



ZOE ACADEMY

Parent Handbook

Zoe Academy Child Care Center

6345 Xerxes Ave S | Richfield, MN 55423 | 612-823-823-6822

zoeacademycc@gmail.com | www.zoechildcarecenter.com



A WARM WELCOME:

Zoe Child Care Center would like to welcome you to our learning community! We are excited that you have chosen to partner with us in the development and care of your child. We look forward to great things ahead. Please refer to this manual for policies and guidelines relative to the daily functioning of our center.

IMPORTANT ANNOUNCEMENTS

Throughout this handbook the term ‘Parent’ is used to describe any person legally responsible for the care of a child enrolled at Zoe Child Care Center.

Administrator refers to a member of the Zoe Child Care Center Administration. This includes the Principal, Finance Coordinator and/or the Administrative Coordinator. Either of these professionals can answer questions you may have during the course of your child’s enrollment. The terms Director and Principal are used interchangeably.

Enrollment is open to any child age six weeks through elementary school including After School Program and Summer Camp, without discrimination in regard to sex, race, color, national and ethnic orientation, disability, or creed, provided the child will benefit from the program offered and does not pose a threat to the health and safety of other children or staff.

CONTACT US

Address:	6345 Xerxes Ave S Richfield, MN 55423
On-Site Phone Number:	(612) 823-6822
Administrator’s Phone:	(952) 883-1523
Email:	zoeacademycc@gmail.com
Website:	www.zoechildcarecenter.com

Please save our e-mail address to your contacts to securely receive e-mails from the academy.



OUR ADMINISTRATORS



Mrs. Brandhi Thomas
Executive Director, Zoe Academy



Mrs. Trelinshelia Harrison
Center Director, Zoe Academy



CONTENTS



04 | Our Mission & Identity

07 | Education & Instruction

11 | Classroom Management

14 | Meal Time Considerations

15 | Items for School

16 | Operations

17 | Parent Involvement

19 | Uniform Guidelines

21 | Safety & Security

23 | Health & Wellness

OUR IDENTITY

MISSION & GOALS

- The staff at Zoe Child Care Center are service driven individuals dedicated to providing quality worry free childcare for our children.
- Our goal is to help bring out the creativity in each one of our children allowing them to use their imagination to dream, build, conceive, and produce
- We make our services available so that parents and guardians can have peace of mind to leave their little ones in our care in order to go and achieve their goal.

PHILOSOPHY

We will provide a developmentally appropriate curriculum for all areas of a child’s development. Through activities, children will be given an opportunity to develop social interaction with language, physical, emotional, and cognitive skills.

In our center we will promote a multi-cultural environment. Where children of all races will develop a sense of trust and security. At Zoe Academy ,children can explore new materials as well as their feelings, in acceptable and socially appropriate ways.

While at Zoe Child Care Center, we will teach about people of other lands and customs, as well as emphasizing our children’s own backgrounds. Although parents/guardians are responsible for the religious upbringing of their children, as a Christian child care center, It is our philosophy and practice that Christian holidays and beliefs are addressed in curriculum. Such time may include but are not limited to: meal prayer, bible stories, religious songs, Christmas, Easter, Thanksgiving and Hanukkah as well as weekly chapel services.

The staff a Zoe Child Care Center is committed to the continuing development of a creative, non-sexist, non-racist curriculum. A staff person shall supervise children at all times. As always, all input from parents and guardians are welcome!



LICENSING

General Minnesota DHS Licensing Contact Info

(651) 296-3971

This child care facility is mandated to comply with the State of Minnesota Department of Human Services licensing requirements and mandates as set forth by the state government.

The conditions of such licensure are as follows:

- ⇒ Not to Exceed 16 Infants
- ⇒ Not to Exceed 19 Toddlers
- ⇒ Not to Exceed 32 Preschoolers
- ⇒ Not to Exceed 9 School-Age
- ⇒ Max Capacity 27 Infant/Toddler

Open January—December	
Monday	6:30a—6:00p
Tuesday	
Wednesday	
Thursday	
Friday	

Ages Accepted	
Infants	6 wks.—16 mo.
Toddlers	16 mo.—33 mo.
Preschool	33 mo.—5 yrs.
School Age	5 yrs.—12 yrs.

ENROLLMENT & ADMISSIONS

Admissions at Zoe Child Care Center are open to any child ages six weeks through school age without discrimination in regard to gender, race, color, national and ethnic orientation, disability, or creed, provided that the child will benefit from the program offered and does not pose a threat to the health and safety of other children or staff.

Enrollment is offered on a rolling admission basis. As such, the enrollment process must be completed in its entirety before the student is allowed to enter the program. Upon submission of enrollment documents and fees, Zoe Child Care Center welcomes your child to shadow their potential classroom to help facilitate a smooth transition into Zoe Child Care Center. After the shadow period, the teacher will discuss their observations and consult with our administrators on whether Zoe Academy is the best fit for your child.

Please reference your enrollment checklist provided by the academy to confirm our required admission steps.

K5 ADMISSION REQUIREMENTS

- A. All Kindergarten applicants will be evaluated during the spring to determine K5 readiness.
- B. If it is determined that the applicant does not have the necessary skills for beginning kindergarten, a second evaluation during the early summer will be required.
- C. Upon successfully completing either evaluation, the applicant will be accepted into the K5 program for the school year in which he/she has applied. This is contingent upon a successful shadow day at Zoe Child Care Center.
- D. If the second evaluation is unsuccessful, the applicant may re-apply the following school year or enter our K4 program if approved by the Principal.

FINANCIAL COMMITMENT



TUITION & FEES

Please note that a non-refundable and non-transferable fee of \$85 is due at the time of enrollment to secure a place in the class.

Please review the following financial commitment considerations notated below:

- The charge for tuition is a weekly fee—it is not based on a daily or calendar month fee.
- All payments are due on the 1st day of the week of the provided service.
- Copayments are due on the 1st day of the current billing cycle. Payments are considered late when received after 6pm on that Monday.

PAYMENT OPTIONS

 Cash App	You are able to pay you invoice via cashapp and the appropriate funds to the tag: \$ZoeAcademy
 PayPal	To make a payment via PayPal, please send the appropriate funds to zoeacademycc@gmail.com
 brightwheel	Sign-in via the app, click on invoice and pay appropriate balance
	To pay by phone, please contact office with your credit card information and payment total

LATE ACCOUNTS

Please note that prompt and timely payments are required for the successful continuation of your child's education here at Zoe Academy. It is your responsibility to ensure the proper payment of your child's weekly tuition in accordance with the policies mentioned on the previous page. All past due balances for school, preschool tuition, extended care and any other miscellaneous charges must be paid with cash or money order to receive any report cards, transcripts or records as well as end of year tax statements.

ALL LATE PAYEMENTS WILL INCUR A \$15 LATE FEE

All overdue accounts at Zoe Academy may result in the student not being permitted to attend special class trips or their return to school until the account is made current. Accounts must be current in order to participate in discount credits.

LATE PICK-UP

Here at Zoe, we schedule our faculty and staff to properly care for and educate each student during our normal operating hours. Should you be late in picking up your student, additional costs are incurred to pay overtime and substitute teachers.

If you fail to pick up your student at 6:00p, you will be charged \$1.00 per minute for late arrival payable directly to the staff member providing additional care for your child.

In cases where a parent does not call and your student is left well past 6:00pm, we reserve the right to contact the **Hennepin County Department of Family & Children Services**.

If Zoe Academy administration recognizes a habit of repeated late pick-up times, you will be contacted via Brightwheel in order to formulate a plan for your child's pick-up time. Furthermore, we reserve the right to dismiss your family from the program if the number of times your student is picked up after closing becomes excessive as defined by Administration.

VACATION POLICY

Each academic year, each child is eligible for a **one-week vacation credit, one time per academic year**. The student must be absent from the program for the week of vacation and the family may not be withdrawing early or they forfeit their vacation week. Please note that this does not apply to Elementary students, K5 and above.

A written notice must be sent 2-4 weeks in advance to Zoe Academy via email at zoeacademycc@gmail.com in order to receive credit.





Zoe Child Care Center uses Abeka Curriculum and Creative Curriculum to support the guidance of our students socially, emotionally, physically, cognitively, academically, and spiritually.

ABEKA CURRICULUM

Abeka is a proven Christian, phonics-based program which allows for character building, phonetic awareness, and scripture-based activities to take place. As the student ages through our Academy, this curriculum is solely used in Elementary School as it encompasses all the major scholastic content areas required.

CREATIVE CURRICULUM

Creative Curriculum is a comprehensive curriculum linked to an assessment system that fully meets the criteria for appropriateness and effectiveness. It addresses what to teach and both why and how children learn best. With such a curriculum, teachers can respond to the individual needs and learning styles of all of their children. It is one of the only curriculum and assessment systems available that are inclusive of all children.

Children learn through inquisitive play and exploration. As they interact with peers and with teachers in a planned environment, they construct their knowledge and understanding of the world around them. This concept is carried over to our elementary program. We desire for our students to not only learn, but we want them to retain their skills and knowledge throughout their years. This will be achieved through refined and extended lessons and having essential questions for each lesson. All classrooms post weekly lesson plans so parents can understand what faculty are working on, and can successfully partner with them. Furthermore, curriculum goals and objectives align with the assessment of children’s progress. Each teacher will take special care to consider each child’s developmental needs during their curriculum and lesson planning.

At Zoe Child Care Center, classrooms are arranged in learning centers. The activities in the learning centers are carefully planned by the teachers to support the theme or focus of the lesson. What may appear as just playing to an observer is a well-planned learning process. If you ever have questions about this process, ask your teacher so he/she may explain it to you!

IMPLEMENTATION

Our instructors use a variety of themes and developmental standards in conjunction with discerning emerging interests from the students in the class to create weekly lesson plans. Daily schedules and weekly lesson plans are posted on the parents’ bulletin board, and daily/weekly reports are sent home by the Teacher to partner through communication.

We provide on and off campus field trips in order to promote exploration of various units. We encourage our instructors to invite approved volunteers, community helpers, and people from various cultures to come and share within the classrooms setting.

As a teaching facility, one of our roles is to model and implement quality curriculums. Both A Beka and Creative Curriculum are based on a foundation of developmentally appropriate practices as defined by the National Association for the Education of Young Children (NAEYC). The academy equally supports each of these models that address the “whole child” and engage children in active learning.



ASSESSMENT

Assessment is the process of gathering information about children to support and define their learning. Teachers obtain useful information about each child's knowledge, skills, and progress by observing, documenting, analyzing, and evaluating work samples over time. The assessment tools allow us to assess individual needs and interest of children.

Our screening and assessment process utilizes the POCET's assessment tool. Twice each in Fall and Spring, educators will issue progress reports based on a checklist of skills, classroom observations, and children's portfolios. Teachers will offer conferences when progress reports are issued. These reports will be done every three months for all children in conjunction with any person or agency administering services. We hope that the progress report will represent a realistic and informative picture of your child's progress and support the home/school partnership. However, please don't wait to talk about your child with their teacher. Please feel free to discuss any concerns by writing a note or scheduling a conference. Together we can celebrate the evolution that is childhood.

Zoe Child Care Center ensures that every child's records are kept in a confidential locked file cabinet in the Director's office. Records will be shared with parents during the parent/teacher conferences or at the parent's request. Remember you know your child best. Please assist us by sharing your knowledge so that we may provide the best possible environment for your child.



INDIVIDUAL DIFFERENCES

An imperative philosophy to remember is that all children are wonderfully different! God has made them each as He fashioned and planned. Children come from different backgrounds, different life experiences, and all have different skill levels and interests. Zoe Child Care Center staff view all children as individuals. Our staff is instructed to avoid comparing one child to another. Children progress along the developmental continuum at their own pace. It is important to remember this developmental principle while giving children the time they deserve to get to where they are going.



As a parent, please avoid comparing your child to others in the academy. Most children have areas in which they focus and excel. Once they have mastered their current focus, they typically move on to a new area. Students have different developmental needs at different times, and it will change as they grow in their school years. If your child is not spending their day developing the areas you think they should be, please understand that their interests will change over time, so we encourage you to pray for them and help them along the way.



SUPPORT SERVICES

Early childhood education is the first experience students have in a professional education setting. As such, Zoe Child Care Center has the opportunity to partner with you in observation of cognitive, behavioral, and spiritual strengths and areas for growth. While many observations are typical, we do invite you to understand that we will share these observations and make professional recommendations on how your student can best thrive in our academy.

As we share our observations, our teachers and administrators will impart strategies for success in your student's development. We believe in our students as creations of God who are capable of thriving in our environment. If we find our strategies are not best serving your child in what they need, we will recommend that your student enlist a program that meets them where they are. Zoe Child Care Center reserves the right to dismiss students as a final resort.

Zoe Child Care Center partners with external resources to provide your family with strategies. We welcome professionals from the Richfield Public School District as well as other support individuals as deemed necessary.

Zoe Child Care Center will make every possible accommodation for your student. The academy is not equipped to provide one-on-one care for any child. If your child has special needs that require special accommodations, you will be asked to meet with academy administrators prior to your child's admission. This meeting will help us best prepare and serve your child on their first day of school.

The academy will allow community agencies to provide support staff for any child receiving special services for which one-on-one care is necessary. The academy looks forward to creating partnerships with community support agencies working with and for young and school-aged children.

REFERRAL SERVICES

If after a reasonable observation period, a child in the classroom is deemed to be exhibiting behaviors that suggest a physical, emotional or learning disability, the teacher will notify the Director. The Director and teacher will consider the initial observations and recordings of the classroom teacher along with further any additional observations.

The Director will contact the parents for a conference to share the school's observations. A letter and referral form will be sent to the parent/guardian based on the consensus of the educators noting observations made of the child. Included will be the reason for recommending a referral and any efforts that have been made to accommodate the child's needs.

This letter from the Director may make suggestions of available resources for the parent/guardian. However, the parents will make the final choice of agency or professional to consult. It is the child's safety, needs and well being that are considered foremost in making this recommendation.

Therefore, it is the parent/guardian's responsibility to make an appointment for a professional screening within 30 days of receiving letter and referral information from the school. If a screening appointment is not made within this time frame, the Director has the discretion to terminate placement of the child due to the inability to insure that the safety and needs of the child are being met.

The classroom educator of the child has the responsibility for documenting observations of behavior, accommodations, and efforts made and placing this information in the child's file as well as the letter of recommendation and the referral form.

After the parents/guardians have considered the recommendations for referral, a meeting can be arranged with the Director and teacher and any pertinent educators to confer on observations and for clarification of the recommendations.

The school will work with any agency or professional individual in regards to the children's needs with written consent from the parent/guardian.

READING & WRITING

One of the areas parents are most concerned about is reading and writing. Both reading and writing are Kindergarten and First Grade skills. At Zoe Child Care Center, we focus on emergent literacy skills as defined below,

Emergent literacy is defined as:
What children know about reading and writing before they can actually read and write

This includes skills such as holding and mouthing (putting books in the mouth) books (infants/toddlers), memorizing and reciting books, pointing and naming pictures, letter recognition, left to right orientation, scribbling, building fine motor skills to be able to hold a writing instrument (even if not the correct way), beginning of letter formation, drawing, and dictating what the picture is about to a teacher who can write it down word for word (which shows children that their words have meaning and a written form). All of these experiences will be available throughout the program.

FIELD TRIPS

At Zoe Child Care Center, we strongly advise our teachers to expose the students to age appropriate outside activities or guests that may be an interest to them. When field trips are taken, the following is our procedure:

- Communication will be sent two weeks prior to the field trip to make everyone aware of the date, time, and location.
- We ask that all students who plan to attend the field trip arrive at the school no later than 8:00 a.m. the morning of the field trip unless requested differently by the Lead Teacher.
- Please provide a labeled car seat or booster on field trip days.
- If instructed to do so, you are responsible for packing a brown bag lunch with your child's name clearly labeled on the bag. This will not be common as Chef Advantage can typically accommodate us with brown bag lunches for the day.
- Children must be in the correct uniform in order to attend the field trip. Your Lead Teacher will communicate what will be worn as appropriate for the planned activity, but it will consist of a coordinating color shirt.

We hope you recognize how valuable you are in making our field trips a success.

Please join us to serve as a volunteer or send a representative in your place!



CLASSROOM MANAGEMENT

Our teachers will manage individual classrooms by:

Modeling and reinforcing appropriate behavior

Maintaining consistent supervision

Setting reasonable expectations for children's behavior based on their developmental levels and individual differences

Becoming familiar with an individual child's needs

Providing interesting, challenging, age-appropriate activities to do

CHILD GUIDANCE TECHNIQUES

Learning to act in a socially acceptable and appropriate manner is vital to the well-being and successful development of young children. Guidance of children at Zoe Child Care Center is part of the learning environment. All behavior is viewed as an opportunity to learn.

While your child is at Zoe Child Care Center, his/her behavior will be guided through encouragement, redirection, and the setting of clear limits that help the child become more self-regulated. Guidelines are established in a predictable, clear, and sensitive manner. The academy intentionally provides opportunities to help children develop a sense of autonomy and share control in the decision-making process.

To help a child learn appropriate behavior, the academy's primary goal is to help children establish inner discipline, or self-control. This reduces their dependence on adult-imposed control. This learning process occurs daily through interactions with teachers and other adults. If a child's behavior is inappropriate or unsafe, the academy uses positive redirection (directing a child to another activity that is appropriate), facilitation of problem solving, and conflict resolution techniques.

Peaceful conflict resolution is an integral part of our daily curriculum. Adults in the academy will consistently model appropriate language and actions for the children as a means to teach them to resolve their own conflicts with peaceful, verbal means. These methods help children understand and make better choices in the future.

The staff at the academy will help children understand that actions have consequences. For example, if a child hits another child, the teachers will use this opportunity to comfort the child who was hit and then talk to the child that hit about how it made the other child feel and encourage the use of their words instead of their hands. If this event is repeated, the child may have to sit with a teacher (not by themselves) and talk about different ways to handle the situation. Furthermore, both parents will be notified regarding incidents of hitting in the classroom. Ongoing incidents will require a parent/teacher conference.

Zoe Child Care Center does not use spanking or any other form of corporal punishment. The academy also does not employ or practice other methods to correct your child that will attempt to intentionally humiliate, shame, frighten, or otherwise cause damage to your child.

Zoe Child Care Center recognizes the rights of parents to choose their methods of guiding and disciplining their children. However, parents must refrain from using corporal punishment or other forms of physical discipline at any time you are on Zoe Child Care Center grounds because of the impact these types of discipline may have on other children in the academy. Using physical punishment with your child while at the academy is grounds for dismissal and disenrollment from the program.

DISCIPLINE

In this atmosphere, most behavioral issues are prevented. However, if behavioral issues occur, our philosophy is to help children learn values, problem solving skills, and to take responsibility for their own choices. By using the following guidance techniques, we strive to minimize inappropriate behavior while creating a positive environment for all of our children:

- **Redirection/Distraction:** We will offer alternatives to children engaged in undesirable behavior.
- **Verbal Intervention:** The teacher explains to the child the inappropriate behavior and shows him/her the appropriate way to handle the situation.
- **Logical Consequences:** The teacher helps the child understand the logical consequences of his/her actions by removing an object, activity, etc. that is causing the problem.
- **Take a Break:** After continuous misbehavior, the child is separated from the group in order to allow him/her to relax and calm down, which enables him/her to not be influenced by peers. The process for “Take a Break” is:

The child is assisted to an area in the room where he/she can be supervised at all times. The child will have access to activities and materials while in Take a Break.

If Take a Break occurs two or more times in one day, parents will be notified when the child is picked up at the end of the day or e-mailed/called during the day if the Lead Teacher will not be there during pick-up.

The child may return to the group as soon as the negative behavior stops or is significantly reduced. Take a Break will not be used for children under the age of 18 months; instead, redirection or distraction techniques will be used.

If Take a Break is not working effectively, the Persistent Inappropriate Behavior Procedure will be instituted

Our policy does not permit the use of the following forms of discipline:

1. Corporal punishment
2. Emotional Punishment, including ridicule, embarrassment, threats to use physical punishment or other threatening actions, or humiliation.
3. Punishing a child for lapses in toilet training habits.
4. Withholding food, light, warmth, clothing or medical care.
5. Physical restraint, other than the restraint necessary to protect a child or others from harm.

BITING

Generally, children who are biting are not doing it to be mean or aggressive. The experience is just as frustrating for the parents of the biter as it is for the parents of the child who was bitten. Biting is a disturbing and potentially harmful behavior that parents and educators must discourage from the very first episode. For most children, biting is a temporary act that is brought on by experimentation, frustration (often due to lack of language abilities), or a need to control their environment. In any case, biting must be handled swiftly.

When any child exhibits biting behaviors, teaching staff are instructed to inform administrative personnel. Classroom teachers will be given support to monitor and modify the behavior appropriately. There will be times when parents of a child who is biting will be asked to meet with academy staff to determine the potential root of the behavior. Parents are expected to work with teachers to help the child who is biting while also keeping all of the children in the class safe.

It is the academy’s policy not to divulge the name of the child who bit. Please understand this is to protect the confidentiality of the child and family. Both parents will get a copy of the biting report for any incidence of biting that occurs.

The academy’s biting policies are posted in each classroom.

PERSISTENT INNAPPROPRIATE BEHAVIOR

Persistent Inappropriate Behavior is any behavior that continues after the progressive guidance steps have been used, any behavior that threatens the health or safety of other children or staff, or a continuous inability to conform to the rules and guidelines of our program. In this case, the following steps will be followed:

- 1) We will observe and document the child's inappropriate behavior.
- 2) We will document the actions we have taken to attempt to modify the inappropriate behavior.
- 3) If inappropriate behavior continues, parents will be asked to participate in an immediate parent-teacher conference. Children old enough to understand the process will be invited to attend. A specific action plan will be developed at this conference to address the behavior. The action plan will outline all steps the staff will take to assist in behavior modification, all steps the parents will take, and all steps toward disenrollment if the behavior persists.
- 4) The Director may refer outside resources to parents and we will work with any outside resource for further guidance in responding to the child's needs.
- 5) If the inappropriate behavior continues, parents will be asked to keep the child home for up to two days.
- 6) If the inappropriate behavior persists after the child is kept home, we reserve the right to dis-enroll the child.

GUIDELINES FOR IMMEDIATE DISENROLLMENT

Certain behavior may cause a significant risk of harm to the health and safety of other children or staff. For example, a physical assault which results in serious bodily injury, an attempted physical assault which if completed, would result in serious bodily injury, setting or attempting to set fires, bringing weapons to the academy, or substantial damage to real or personal property would be guidelines for immediate dis-enrollment. We may dis-enroll any child whose behavior creates a significant risk of harm to the health and safety of other children or staff, without following the guidance steps outlined in Discipline and Persistent Inappropriate Behavior.

Please note that we have a one time policy for children who flee the premises. If your child flees the premises at any time, childcare services will be terminated immediately.

QUALITY REST TIME

From Infants to K4, children have a daily rest period. During this time they are encouraged to remain on their mats and rest or sleep. Children who do not sleep (or who wake early) are offered quiet activities for the remainder of rest time such as reading, drawing, and coloring, but they must not disrupt their peers' nap. Furthermore, all children will be provided a crib (infants) or a cot.

Infant-Sleeping Safety Requirements:

In order to reduce the risk of Sudden Infant Death Syndrome (SIDS), staff shall put an infant to sleep on the infant's back unless the center has been provided a physician's written statement authorizing another sleep position for that particular infant.

The infant shall be placed for sleeping on a firm, tight-fitting mattress in a sturdy and safe crib. If the crib has sidebars, the bars will be no more than two and three-eighth inches (2 3/8") apart.

Any crib used for sleeping shall have a tight-fitting bottom crib sheet with no pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items in the crib.

If a blanket is required for the comfort of the infant, the infant's feet shall be placed at the foot of the crib and the infant shall be covered with the blanket only to chest level with the blanket tucked firmly under the crib mattress.

The infant's sleeping area shall be maintained within a temperature range of sixty-five (65) to eighty-five (85) degrees, depending upon the season.

When an infant can easily turn over onto his or her stomach, staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over onto his or her stomach as the infant prefers.

Positioning devices that restrict the infant's movement in the crib shall not be used unless a physician's written statement authorizing its use is provided for that particular infant.

MEAL TIME CONSIDERATIONS

Breastfeeding:

Feeding plans for children less than 1 year of age must be completed during the time of enrollment. However, parents must keep teachers updated regarding changes in their child’s feeding plan by revising their former feeding plan. Zoe Child Care Center supports any parent who may be breastfeeding. We provide several comfortable locations in our facility for mothers to breastfeed or pump in private, if desired. Our primary lounge area has an electrical outlet, comfortable chair, and nearby access to running water.

Each infant classroom is equipped with a refrigerator where the parent can store their milk. Mothers should supply breast milk in a ready-to feed sanitary container clearly labeled with the infant’s name and date that the milk was expressed. Refrigerated or frozen breast milk must be heated or thawed under warm running water or a container of warm water. Teachers handle breast milk by mixing, not shaking, the milk before feeding to preserve special infection-fighting and nutritional components in human milk. Any formula or breast milk remaining one hour from the beginning of the feeding shall be discarded. All mixed formula or breast milk must be removed from the center by the parents daily, otherwise the classroom teacher will discard it at the end of the day.

Changes in Feeding:

Solid foods and juice will not be given to infants younger than 6 months, unless recommended by the child’s health care provider and approved by parents. Therefore, a written note on letterhead from the child’s doctor must be given to your child’s teacher as well as a letter from the parents expressing their desire.

Zoe Child Care Center does not offer children younger than four years of age the following food: hot dogs (whole or sliced into rounds), whole grapes, nuts, popcorn, raw peas, hard pretzels, spoonful of peanut butter, chunks of raw carrots, or meat larger than can be swallowed whole.

Families of infants need to bring prepared bottles of milk/formula and/or jar food to the center until the child begins to eat table food with your child’s name clearly labeled. When the children move on to whole milk and table food, the academy will provide snacks—please keep in mind that parents will need to alert us to begin serving lunch.

Meals & Meal Times at Zoe:

At Zoe Child Care Center, breakfast, morning snack, lunch, and an afternoon snack are provided each day. Mealtime is an integral part of our daily learning environment. Mealtime is an excellent opportunity to facilitate responsibility and social development. To promote this development each classroom participates in family-style dining.

Menus are established in advance and created in accordance with the USDA food guidelines and are posted in the classroom as well as out Parent Information Center for your review. Please complete your monthly lunch order form to share your meal selection so we may order appropriately.

Prior to each meal, children and adults jointly participate in the preparation of the eating areas and prayer. For example, setting the table is a math activity as children learn one-to-one correspondence. After the children are seated, they practice decision-making opportunities as they serve themselves. The adults and children eat together and have conversations about items of interest, which promotes social interaction. After the children are finished, they help clean the area to teach individual responsibility. Mealtime routines are practiced in both our Day School and Elementary School.

Additional Considerations:

- The academy can , in some cases, accommodate vegetarian requests and allergy needs.
- Food is a key part of celebrations. Any food provided for classroom celebrations must be from a commercial bakery with any prepackaged items labeled to verify contents and ingredients.

Times may vary during the year to meet the needs of each group. Please consult your child’s classroom schedule for specific meal times.

Breakfast	7:15a—8:45a
Morning Snack	10:00a—10:30a
Lunch	11:00a—12:30p
Afternoon Snack	2:30p—3:30p

ITEMS FOR SCHOOL

CLOTHING

Please be sure to label all clothing items and backpacks that come to school with your students name .

Students should wear clothes appropriate for active play. Activities have messy potential and washable, comfortable clothing is important for children to fully participate in planned programs in our childcare programs.

Beginning in the toddler room, our students are required to wear embroidered uniforms:

- In cold weather, students need warm coats, hats and mittens and to have their legs covered. This allows outdoor play to be fun and healthy.
- In hot weather, shorts and sandals that buckle or tie are appropriate. We require closed shoes and socks or sturdy, closed toed sandals for comfort and safety
- For the safety of everyone, shoes with wheels are not permitted at the academy.

Additional sets of clothes – From Infants to K5, each child should have a complete change of clothes (underwear, shirt, pants or skirt, and socks) at school at all times. Even if a child no longer has toileting accidents, unusual circumstances can cause an accident and clothing may be required for other reasons, such as rips or spills. All items should be labeled with the child’s name and be appropriate to the season. Please do not bring expensive clothes to the academy. The academy is not responsible for lost or misplaced clothing.

LINENS

student may bring a small blanket from home. Please take home their blankets once per week. Please label your student’s blanket with their name. Our storage space in your student’s cubby is very limited, so please plan accordingly as all items must fit inside his/her cubby. **Beginning in K5, students do not take daily naps.**

DIAPERING

Please bring a supply of disposable diapers clearly labeled with your child’s name. Your student’s teacher will notify you when your supply of diapers is low. Should your child require the use of diapering ointment such as A&D, Destin, Vaseline, etc., you must complete a form allowing us to use these products. You must also include the specific application instructions. Diapering ointments must be in a tube, not in a jar, to prevent contamination.

TOYS

Please do not bring toys from home to the academy as these items frequently create disruptions in the classroom environment. Toys from home will be placed in a basket for the children when they leave that day. Children in older classrooms may have designated days to bring items from home to share with their class. Please make sure the items brought are clearly labeled with first and last names. Fragile items and toy weapons (guns, knives, swords, etc.) are not permitted. Please ask a teacher or administrator if you have any questions about what is permitted in school. The academy is not responsible for personal items that are lost or broken.

SUPPLY LISTS

Please ask your child’s teacher for a complete series of supply lists. These items are required upon first day of school.

OPERATIONS

Zoe Child Care Center is open year round. Daily hours of operation are 6:30 a.m. to 6:00 p.m. During the academic year (August-May) our core day takes place from 8:30 a.m. to 3:00 p.m. in Preschool and 8:00 a.m. to 3:00 p.m. in Elementary School.

Holidays and Professional Development

Zoe Child Care Center is closed in observance of the following holidays and opportunities for Professional Development:

Martin Luther King, Jr. Day	Good Friday
Memorial Day	Independence Day
Labor Day	Thanksgiving Break
Christmas Break	Professional Development & Teacher Planning Days

Families will be provided with ample notice of closings and special activities. These specific dates can also be identified on the academic calendar.

All children experience and celebrate holidays in different ways. As part of a developmentally appropriate early childhood experience the academy will study and celebrate a variety of holidays with the children, but our central focus and allegiance is to the Christian faith. Thus, our celebrations will reflect the Christian faith and its holiday celebrations – Easter, Good Friday, Thanksgiving, and Christmas – to name a few. This will be done taking into account all of the ways each family celebrates. Zoe Child Care Center does not celebrate Halloween.

FAMILY INFO.

Please notify the academy office of any change of address, telephone number, emergency contact information, physician's phone number, student allergies, authorized persons, or other pertinent information. It is of utmost importance that student information be kept current and up-to-date for the safety and health of your child.

PARENTAL/GUARDIAN ACCESS TO STUDENTS

Parents have unlimited access to their student while attending the academy. Because the inclusion of a parent in the classroom will change the dynamics of the student's program, parents are asked to observe their children through the designated doorways. Any questions or concerns about the programming or curriculum should be addressed to the classroom's Lead Teacher and/or the academy's administrative team. Please do not enter the classroom while the class is in session unless prior arrangements have been made or you are picking up your student.

Please note that during a public health crisis, access to children may be limited or unavailable.

MANDATORY PARENT/TEACHER CONFERENCES

Every effort will be made to maintain a close working relationship with the parents or guardians. The key to this vital relationship is communication. Parent-Teacher conferences are encouraged and will be scheduled for all students by the teacher. Parents may also initiate conferences as needed. Zoe Child Care Center parents can expect to have two conferences with your child's teacher during the school year.

TRANSITIONS

Children have their own way of handling transition. It is up to the Program Coordinator and the parents to work together to help their child transition as smoothly as possible. Transition will be based solely on the school year (August- May) and the child's birthday. Some students may transition during the school year if they are developmentally prepared and the parents, teacher, and administration are all in agreement.

Before transition takes place, we will inform the parents two weeks in advance in order to get input from them. The first week of transition the children will spend time in their soon to be classroom for approximately thirty minutes to an hour each day. The next week the children will transition for approximately one to two hours each day. The third week the children will spend 3 or 4 hours in their new classroom. Finally the fourth week, the children will be ready to explore their new classroom for the entire day.

BIRTHDAYS

At Zoe Child Care Center, we celebrate the birthdays of our students and teachers. If you would like to host a birthday party at the school, please make arrangements with your child's teacher one week in advance. The following are guidelines that we have established:

- 1) Parties must be held at a mutually agreed upon time.
- 2) Parties should be no longer than 30 minutes.
- 3) The parent is responsible for set up before and for clean up after the party is over.
- 4) We do not permit candles due to the potential fire hazard.
- 5) We do not permit balloons or candy due to the potential choking hazard.
- 6) It is the parent's responsibility to pass out party invitations if you choose to do so. Please do not ask the school to distribute party invitations in the classroom.
- 7) All children in your child's class must be included in your child's celebration.

PARENT INVOLVEMENT

As your child's first and most important teacher, you have essential knowledge of your child's skills, interests, and needs. Thus, communication with academy staff is an important component to providing the best learning environment for your child. Your involvement in academy activities gives your child a strong, positive message of acceptance and support. All children enjoy parental visits and help in the classroom. Involvement opportunities are numerous and varied, simply ask your teacher!

CONFLICT RESOLUTION

We understand that developing understanding and meaningful relationships between our staff and families is vital to the growth of our center and your child. However, we know that all relationships take time and effective communication to develop. In the event that a staff and parent have an interaction that escalates to a place of conflict, the following steps are to be taken to resolve the situation.

- 1) Staff and parent begin with an initial conversation in an attempt to understand each other's perspective.
- 2) If they are not able to come to an understanding, the director will mediate the discussion in hopes of resolving the conflict.
- 3) If further intervention is needed, the owner will sit down and help come to a solution.
- 4) If a staff person is at fault, disciplinary steps will take place as needed.
- 5) If a parent has violated the parental behavior policy, necessary disciplinary steps will take place.

DAILY CONTACT

Each day your child's teachers look forward to your child's arrival and encourage you to share information about your child that you feel will be helpful. However, drop-off and pick-up times are often busy for everyone, and it is difficult for the teacher to give you his/her full attention. If you have concerns that require lengthy discussion, please schedule a Parent-Teacher conference.

Please check the white bulletin inside/outside each classroom for daily news and events. Daily logs are sent home for all Infants, weekly logs for Toddler and Preschool, and quarterly progress reports for elementary.

CONFIDENTIALITY

The academy's staff will only share information about any child with that child's parents or guardian. We practice this to protect the confidentiality of all of our families. Please refrain from talking negatively to other parents about children, families, and staff in our program. If you have a concern about anything going on in your child's classroom, please talk to your child's teacher or an academy administrator. This helps all of us to create a caring community for the children.

CLASSROOM PLANS

The daily schedule of activities giving the time and type of activity (e.g., free play, small groups, story time) is posted in each classroom. Weekly lesson plans are written by the Lead Teacher and posted for parents at the beginning of each week. Highlights of each week include the weekly theme, objectives, and activities.

NEWSLETTERS

Parent newsletters are routinely distributed in each classroom at the academy. The information in these letters includes information regarding the program, special guests, notices of research studies, and other announcements of interest to all parents. Information of a general nature is posted on the bulletin board inside each classroom.

PARENT VOLUNTEERS

Parents are encouraged to share special talents, their occupations, cultural heritage, and hobbies and interests with the children. Parent volunteers are encouraged to assist with special projects, art and cooking activities and story reading. Assistance with field trips is appreciated, also. A parent involvement form is completed upon enrollment to help us know how parents would like to be involved in the class.

PARENT SUGGESTIONS

Suggestions, questions, and comments are always welcome. Please feel free to share ideas with the teaching staff and Academy administrators. For your convenience, we host a feedback box in the Parent Information Station of our lobby so you can easily leave your feedback.

DISCRIMINATION

Zoe Child Care Center will not discriminate against any parent or child on the basis of race, national origin, color, gender, age, disability, or veteran status.

UNIFORM GUIDELINES

Zoe Academy believes in teaching our students to dress for success. In doing so, we want each student to attend school in uniform. We believe that if you dress your best then you will do your best. The uniform for Zoe Academy is MANDATORY. Each student MUST be in uniform when attending class. Uniforms can be purchased from Target, Wal-Mart, Sears, JC Penney, Children’s Place, Amazon and Donald’s Uniform.

In the summer, students may wear Zoe T-Shirts with the logo, which come in various colors and bottoms of their choice. Please contact the school if you would like to purchase summer shirts.

NEW POLICY UPDATE

The polo, pants, and gym uniforms can be purchased from anywhere you would like.

The plaid jumper and the Navy-blue sweater vest can only be purchased from Donald’s Uniform Store.
Navy blue sweater vests with the Zoe Academy logo are required for boys and girls daily.
Girls do not need the vest on Wednesdays for chapel while wearing the jumper

UNIFORM OVERVIEW GUIDE

September 7th – October 1st	Polo shirts with Uniform Bottoms
October 4th	Beginning October 4 th , students are required to wear the sweater vest with the logo along with their polo shirt and uniform bottoms.

The Uniform is as follows:

The amounts on this list are a rough guide and will depend on different children. Some may come home with paint and food debris while some may manage to keep their uniform pristine for a whole week! You know your child better than anyone so trust your

Tops (With or Without Logo)

Polo Style Yellow Light Blue	4-5 Pairs
Oxford Style Light Blue	4-5 Pairs
Navy Sweater Vest w/Logo	1 Vest
Plaid or Navy Necktie (mandatory) Boys Only – worn on Wednesday	3 Ties

Bottoms

Navy Blue Pants Shorts Skorts Skirts	6 Pairs
Plaid Skirt or Jumper (mandatory) Girls Only – worn on Wednesday	2 of Either

Footwear

Shoes Black Brown Navy-blue	2 Pairs
Socks White, Black, Navy-blue	8 Pairs

Gym Wear

All students attending Zoe Academy will participate in our physical fitness class. We are requiring all students to purchase a gym uniform which is to be worn on Friday. Students may also wear a Zoe t-shirt (with logo) along with grey bottoms. Please use the order form below to purchase your child's gym uniform.

Grey T-Shirt
Grey Shorts
Grey Sweatpants
Grey Sweatshirt
Gym Shoes of your Choice

3 Pairs of Each

Winter Clothing

Students attending Zoe Academy will be permitted to wear sweatshirts and/or sweaters.

Sweaters/Sweatshirts
Navy Blue
Zoe Paraphernalia (may purchase from Zoe Academy office)

2 Pairs of Each

JEWELRY

Jewelry may only be worn by female students and is limited to small earrings. Please do not allow your child to wear necklaces, anklets or bracelets to school as they pose as a distraction to both the student and other classmates. Those items will be collected if worn and sent home with a note.

MAKEUP

Children attending Zoe Child Care Center should not wear makeup of any kind. While some parents/guardians do allow their daughters to wear nail polish, we ask that you do not allow it for school as it poses a distraction in the classroom. Any child who comes into the academy wearing eye shadow, mascara, blush, lip gloss, or any other topical cosmetic product will remain in the Principal's office until the parent/guardian comes to oversee that the child is within dress code.

SOILED CLOTHES

If your child's clothes are soiled, it is not the responsibility of the Zoe Child Care Center staff to wash them. Soiled clothes will be placed in a Ziploc bag and sent home.



SAFETY & SECURITY

CHILD ABUSE

In many states, all persons must report suspected child abuse or neglect. In fact, there is a criminal penalty for violation of this law if someone is deemed as a 'mandated reporter.' Teachers, Staff, and Administrators of Zoe Child Care Center are aware of their responsibility to children in this matter and immediately alert Hennepin County Department of Family Services. It is the responsibility of all parties involved to document the findings and the legal responsibility of all educators to not investigate but simply share concerns with the appropriate entity.

Zoe Child Care Center regards any form of abuse as grounds for immediate termination. Any Zoe Child Care Center employee accused of child abuse, whether physical, sexual, or emotional will be put on leave of absence pending an investigation.

ARRIVAL & DEPARTURE OF CHILDREN

The following procedures have been established for arrival and departure to ensure the safety and well being of all students.

- Please keep your children within arm's reach when entering and exiting the building. Children should not be allowed to run up or down the sidewalk in front of the building without a parent or guardian near them.
- Children are not permitted to ride the elevator by themselves or alone with academy staff. Parents must accompany their children on the elevator at all times.

Arrival

- ⇒ All parents must enter the classroom or playground when bringing or picking up their student and alert the teacher(s) of their presence. **This is for the safety of the student and facilitates contact between teachers and parents.**
- ⇒ Please note that it is the parent's responsibility to electronically sign their child in/out **EVERY DAY** so that we maintain accurate records.
- ⇒ If you would like your student to have breakfast at the academy, please be sure they arrive to their classrooms during the specified mealtime of 7:00-8:15 a.m. Breakfast will not be served past 8:15 a.m.
- ⇒ Students have specified arrival times that must be followed. Preschool and Elementary students must arrive by 8:00 a.m. All other students are encouraged to arrive by 9:00 a.m. This allows our students to participate in all of our planned activities. Also, teachers may not be able to give as much time to greeting children and talking to parents arriving after this time because of planned curriculum and activities.
- ⇒ Elementary students must arrive by 8:15 a.m. daily otherwise they will be considered tardy. Law requires Zoe Child Care Center to contact the Truancy Board if students miss more than five (10) days in a school year or exhibit excessive tardiness.
- ⇒ Elementary students are considered absent if they leave before 11:30 a.m.
- ⇒ Each classroom has an arrival routine. Please assist your student in following that routine. In general, the parent should help their student wash their hands before helping them settle into an activity. This helps reduce germs and prevents the spread of illness.



Departure

- ⇒ When picking up a student, parents must have direct contact with the student's teacher. Students will only be released to those adults whose names are listed on the release section of the Application Form. Please keep this list updated. Students will not be released to an unauthorized person.
- ⇒ Your student has a cubby near or in their classroom. Please check it daily for your student's work and important notes.
- ⇒ An incurred late fee will be applicable even if an authorized person who does not routinely pick up the student is tardy in picking up your student.
- ⇒ If a person is listed on the Authorized Sheet and he or she is unknown to the staff, he/she will be asked to show a picture ID. Students will not be released if the person on the authorization sheet does not have a picture ID.
- ⇒ Persons on the authorized list must be at least 18 years of age with a valid driver's license and be able to supply documentation of their identity. All persons picking up your student must be on the authorized pick up list.
- ⇒ In an extreme emergency, when no authorized person is available to pick up a student, parents must notify the academy in writing prior to the student's release. A fax with the parent's signature or an email with a phone call to verify permission is acceptable. Parents may not call to authorize the release of a student to persons for whom the center has not received prior written notification. This is for the protection of all the students.
- ⇒ Both parents have the right to pick up their student unless a court document restricts that right. If the enrolling parent chooses not to include the student's other parent on the authorized pick-up list, the enrolling parent must furnish an official court document (e.g., current restraining order, sole custody divorce decree stating sole custody). Absent that document, Zoe Child Care Center may release the student to either parent, provided that parent documents his paternity or her maternity of the student.
- ⇒ If it is determined that the safety of the student is better served if the designated transporter does not drive, the child will not be released. Another person on the authorization list will be called to come to the academy. If the adult is uncooperative, security will be called.
- ⇒ Students transported in vehicles must be buckled securely into a care safety seat with latch or seat belts that meet state requirements. Parents must take whatever steps are necessary to maintain and use car safety seats. If a car seat needs to be left at the center so that the person picking up the child at the end of the day can use it, the car seat is to be stored in the designated lobby location. The academy is not responsible for loss or damage to car seats placed in the school by parents.
- ⇒ The academy is officially closed at 6:00 p.m. each day. Please be respectful of the staff's time and understand that they have families and commitments also.
- ⇒ Parents, please refrain from using cell phones while dropping off or picking up students. Talking on cell phones prevents parents and teachers from communicating effectively and does not allow parents to properly greet each student. Parent attention is important to the students and sends a strong message that they are valued.

FIRE & TORNADO DRILLS

It is the academy's responsibility to help children learn what to do in case of an emergency. Academy-wide drills, both announced and unannounced, will be conducted by the church and academy administration. Here at Zoe Academy, Fire Drills are conducted once per month while tornado Drills are conducted monthly during tornado season.

As education professionals, our academy staff does everything they can to make this safety measure as stress-free as possible to your student. Some young students may show signs of distress at the flashing warning lights. If this happens, please let the teacher know so that we can provide additional support to that student in future drills. Students may not be excused from fire or tornado drills as it is imperative they know what to do should a real emergency happen.

INCLEMENT WEATHER

In cases of hazardous weather conditions, Zoe Child Care Center will close if Richfield Public Schools closes or if we deem our individual school must close. A message will also be sent out via Brightwheel.

PETS

Pets are not permitted on campus without prior approval from our administration. This includes bringing pets into the building when picking up or dropping off students.

PLAYGROUNDS

Outside play is crucial for the overall development of children and is included in our plans every day, even in hot and cold weather. If a child is too ill to go outside, then he/she is too ill to be at Zoe Child Care Center and should not be in attendance.

The events on the playgrounds are designed to promote the development of specific skills. Children are encouraged to run, climb, hop, twirl, ride tricycles, and stretch. Children are allowed to take risks within limits. This is fundamental to the development of a strong self-concept. Our playground meets the requirements of licensing and accrediting bodies for safety and in developmental appropriateness.

HEALTH & WELLNESS

Any time large numbers of children are in one place, certain health policies must be in effect to protect the group. These policies are for the specific purpose of establishing the environment to be one that promotes the well being of the individual and the group as a whole.

Upon enrollment, students are required to have a health summary completed by a physician as well as current immunizations submitted. These files are confidential but are immediately available upon request to administrative staff and teaching staff with parental consent. These files are also immediately available for review by the regulatory authorities of Minnesota.

Parents should not bring a child or sibling to Zoe Child Care Center that is ill or showing signs of illness. Any person (parent, child, teacher, visitor, and student) who is ill should not enter the academy. Upon arrival each day, the health status of your child will be determined. Signs of illness will constitute a formal evaluation by Academy staff and an administrator. Children who show signs of illness will not be accepted.

The following is a general guideline of signs of illness that will prohibit your child from being able to attend Zoe Child Care Center. If the child develops these symptoms during the day, he/she will be removed from the classroom and you will be notified to pick up your child. Please do so promptly so that your child can begin to receive the medical treatment he or she needs and to protect the other children from exposure. Children must be picked up within an hour of when the teacher communicates to the parent. Children may be dis-enrolled if they are left at the academy for longer than one hour after their parents have been notified that the child must be picked up.

If a student is sent home, the student must remain out the remainder of the day plus the following school day regardless of the doctor's note. A longer period of absence may be required if designated in the Communicable Disease chart below.

ELEVATED TEMPERATURE

- A parent will be notified if a child has a temperature of 100.0F orally or 99.0F axillary.
- If the child's temperature is 101.0F or above orally or 100.0F or above axillary, the child must be removed from the academy.

A child will not be allowed to attend or remain at the academy if he/she has a temperature 100.0F orally or 99.0F axillary and he/she has one or more of the following: runny nose, diarrhea, vomiting, rash, sore throat, swollen glands, red or runny eyes, consistent coughing or sneezing, or is lethargic and not participating in regular activities.

VOMITING & DIARRHEA

If a child vomits twice in 24 hours (with no other symptoms) or once in 24 hours accompanied by any other symptoms, the parent will be notified to pick up the child.

If the child has one loose bowel movement, the parents will be notified accordingly. Parents **must** pick up their child if:

- The child has diarrhea twice in one hour or three times in two hours.
- The child has diarrhea with any other symptoms.

ADDITIONAL CONSIDERATIONS

Parents may also be notified to pick up their child if the following symptoms are present:

- Sore throat and swollen glands
- Red and draining eyes
- Undiagnosed skin eruptions
- Common infectious illnesses

COMMUNICABLE DISEASE

Per the Minnesota Department of Health and Safety, Zoe Academy will firmly adhere to the following exclusionary policies regarding communicable disease in a child care setting:

Condition	Method of Transmission	Incubation Period	Readmission Criteria
Chicken Pox	Airborne or direct (varicella) contact with droplets from nose and mouth	From 2 days before rash until all lesions are dry and crusted.	When all lesions have crusted (usually 7-8 days)
Cold Sore (Herpes Simplex)	Direct contact with infected oral lesions or secretions	While lesions are present.	After lesions are scabbed over.
Common Cold (Upper Respiratory Infection)	Contact with droplets from nose, eyes, or mouth; virus can live in environment 24 hours.	Variable—From day before symptoms until symptoms resolve.	No exclusion, unless fever, or child too ill to attend.
Conjunctivitis (Pink –Eye) May be viral, bacterial, or allergic)	Contact with secretions from eyes, or contaminated surfaces.	Variable-usually from day before symptoms and for 3 days of illness.	When breathing comfortably, cough improved, and no fever for 24 hours.

Condition	Method of Transmission	Incubation Period	Readmission Criteria
Croup (viral respiratory infection causes “barky” cough)	Contact with droplets from nose, eyes, or mouth.	Variable-usually from day before symptoms and for 3 days of illness. .	When breathing comfortably, cough improved, and no fever for 24 hours
Diphtheria	Contact with discharge from nose, eyes, mouth, or skin lesions.	Onset of sore throat until 4 days after treatment begins.	After 2 negative cultures are obtained.
Ear Infection (Otitis Media—Sinusitis)	Not contagious	Not Contagious	No exclusion unless child too sick to attend
Fever (100.0°F orally or 99.0°F axillary and has other symptoms. 101.0°F orally or 100.0°F axillary regardless of symptoms)	Unknown until illness identified, safe to assume it may be spread by contact with any secretions	Unknown, assume child is contagious while fever is present.	After 24 hours without fever, without the use of fever reducing medication, and child behaving normally.
Fifth Disease (Parvovirus) “Slapped cheek” appearance and lacy rash	Contact with droplets from nose, eyes, or mouth	During the week before the rash develops.	No need to restrict once rash has appeared.
Gastroenteritis bacterial – (E.coli, Salmonella, Shigella, Campylobacter, Yersinia) usually have vomiting/diarrhea	Contact with stool from infected individual; from contaminated food, beverages or water (especially raw eggs or improperly cooked meats).	When diarrhea is present.	When diarrhea is resolved-E coli and Shigella require negative stool cultures.
Gastroenteritis, viral (Adenovirus, rotavirus, Norwalk virus)	Contact with stool, saliva, or vomit from infected individual; directly or from contaminated surfaces.	From 5 days before until 7 days after rash appears.	7 days after rash appears.
German measles (Rubella)	Contact with droplets from nose, eyes, or mouth of infected person; may be transmitted to fetus across the placenta	Range 12-23 days Commonly 14-18 days	Seven days after onset of rash and unimmunized children for 21 days after last exposure
Giardia (a parasite which causes diarrhea)	Contact with infected stool; consuming contaminated water or food	When diarrhea is present.	When stool are normal.
Hand, Foot, and Mouth Disease (Coxsackie virus) (causes sores in these areas)	Contact with stool, oral or respiratory secretions.	May be contagious for several weeks after infection.	May be contagious for several weeks after infection.
Head Lice (Pediculosis)	Close contact with infested individuals and sharing combs, brushes, hats or	When there are live insects on the head.	When no fever for 24 hours, and child is behaving normally

Condition	Method of Transmission	Incubation Period	Readmission Criteria
Hepatitis A	Eating contaminated food/water; close contact with infected individuals; contact with infected stool.	From 2 weeks before the illness until 1 week after jaundice (yellow skin) has begun.	After 1 week from the onset of jaundice (yellow discoloration of skin)
Hepatitis B **	From contaminated needles, blood, bloody secretions, ear piercing, tattooing, sexual activity.	Virus can spread at any time, with the listed contact	After clearance by physician.
Impetigo (Staphylococcus or streptococcus) skin infection	Person-to-person skin contact (especially nasal discharge or hands).	Until active lesions are gone, or after 24 hours on antibiotics.	After at least 24 hours of topical or oral antibiotics.
Influenza	Contact with droplets from nose, eyes, or mouth of infected person.	Variable, from the day before, until the first 5 days of illness.	After 24 hours without fever and symptoms are improving.
Measles (Rubella)*	Airborne or direct contact with droplets from nose, eyes, or mouth of infected persons.	From 4 days before the rash begins until 4 days after the rash appears.	At least 5 days after the appearance of the rash.
Meningitis, bacterial (Infection of the fluid lining the brain and spinal cord, causing fever, headache, neck stiffness, rash)	Contact with droplets from nose, eyes, or mouth of infected person.	Unknown, probably from several days before symptoms until at least 24 hours of antibiotic treatment.	After at least 24 hours of antibiotic treatment, including antibiotics to eliminate carrier state.
Meningitis, viral (Enterovirus)	Contact with droplets from nose, eyes, mouth, or stool of infected person.	From the day before the illness until fever has resolved.	After 24 hours without fever, unless too sick to attend.
Mononucleosis (Mono) Epstein-Barr virus	Close personal contact with droplets from nose, eyes, or mouth of infected person.	Probably several days before the illness until the fever has stopped.	After 24 hours without fever, unless too sick to attend.
Mumps*	Contact with droplets from nose, eyes, or mouth of infected person.	Peak infectious time begins 2 days before swelling, but may range from 7 days before to 9 days after.	9 days after parotid gland swelling begins.
Pinworms	Pinworms cause rectal itching. Microscopic eggs found on hands of infected children may contaminate surfaces. Infections spread through ingestion of eggs.	Eggs may survive up to 2 weeks after treatment, and after rectal itching stops. Re-infection is common.	No exclusion, but treatment should be given to reduce spread.
Pneumonia (viral or bacterial) lower respiratory infection	Contact droplets from nose, eyes and mouth of infected persons. Some viruses can live on surfaces up to 24 hours.	Variable, from the day before through the first 3 days of the illness.	No exclusion needed unless there is a fever, or child is too ill to attend.
Poison Ivy (not infectious) Reaction to sap on leaves of poison ivy, poison oak and poison sumac.	Child is not contagious, only direct contact with sap may cause rash.	Sap may be on clothes or skin for 2 – 24 hours after contact with leaves or until child bathes.	No exclusion.

Condition	Method of Transmission	Incubation Period	Readmission Criteria
Ringworm (Tinea capitis, corporis, pedis) Fungal infection of scalp, body, or feet	Direct skin contact with infected people or animals or with surfaces contaminated with fungus; scalp lesions from contact with barber clippers or shared brushes	From onset of lesions until treatment begins.	After treatment begins scalp infection usually requires medication by mouth, other may be treated topically.
Scabies (mites which burrow under the skin, causing severe itching)	Skin contact with infested individuals; contact with bedding or clothes of infested person.	From up to 8 weeks before skin rash appears until it has been treated.	The day after adequate treatment begins.
Strep Throat/Scarlet Fever (Group A Streptococcus) Scarlet fever is a strep throat infection with a rash	Contact with droplets from nose and mouth	From onset of symptoms until 24 hours after treatment begins.	After at least 24 hours of antibiotic treatment and no fever for 24 hours (without the use of fever reducing medication).
Tuberculosis	Airborne or contact with droplets from nose and mouth of infected person (children usually contract TB from close contact with an infected adult)	Children with TB usually are not infectious to others.	Only when Health Department gives permission.
Whooping Cough* (Pertussis)	Contact with droplets from nose, eyes, or mouth of infected person.	Most infectious before cough onset (with onset of runny nose), continuing until child is on antibiotics for 5 days – is infectious for 3 weeks after cough begins, if not treated.	After antibiotic treatment for 5 days

These diseases should have been vaccinated against if immunizations are up to date. Chicken pox may still occur, usually in a milder form.

These diseases may be of concern to women who are pregnant or trying to become pregnant. Follow up with obstetric health care provider is recommended after known or suspected contact.

CONTAGIOUS DISEASE NOTIFICATION

In the event that your child is exposed to a contagious disease, you will receive notification in the following ways:

- A written notice will be placed on your child's classroom door.
- A notice will be sent out via Brightwheel

Should your child contract a contagious disease while not at the academy, please notify the academy immediately. Often, the contagious period is prior to the appearance of symptoms.

RETURN POLICY

Your child may return as soon as it is medically safe for him/her and his classmates to do so. Any child who attends the academy must be well enough to participate in all program activities, both inside and outside. Therefore, please follow these specific guidelines:

- If a child is on antibiotics, the child must have taken this medication for at least 24 hours before returning to the academy.
- In extreme circumstances, a signed physician's note stating that the child is not contagious and is healthy enough to return to the academy will allow a child to return within the one day out period.
- In the case of exclusion due to diarrhea, a child may only return with diarrhea if they have a doctor's note stating the exact reason the child may still have diarrhea (example: due to antibiotic) and that they are not contagious.
- The child may be sent home again, even with a doctor's excuse, if the diarrhea is so bad that it cannot be contained in a diaper or, in the case of older children, continually soils themselves. Loose stools can easily contaminate the classroom environment.
- All children must be fever free without the use of fever reducing medication. Please do not give your child any fever reducing medication that will mask the symptoms of illness, including fever. This allows the child to attend for part of the day, but also exposes all the other children to the illness. We do not desire for your child or any other child to unnecessarily be exposed to illness. **Children may NOT return to the academy while still running a fever.**

When a child is removed from the academy, the parent will be informed of the return policy based on the child's illness if known, but it is the parent's responsibility to be familiar with these policies before returning their child to Zoe Child Care Center.

ADMINISTRATION OF MEDICINE

To enable the academy to partner with you effectively in the process of safely administering medication, the following policies and procedures are in place:

- Medications are only given once daily. Medication will only be given with a parent's written consent by filling out the Medication Authorization form completely. This form can be found at the front desk.
- In the event that over the counter medication is administered it must come to the academy in its original packaging labeled with the child's first and last name and given to an Administrator. The medication will be locked in the medication storage box that is stored in the kitchen area where children are never allowed.
- Prescription medication must have the original pharmacy/prescription label on it containing the following information: name of physician, date prescribed, child's first and last name, expiration date of medication, name and strength of medication, instructions how to administer and store it.
- Medication will only be stored in our locked medication storage box for the duration it is to be administered. Parents are responsible for removing medication from the center once it is no longer being administered.
- Medications that are prescribed twice or more daily will only be given once at Zoe Child Care Center. It is then the parent's responsibility to administer additional doses at the academy or home.
- Medication will not be mixed directly in with food or drink for any reason. Any medication in a cup, bottle, or food will be sent with the parent when they leave. Mixing medication with food or drink is harmful to the child taking the medication because they may not get the full dose needed. It is also potentially dangerous to the other children who may inadvertently ingest the medicine. Such dangerous actions would be grounds for dismissal from the academy.

The administrative staff at Zoe Child Care Center is only allowed to administer medication that meets the following conditions:

- Has not expired.
- Is prescribed for the child (not a sibling, parent, etc.)
- Is in the original container from the pharmacy, which has been properly labeled with the child's full name, name of medication, the date the prescription was filled, the prescription number, the name of the provider who wrote the prescription, the expiration date, administration and disposal instructions. If medication comes in a box with a prescription label, the box must be presented with the medication.
- Nonprescription medicine must be labeled with the name and date that the medication was brought to the academy. Over the counter medication will be administered according to the medical authorization provided by the child's physician.
- Administrative staff will only give medications left at the front desk and for whom the proper authorization is completed. For safety purposes, please do not leave any medication in the child's book bag or cubby.
- The parent/guardian of the child must assume full responsibility for informing the staff of any change in the child's health or change of medication.

EMERGENCY MEDICAL PROCEDURES

In the case of emergencies (illness or accident) involving a child, the Lead Teacher will contact a member of the Administrative team. The Lead Teacher will then contact the parents or designated emergency contact person.

If the emergency appears life threatening, an Administrator will call 911 and the staff will determine if the child will be transported to Southdale Hospital by daycare transportation or ambulance. Depending on the severity of the emergency, transport will be made by police or ambulance.

Emergency treatment may be provided in accordance of the wishes of the parents as expressed in the Authorization for Emergency Medical Treatment Form. If time is of the essence, the Lead Teacher, or a person familiar to the child, will accompany the child for emergency treatment. Parents will be notified at all points so that they can meet the child at the emergency room as soon as possible.

All teachers are certified in CPR and First Aid Training.

Insurance

Parents are responsible to maintain health and accident insurance that would cover any sickness or accident the child might incur while attending Zoe Child Care Center. Zoe Child Care Center will not be responsible for costs incurred for medical treatment.



ZOE ACADEMY

Zoe Academy Child Care Center

6345 Xerxes Ave S | Richfield, MN 55423 | 612-823-823-6822
zoeacademycc@gmail.com | www.zoechildcarecenter.com