code of Federal Regulations.
- Cribs are inspected monthly to assure safety.

Supervision

All children enrolled in Rosebuds Early Learning Center will always be within sight and sound of a staff member. All employees are required to conduct name-to-face checks at multiple times throughout the day to ensure proper attendance counts. Children will be counted every time the classroom goes through a doorway, transitions to new activities and when children are coming and leaving during parent pick-up and drop-off.

Supplies Needed

Each classroom will send a welcome email to new families that contains a list of items each child will need. Typical items include:

- Diapers, wipes, diapering creams
- Formula or premade breast milk bottles each day
- Blanket, crib sheet, pillow, stuffed animals (children over 12 months)
- 3 pairs of extra clothes
- Seasonal outside clothing

- Inside and outside shoes (closed toed only)
- Sunscreen
- Water bottle
- Full-sized backpack

Screen time

Rosebuds Early Learning Center is committed to the education of each child. The curriculum is designed to give children a hands-on approach to learning that will promote learning through play, teacher-directed activities, and child-directed activities. Any videos viewed must be “PG” or “G” rated.

We do have a SMART board that the classrooms can utilize. SMART board is utilized for indoor recess, dance videos, educational videos, Bible curriculum, and other various activities. Each classroom is limited to the amount of screen time they can utilize each week. Prior to watching a movie, parents or guardians will be notified via Brightwheel of the purpose and educational benefit to watching the movie.

CLASSROOM	MAXIMUM SCREEN TIME IN MINUTES PER WEEK
Seedlings (6 weeks – 12 months)	No Screen Time Allowed
Buds (12 months – 24 months)	No Screen Time Allowed
Sprouts (2 years old – 3 years old)	60 Minutes
Blossoms (3 years old – 4 years old)	120 Minutes
Roses (4 years old – 5 years old)	120 Minutes
Lilies (School age) Summer	180 Minutes

Pets and Visiting Animals

Employees may introduce a class pet to the classroom upon approval from the Center Director and/or Assistant Director. Pets and visiting animals that are brought into the classroom by a family must be carefully considered for their temperament, health risks, and appropriateness for young children. No animal may be brought into Rosebuds without first notifying and receiving permission from the Center Director and/or Assistant Director. Once approved by the Center Director and/or Assistant Director, pets and visiting animals must have documentation from a licensed veterinarian or animal shelter to show that the animal(s) is fully immunized and that the animal is suitable for contact with children.

Outdoor Play

Rosebuds Early Learning Center Employees will follow a weather chart for safety guidelines based off windchill and heat index provided by the Iowa Department of Health. The duration of outside play times is adjusted based on this weather chart and the individual needs of each child. Generally, if temperatures are between 32 and 89 degrees, the children will have outdoor play time. Employees will plan structured and unstructured play that utilizes the outdoor equipment, addressing indoor and outdoor large motor time. All areas must have an employee stationed at them (i.e., swings, climber, bike area) to ensure proper levels of child supervision.

Field Trips

Rosebuds Early Learning Center offers a variety of experiences both at and away from the center. Field trips are a creative way to enrich a theme and expand the learning environment. The Center Director and/or Assistant Director must approve all field trips. Field trips require all parents or guardians to complete a “Field Trip Permission Form.” These forms can be obtained from the Center Director and/or Assistant Director. Parents or guardians will be notified by the Center Director of all intended locations and times of off-campus field trips. Children under the age of 4 years will not be allowed to participate in off-campus field trips.

Teachers are encouraged to conduct short, unannounced field trips including but not limited to walks as a class around the perimeter of the building and/or nearby neighborhoods. Teacher-child ratios will always be maintained while on field trips. Parents or guardians must complete a separate “Parent/Guardian Permissions” form giving Rosebuds employees permission to conduct the unannounced field trips.

Transportation

Rosebuds Early Learning Center will use school buses through MN Coaches for all off-campus field trips. Children and employees are expected to follow common rules such as:

- Remain seated while the bus is moving.
- Use quiet voices.
- Line up to enter and exit the bus in an orderly fashion.
- Children will be counted while getting on the bus, while seated, before exiting the bus and again after everyone has exited the bus.
- Teachers are expected to sit at the front, in the middle and towards the back of the bus.
- Windows may be opened at the discretion of the bus driver.
- No food or beverage will be allowed to be consumed while on the bus.
- And any other rules that the bus company might have.

Center Rules

- Walking feet and quiet voices in the hallways.
- Hands are for high-fives, handshakes, and hugs.
- Treat everyone with kindness and respect.
- Listen to the teachers and follow classroom rules.

Curriculum

Curriculum at Rosebuds includes child-initiated and teacher-directed activities and experiences that support and enrich each child's physical, emotional, social, and cognitive development. Rosebuds Early Learning Center uses a curriculum called, "One in Christ" from Concordia Publishing House to help our teacher create a nurturing environment in which God's love is demonstrated. This faith-based curriculum plan combines the Christian beliefs of Rose of Sharon Lutheran Church, LCMS along with standard learning activities that are critical for each child's development.

Each classroom has weekly lesson plans, posted in the classroom. These plans contain several activities, designed to foster each child's development, and the development of the group. Lesson plans are adapted to accommodate the children's changing interests.

Behavior Guidance

Every adult who cares for children has a responsibility to guide, correct and socialize children toward appropriate behaviors. These adult actions often are called child guidance and discipline. Positive guidance and discipline are crucial because they promote children's self-control, teach children responsibility, and help children make thoughtful choices. All employees will be required to take a training on positive guidance strategies within an Early Childhood during Orientation.

Rosebuds Early Learning Center always includes parents or guardians in the development and implementation of strategies and behavior plans for their child. If a child's behavior does not respond to these methods or it becomes apparent that a child's needs are not consistent with what our program offers, disenrollment may be necessary.

As a Christian school, our philosophy, and guidelines for fostering positive behavior are based on solid Biblical doctrine. This foundation is taken from 2 Timothy 3:16 which reads: *All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness; that the man of God may be complete, thoroughly equipped for every good work.*

- All employees act and serve as positive role models for children by modeling kindness and manners.
- All intervention methods are age-appropriate and useful for reproof, for correction, and for instruction in righteousness (2 Timothy 3:16).
- Employees use redirection as the primary mode of behavior modification.

- Employees talk to and patiently teach children how to use acceptable alternatives to problem behavior to reduce conflict.
- Employees will always take measures to protect the safety of children.
- Employees provide immediate and related consequences for a child's unacceptable behavior in the form of redirection or separation.

Reasons for Misbehavior

If caregivers understand why children misbehave, they can be more successful at reducing behavior problems. Listed here are some of the possible reasons why children misbehave.

- Children want to test whether caregivers will enforce rules.
- They experience different sets of expectations between school and home.
- A child does not understand the rules or are held to expectations that are beyond their developmental levels.
- They want to assert themselves and their independence.
- They feel ill, bored, hungry, or sleepy.
- They lack accurate information and prior experience.
- They have been previously "rewarded" for their misbehavior with adult attention.

Preventing Misbehavior

Child misbehavior is impossible to prevent completely. Children, usually curious and endlessly creative, are likely to do things parents, guardians and other caregivers have not expected. However, there are many positive steps caregivers can take to help prevent misbehavior.

- Set clear, consistent rules. (e.g., walking feet; gentle touches.)
- Make certain the environment is safe and worry-free.
- Show interest in the child's activities. (e.g., participating in activities with the children so that they stay interested in longer periods of time.)
- Encourage self-control and independence by providing meaningful choices. (e.g., "You may pick up the blocks or art center.")
- Focus on the desired behavior, rather than the one to be avoided. (e.g., "Ashley, please use gentle touches with your friends.")
- Build children's images of themselves as trustworthy, responsible, and cooperative.
- Give clear directions, one at a time.
- Say "Yes" whenever possible.
- Notice and pay attention to children when they do things right. (e.g., "Joey is playing so nicely. I like it when you keep the blocks on the table.")
- Encourage children often and generously.
- Set a good example. (e.g., using a quiet voice when children should be quiet.)
- Help children see how their actions affect others.

Responding to Misbehavior

Below are strategies Rosebuds staff will use to respond to child misbehavior. Remember that it is always a clever idea if rules are explained fully and clearly understood before misbehavior occurs. Whenever possible, involve children in making the rules for the classroom.

- Redirection
 - This strategy should be used most frequently when working with young children. If a child is not following the rules or being uncooperative, quickly get the child's attention and introduce another activity. For example, "Kate, please help me water the flowers now. You've been riding the bike for a long time and it's now Logan's turn."
- Logical consequences
 - These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related. For example, Andrew is standing on his chair at lunch. His teacher should remind him that if he stands on his chair, he could fall and get hurt; this will make him sad.
- Participate in the solution
 - If a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that. For example, "It made Brandon incredibly sad when you told him he wasn't your friend anymore. Please come apologize and help me make him feel better."
- Natural consequences
 - Allowing children to experience the consequences of their behavior is also called learning the hard way. For example, Laura does not put her books back in her school bag after she finishes reading. One day she loses a book, and therefore must find a way to replace it. Only use natural consequences when they will not endanger the child's health or safety.
- "Take a break" or "Calm down chair"
 - In some instances, a child may need to be removed from a situation in which he/she has become overwhelmed or violent. The child should be directed to "take a break" or sit in the "calm down chair" in a quiet area with an activity. This strategy gives the child a chance to calm down, regain control, and reflect quietly on her or his behavior away from others. Once the child has calmed down, staff should talk with the child about the actions that led up to and resulted in needing a break or being sent to the calm down chair.

If these actions do not help in reducing or changing behavior the following will take place:

- Employees will report behavior and what strategies have been attempted to the Director and/or Assistant Director(s).

- The Director and/or Assistant Director will observe the child and meet with the classroom lead Teacher to develop a behavior management plan.
- The behavior management plan will be discussed with the parent or guardian and then put into practice.
- The Director and/or Assistant Director, classroom lead Teacher and Assistant Teachers, and parents or guardians will evaluate the behavior management plan. If needed, adjustments will be made.

If a child’s behavior becomes threatening to themselves, other children, staff or teachers, the child will be removed from the classroom and the program for a duration to be determined by the Center Director.

Aggression and Bullying

When children display aggressive behaviors at Rosebuds, such as yelling, hitting, or any other form of destructive physical behavior, the first concern for employees is to discover what is motivating the aggression. Using conscious discipline methods, employees will attempt to help a child recognize and label emotions and motivations for his or her behavior, and coach the child through conflict, enabling them to use other methods to resolve their problems in the future. Clear expectations are given to children regarding appropriate physical and social behaviors, and the use of modeling/teaching appropriate social behaviors is also used. Rosebuds Early Learning Center is a bully-free zone. We encourage our students to treat each other with love and respect and encourage/expect those same behaviors from their peers. Student–handled conflict resolution is considered optimal. If a behavior becomes a repeated concern, parents or guardians will be included in creating a behavior plan for the student. If aggression and bullying is not resolved after a behavior plan has been implemented, a child may be removed from the program at the discretion of the Center Director.

Biting

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment. Biting is not something to blame on children, their parents/guardians, or their teachers. There are a variety of strategies we implement at Rosebuds to prevent and stop biting. This is the process followed when a child bites:

- The biting child is stopped and told, “Stop biting. Biting hurts” in a firm voice. Teachers should remain calm, being careful not to show anger or frustration towards the child.
- The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child’s needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.

- Appropriate first aid will be provided to the child who was bitten. Bite will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.

It is important to explore the reasons for biting when it occurs. Classroom lead Teachers need to work with parents or guardians to gather information about the child's behavior and begin observations to determine the reasons for biting. Examples of triggers would be communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are the steps the teacher will take to identify triggers and replace the behavior:

- The classroom lead Teacher will examine the context in which the biting is occurring and look for patterns. The following questions should be asked:
 - Was the space too crowded?
 - Were there too few toys?
 - Was there too little to do or too much waiting?
 - Was the child who bit getting the attention and care he/she deserved at other times?
- The classroom lead Teacher will change the environment, routines, or activities if necessary.
- The classroom lead Teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways
- The classroom lead Teacher will observe the child, to get an idea of why and when they are likely to bite.
- The classroom lead Teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
- The classroom lead Teacher, parent or guardian, and Director and/or Assistant Director will meet regularly to regulate an action plan and measure outcomes.
- If biting continues the classroom lead Teacher will observe the group more closely and work with the parents or guardians to seek out additional resources as necessary to shadow the child who is biting.

All information is confidential, and names of the children involved in the incident should never be shared between staff and parents or guardians. In addition, biting is always documented on an Incident/Injury Report which is completed and signed by a teacher and parent or guardian. A copy is provided to the parent or guardian and the original kept in the child's permanent enrollment file in the office.

Tantrums

For most young children, tantrums are a normal part of development. The young child is still learning to manage overwhelming emotions and our job as early childhood caregivers is to help them recognize, process and deal with those emotions in a constructive way. This progression takes time. When a child has a tantrum at Rosebuds, the first step is noticing the behavior and validating the reason behind the outburst.

Once the behavior has been labeled and explained (“You are so mad right now! You threw the lunch plate on the floor. You seem angry about what we are eating today.”) the next step is to help the child to regain their composure through calming techniques (such as utilizing the “Peace Place”) and the teaching of coping mechanisms that will help them to make a better choice the next time that they are upset. “The next time you are upset about what is on your plate, you can say ‘no thank you’.” If a child has repeated tantrums or is causing a danger to themselves or others, they may be removed from the group to regain composure. Parents or guardians will be notified if tantrum behavior becomes an issue repeatedly and continued severe tantrums or refusal/inability to rejoin the group may result in the requirement of a pickup from a parent or guardian.

Weapons/Violent Play

There is a strict policy of allowing no weapon play at Rosebuds. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Redirection should be used when a child is engaging in weapon or violent play. If a child brings a weapon to Rosebuds, the weapon should be placed out of sight and sent home the same day with a note explaining the policy about weapons.

Separation Policy

Children may only be separated from the group/classroom if their behaviors are causing a direct threat to the health and safety of other children or employees of Rosebuds Early Learning Center. Teachers are expected to find less intrusive methods of guiding a child’s behavior before separation is implemented.

Children in separation must always remain within sight and sound of a Rosebuds employee. Each separated child must be actively engaged with a learning activity that encourages calm behaviors such as reading, sensory play, puzzles, etc.

When behaviors become too difficult for classroom teachers to manage, employees will request the assistance of the Center Director and/or Assistant Director.

Every effort of positively guide each child to preferred behaviors will be made prior to making the decision to send a child home. Rosebuds Early Learning Center will only send children home if the negative behaviors threaten the safety of other children and employees, and only if all less intrusive methods have failed. The Center Director and/or Assistant Director will make the decision to send a child home.

A child under 16 months will never be given a “break” from the group as a means of behavior guidance.

All separations from the group will be noted on a separation log.

Separation Log

SEPARATION occurs when a child is removed from the group and is temporarily unable to participate in the program activity. All separations from the group must be noted on the daily separation log as stated in MN rules parts 9503.0055, subparts 4 and 5.

REDIRECTION occurs when a staff person intervenes during conflict and asks a child to choose an alternate constructive activity. Redirections do not need to be noted on the daily log.

If a child is separated from the group 3 times or more in one day, the child's parents or guardians shall be notified, and notation of the parent or guardian notification shall be indicated on the log. If a child is separated 5 times or more in one week or 8 times or more in two weeks, the procedures for dealing with persistent unacceptable behavior must be followed. (MN Rules parts 9503.0055, subpart 5).

Rosebuds Early Learning Center reserves the right to send children home when children are involved in persistent unacceptable behaviors that threaten the safety and well-being of other children and Rosebuds employees. A child might be sent home if previous less intrusive methods of positive guidance have failed, and the child has 3 or more events noted on the separation log in one day.

Persistent Unacceptable Behavior Policy

If a child is separated from the group three times or more in one day, the child's parent or guardian will be notified, and the child will be sent home if the behaviors threaten the safety and well-being of other children and Rosebuds employees. Parents or guardians will be called in for a formal conference with their child's classroom lead Teacher if; their child is separated five times or more in one week or, eight times or more in two weeks. Parents will be asked to provide suggestions or solutions to their child's behavior. If conferencing with the parents or guardians does not resolve the unacceptable behavior, then the individual situation will be evaluated, and a Behavior Management Plan will be created. Employees will observe and record the child's unacceptable behavior and the Center Director will make a decision that is in the best interest of all the children. In rare/extreme cases the child will be asked to leave the center.

Prohibited Actions

Rosebuds Early Learning Center in conjunction with the Department of Human Services- Licensing Division prohibits the following actions. Use of the following would NEVER be tolerated and would result in immediate termination of those involved.

- Corporal Punishment. Corporal punishment includes but is not limited to, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.

- Subjection of a child to emotional abuse. Emotional abuse includes, but is not limited to, name calling, ostracism, shaming, making derogatory remarks about the child or the child's family, and using language that threatens, humiliates, or frightens the child.
- Separation of a child from the group except as a short break where child is still within sight and sound of teachers.
- Punishment for lapses in toilet habits.
- Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
- 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.

Mandated Reporting

All Rosebuds employees are considered mandatory reporters.

What to report: Maltreatment includes egregious harm, neglect, physical abuse, substantial child endangerment, threatened injury, and mental injury. For definitions refer to Minnesota Statutes, section 260E.03, and pages 3-6 of the Maltreatment of Minors Mandated Reporting policy document from the MN Department of Human Services.

Who must report: If you work in a licensed childcare facility, you are a “mandated reporter” and are legally required (mandated) to report maltreatment. You cannot shift the responsibility of reporting to your supervisor or anyone else at your licensed facility.

Where to report: If you know or suspect that a child is in immediate danger call 9-1-1. Reports concerning suspected maltreatment of children, or other violations of Minnesota statutes or Rules, in facilities licensed by the Minnesota Department of Human Services, should be made to the Licensing Division’s Central Intake Line at 651-431-6600. Incidents of suspected maltreatment of children occurring within the family, community, at a family childcare program, or in a foster care home, should be reported to the Washington County Child Protection Services at 651-430-6457 or the local law enforcement agency.

Information to report: A report of any of the above agencies should contain enough information to identify the child involved, any persons responsible for the maltreatment (if known), and the nature and extent of the maltreatment and/or licensing violations. For reports concerning suspected maltreatment occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

Failure to report: A mandated reporter who knows or has reason to believe a child is or has been maltreated and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report serious or reoccurring maltreatment may be disqualified from a position allowing direct contact with, or access to, persons receiving services from programs, organizations, and/or agencies that are required to have individuals complete a background study by the Department of Human Services as listed in MN statutes, section 245C.03.

Retaliation prohibited: An employer of any mandated reporter is prohibited from retaliating against (getting back at) an employee for making a report in good faith or child who is the subject of the report. If an employer retaliates against an employee, the employer may be liable for damages and/or penalties.

Internal review: When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made the facility must complete an internal review within 30 calendar days and take corrective action if necessary to protect the health and safety of children in care. The internal review must include an evaluation of whether: related policies and procedures were followed, the policies and procedures were adequate, there is a need for additional staff training, the reported event is like 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 child in care.

Employee training: The license holder must train all mandated reporters on their reporting responsibilities according to the training requirements in the statutes and rules governing the licensed program. The license holder must document the provisions of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff as specified under MN statutes section 245A.04, subdivision 14.

Meals and Nutrition

Rosebuds Early Learning Center offers breakfast, lunch, and snacks for all children. All meals will be healthy and nutritious. A monthly menu will be posted and is also available for download through our communication app, Brightwheel. Parents or guardians may choose to send meals or snacks if foods are nutritious, allergen free and ready to eat. This means that items do not need to be prepared or heated. Food containers will not be washed or rinsed by Rosebuds employees and must be taken home daily.

Child and Adult Care Food Program (CACFP)

Childcare providers that participate in the Child and Adult Care Food Program have a powerful opportunity to instill healthy habits in young children that serve as a foundation for healthy choices in life. The nutrition standards for meals and snacks served in the CACFP are based on the Dietary Guidelines for Americans, science-based recommendations made by the National Academy of Medicine, cost and practical considerations, and stakeholder input. The standards support the service of a greater variety of vegetables and fruit, whole grains, lean meats/meat alternative, and low-fat and fat-free dairy while minimizing added sugar and saturated fat. In addition, the standards encourage breast feeding to align with the CACFP Special Supplemental Nutrition Program for Women, Infants and Children (WIC). USDA provides guidance, resources, best practices, and training for CACFP operators in a variety of settings to support them in providing healthy, balanced meals and snacks to the children they serve.

Meal patterns are available upon request from the Center Director.

Food from Home

Employees and children are welcome to bring in special treats to celebrate a birthday or holiday. Due to various food allergies and dietary restrictions in our classrooms, we only allow store-bought snacks still in the original packaging and they must be allergen free. If meals are brought from home, they need to follow the nutritional guidelines that we follow at Rosebuds Early Learning Center for the Adult and Child Food Program.

Meal Service

Meals are served in a “family style,” so that children can begin to learn to serve themselves and interact positively with peers and employees at the table. All food program attendance and meal count sheets will be filled out at the time of the meal. Sheets are posted in individual classrooms. Family Style Eating Guidelines Family style eating means that children and adults sit together at the table and individuals serve themselves. This may look a little different at each age group (for example, toddlers may serve themselves seconds, rather than serving themselves their initial portions to avoid frustration at this age group) but all children should have an opportunity to learn the following skills:

- Measuring and pouring from serving spoons and pitchers.
- Passing bowls and food items to peers and teachers.
- Using table manners and positive language/dining habits while eating together.
- Using proper utensils and napkins.

At no time should children at Rosebuds Early Learning Center be deprived of this opportunity due to concerns over mealtime taking too long or becoming too messy of an

affair. Employees are required to provide these developmental opportunities to children at all ages, at every meal.

Sanitation Procedure

Rosebuds follows the Child and Adult Care Food Program (CACFP) nutrition and practices the following guidelines for serving meals and snacks:

- Prior to each meal, tables must be washed with soapy water and rinsed with water. Each table must then be sanitized with bleach water and either air-dried or wiped clean with a dry paper towel after 2 minutes.
- All employees and children must wash hands before and after each meal, for at least 20 seconds following the proper handwashing instructions posted by each sink.
- Following every meal, tables and chairs must be washed with soapy water and sanitized with bleach water.
- Refrigerators are kept at 40-degrees Fahrenheit or below.
- Any food brought for a birthday treat or snack will be commercially prepared.
- Employees are trained in proper food handling.
- All food will be prepared in the Food Service area and kept away from diaper changing stations.
- An employee illness log will be kept for kitchen staff.
- Employee lunches and food are stored separately from children food.

Allergies

We will do our best to accommodate food allergies. We cannot guarantee certain allergens will not be present due to our kitchen set up. If your child has a severe allergy and Rosebuds is unable to easily provide substitutes, you will be required to provide their meals.

A child with allergies must have an ICCPP and an Allergy Action Plan posted in an accessible location within the classroom, preferably near the food preparation area. If the allergy is food-related, an Allergy Action Plan must also be posted in the Center kitchen. All employees working in the classroom of child with allergies must review the Allergy Action Plan and the ICCPP to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions must be documented with a Health Incident Form, which may be obtained by the Center Director upon request.

Food Modifications/Preference

If a child has a dietary preference request form filled out and submitted to the Center Director, the parent or guardian will need to provide a meal or snack to replace the menu items they prefer to withhold from their child's diet. All meals and snacks must follow CACFP guidelines.

Infant and Toddler Mealtime

Parents or guardians may supply the center with bottles of breast milk or premixed formula, or employees may prepare formula provided by the center upon arrival, per the State of Minnesota Licensing requirements. Any unused bottles are required to be taken home at the end of the day. Empty and unused bottles will be placed in the child's bag at the end of each day. Parents or guardians may bring unopened labeled store-bought baby food for children eating solids or choose to have baby food provided by the Center. Parents or guardians may also provide freshly prepared homemade foods in labeled containers daily. All children's items, including bottles, foods, and clothing must be labeled with child's first and last name. Rosebuds will supply all baby spoons, sippy cups, and bibs because of sanitation requirements.

Infants transitioning to pureed foods must first try food items at home three (3) times before employees can safely introduce new foods at Rosebuds Early Learning Center. It is the parents' or guardians' responsibility to inform the classroom teachers of dietary instructions.

Health & Safety Policies

Exclusion of Ill Children and Employees

Our main priority at Rosebuds is providing a healthy, safe learning environment for all children. Children/employees will be sent home as soon as possible if any of the following is experienced:

- A reportable illness or condition as specified in <https://www.revisor.mn.gov/rules/4605.7040/> 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 streptococcal pharyngitis or impetigo 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 a 100.0-degree Fahrenheit axillary or higher 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 child care program activities with reasonable comfort; or
- who requires more care than the program Employee can provide without compromising the health and safety of other children in care;
- who has hand foot and mouth disease and sores have not dried and crusted

A child who becomes ill while at Rosebuds must be removed from the classroom OR put on the hard floor in their own space to limit exposure of other children to communicable disease. An ill child will be sent to the office to wait for his/her parent or guardian to arrive when the Center Director and/or Assistant Director is available to provide supervision.

The Center Director reserves the right to make the final determination of exclusion due to illness. In most cases, the child or employee may return to daycare/work after 24 hours symptom free without the assistance of medication, or after antibiotics have been administered at home for 24 hours. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child or employee is not considered to be contagious and may return to Rosebuds. Even with this written note from a physician, the Center Director has the right to decide what is best for the health and safety of everyone at Rosebuds Early Learning Center.

Notice of Exposure

If a child or employee is found to have a communicable disease, a notice will be posted on the door of all affected classrooms. Additionally, it will be posted on the front door.

Rosebuds Early Learning Center follows the guidelines listed on the illness fact sheets put out by Hennepin County. The infectious diseases in childcare settings and schools manual can be found by visiting www.hennepin.us.

In the event a child or employee is reported to have a communicable disease, the Center Director will notify the health department and complete any additional requirements.

Additional information regarding illness or disease may be obtained from:

Sarah Hawley, Minnesota Childcare Health Consultants, INC. Phone number 612-500-1880. Email shawley@mncchc.com.

Documentation of Health Incidents

Each time a parent or guardian is contacted regarding an ill child or symptoms of illness, employees must complete an Illness Report Form and have the parent or guardian sign it during pick up. A photocopy of this form should be given to the parent or guardian and the original should go to the Assistant Director to be filed in the Center's illness binder. All parents or guardians will be notified of any communicable illnesses present in the center via colored illness fact sheets posted outside of each classroom.

First Aid Policy

A First Aid kit is located on the wall near the outdoor exit in each classroom. An additional First Aid kit is also available above the Roses cubbies. The Assistant Director will restock items monthly; however, employees are responsible for reporting when additional items are needed before that time.

All employees have completed Pediatric First Aid and CPR Training. These certifications must be renewed every 2 years. Trainings must be completed by a trained professional through the American Heart Association or the Red Cross. The Center Director is a certified trainer through Red Cross.

If a situation occurs where First Aid or CPR is required, one employee will deliver First Aid/CPR and another employee will remain with the children. The Center Director will be called in for assistance, if needed. All employees will also be trained according to OSHA regulations, including the proper handling, and disposing of bodily fluids and preventing bloodborne pathogens.

ANY TIME a child or employee loses consciousness, 911 will be called immediately, parents or guardians will be notified after emergency personnel.

Handwashing Procedure

Child and employee hands are washed with soap under running water before and after meals, after toileting, coughing, sneezing, nose blowing, and at any other time as needed.

- Turn on the water to a comfortable temperature between 60° and 120° F.
- Moisten hands with water and apply soap.
- Rub hands vigorously until a soapy lather appears and continue for at least 20 seconds.
- Rub areas between fingers, around nails/under fingernails, jewelry, and the back of hands.
- Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with a clean, disposable paper. Turn taps off with the paper towel.
- Dispose of the paper towel in a lined trash container.

Diapering Procedure

Rosebuds Early Learning Center must abide by state Licensing rules for all diapering procedures. A copy of the procedure is visibly posted near each changing table, and in the child restrooms. The procedure contains the following steps:

- Gather diapering supplies.
- Secure child on designated changing table.
- Use gloves and wipes provided.
- Put dirty diaper in diaper pail only.
- Replace the child's diaper and any clothing that was removed.
- Wash the child's and the employee's hands according to the handwashing procedure.
- Secure child on floor, in crib, etc.
- Clean the changing area with soapy water. Wipe to dry.
- Rinse with clear water. Wipe to dry.
- Disinfect with bleach water and let air dry OR wipe clean after 2 minutes.
- Wash hands and return to work.

Cleaning, Sanitizing and Disinfecting

Toys, equipment, and surfaces in each classroom and shared areas will be cleaned and sanitized regularly as needed. Soiled items children chew on will be placed in a bin immediately after being soiled or put into a child's mouth (baby items). Toys will be run through the sanitizer, or dishwasher that has a sanitizing cycle. Toys played with by older children will be sanitized as they become soiled or earlier if staff feels necessary (due to illness, older children who are still placing items in their mouths).

Cots will be used by one child only and will be sanitized between uses for different children. Cots will be sprayed weekly with disinfectant. Nap items will be stored in a plastic bag and placed between the cots. Nap items will not be stored in cubbies or where they can touch another child's items. Crib sheets and blankets/sleep sacks will be used for one child only. Crib mattresses will be sanitized between uses for different children and sprayed weekly with disinfectant. Cribs should also be inspected at this time for loose parts so that they can be fixed immediately.

Tables will be cleaned and sanitized using a 3-step method before and after meals, and as needed throughout the day. Larger equipment will be cleaned and sanitized by hand as needed. The following steps are to be followed for cleaning and sanitizing (the "3-step method"):

- 1) Wash the surface or article vigorously with warm water and soap.
- 2) Rinse the surface with clean water.
- 3) Submerge, wipe, or spray the surface or the article with a sanitizing solution.
- 4) Let the article or surface air dry.

Medications

Employees may not administer medication to any child unless a parent or guardian has completed a Medication Authorization Form. Parents or guardians must indicate a start date and end date, a reason for the medication, and the dosage or medication cannot be administered.

Prescription medications are administered per the instructions on the prescription label. The prescription must be current, have the child's first and last name, dosage instructions, route (orally, injections, topically) and frequency of administration. Over the counter medications such as Tylenol and ibuprofen are not recommended at Rosebuds but if the parent or guardian is willing to have the Medication Administration Form signed by a physician and all dosing instructions are included, Rosebuds will administer the medication. Any medications that are administered twice daily may be done before and after daycare and will not be administered by Rosebuds employees unless medical need for specific dosing times is stated from the physician.

Medications must be stored in a locked box and/or out of reach of children. The Medication Authorization Form must always remain with the medication. Unused medications must be immediately returned to the family and will not be stored at Rosebuds.

Medications may be administered only by the Center Director and/or Assistant Director except for emergency medications such as asthma inhalers and epi pens. When a medication is given, the employee will document the type of medication administered, the dosage, and the time it was given as well as any unusual reactions or circumstances. Expired Medication Authorization Forms must be turned in to the Assistant Director to be filed in the child's permanent enrollment file.

Risk Reduction Plan

Rosebuds Early Learning Center is required to develop a risk reduction plan that identifies the general risks to children served by the childcare center. The license holder must establish specific policies and procedures or refer to existing policies and procedures that minimize identified risks, train staff on the procedures, and each calendar year review the procedures. (Minnesota Statutes, section 245A.66, subdivision 2). All Rosebuds employees are trained on this risk reduction plan during orientation and annually.

It is the license holder's responsibility to ensure that all employees are professionally trained on policies and procedures that protect each child's health, safety, and well-being.

Employees must protect the children from risks by taking safety precautions such as:

- Actively supervising the children inside the classrooms, center and while outside.
- Teaching children to follow simple rules and guiding them to use equipment and toys properly.
- Arranging the learning environment to limit blind spaces and running within the classroom.
- Following temperature guidance before planning outdoor activities.
- Storing poisons, chemicals, and other hazards in locked cabinets out of reach from children.
- Properly handling children by supporting infants' head and neck and picking up toddlers and children under the armpit. No horseplay is permitted. Employees must never pick a child up by the arm for any reason to avoid possible dislocation of limbs.

A full list of risks and prevention policies and procedures are listed within the risk reduction plan. A copy of the Center's Risk Reduction Plan may be obtained from the Center Director at any time.

Emergency Procedures

All Rosebuds employees will receive training on incident/injury procedures, fire procedures, tornado procedures, dangerous weather, dangerous intruders, bomb threats, and any other emergency procedure listed on the Emergency Preparedness Plan. The Emergency Preparedness Plan may be obtained from the Center Director at any time.

Fire drills are conducted monthly. All employees are trained in fire prevention and procedures in the event of a fire. Tornado drills are practiced in the months of April through September. Employees are trained in proper procedures and evacuation routes.

Emergency/Accident/Incident Policies

Emergency phone numbers for medical, dental, poison control, fire department, health authority and licensing division of the Department of Human Services are posted in a visible place in the center, usually near all phones.

In the event of a minor injury, first aid will be administered by trained employees using current first aid techniques. For serious injuries requiring medical attention, first aid is administered, and parents or guardians are contacted to pick up the child to be seen by a physician. All injuries will be documented on the Injury Report Form. Parents or guardians will review the form, sign it, and will be offered a copy. The form will be kept on file in the office.

If the injury requires immediate medical attention, 911 will be called and parents or guardians will be contacted after 911. Employees will not transport children. Parents or

guardians give permission to authorize the use of emergency medical care upon enrollment. If an injury results in treatment from a physician, or a child is transported by emergency services, licensing will be notified within 24 hours.

Documentation of Incidents and Injuries

Employees must document incidents and injuries that occur at Rosebuds using an incident/injury report form. Employees will document all biting incidents as both incidents and injuries (injury report form for the child that was bitten and incident report form for child who did the biting). Use detail when explaining events, but never include other children's names. If the injury is serious, a parent or guardian needs to be contacted before pick-up via telephone call. The parent or guardian must sign the report the same day as the incident. A photocopy of the report may be given to the parent or guardian. All injury and incident report forms must be logged and stored in the classroom folders located in the office.

The following information will be recorded on an incident/injury form:

- The name and age of the child.
- The date of the incident/injury.
- Place of the incident/injury.
- Type of injury.
- Action taken by employees.
- To whom the incident/injury was reported.

The incident/injury report forms and the Center's Risk Reduction plan will be reviewed annually by the Center Director. This review will be documented with the date and person completing the review.

By signing below, you agree that you have received, read, understood to the updated policies and procedures written within this 42-page Parent Handbook for the 2022/2023 school year:

Parent/Guardian Printed Name

Date

Signature

Updated Schedule – Please provide us with your child(ren)'s updated drop-off and pick-up time:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Center Director Signature