

BHSU
Little Jackets Learning Center
Parent Handbook
Fall 2019-Summer 2020

1.PROGRAM OVERVIEW

1.1 MISSION STATEMENT Little Jackets Learning Center provides a high-quality early childhood care and education program that allows each child the respect and opportunity to develop physically, socially, intellectually, and emotionally to his/her full potential.

1.2 PHILOSOPHY Little Jackets Learning Center provides a high-quality early childhood care and education program that allows each child the respect and opportunity to develop physically, socially, intellectually and emotionally to his/her full potential. The classroom is a mini-society and teaching should reflect and establish the skills and talents necessary for each child to reach his/her full potential, while feeling loved and secure, and to provide avenues for future success in the larger technological, international society. Our teaching will reflect a high regard for each child's uniqueness with respect and understanding of societal and cultural diversity. This is done with sensitive, caring staff working in partnership with parents and families.

1.3 HISTORY (Revising this section)

1.4 OBJECTIVES The following objectives have been determined for The Little Jackets Learning Center:

*To provide opportunities for our children to develop an understanding of self and others through developmentally appropriate activities, which encourage the development of physical, emotional, and social skills and intellectual growth.

*To provide a program both indoors and outdoors which fosters optimal growth and development through opportunities for exploration and learning while protecting and enhancing the health and safety of the children and adults.

*To provide a program where parents are always kept well informed about daily events and are encouraged to be both observers and participants in their child's development.

*To provide a staff that is caring, recognizes and meets the needs of the children, and promotes physical, social, emotional and cognitive development.

*To provide a qualified Director who effectively attends to the needs of the children, parents, and staff, and conducts systematic evaluation of the effectiveness of the program and staff in meeting these objectives

1.5 PROGRAM Play is the natural medium for young children to learn, grow, and develop. Play affords children opportunities to explore, discover, attempt varying roles, relate to others, and exercise

creativity (Simlansky, 1990). It is important children have opportunity to explore the world around them while in a safe, nurturing environment. Opportunities will be provided for just such exploration, through play, as a part of the daily program. Programming will include Infants (six weeks – 18 months), Toddler 2's (18 months – 2 years), Twos/Threes (2 & 3-year old's), and Pre-k (4 & 5-year old's), plus opportunities for mixed-age group activities.

1.6 DAILY SCHEDULES Each classroom follows a generalized daily schedule to provide a consistent and predictable routines for the children. See the Daily Schedule for your child(ren)'s specific age group. These are posted in each classroom. Please know that schedules need to be adjusted accordingly to specially planned events.

1.7 DAILY INFORMATION SHEETS These information sheets will be completed from the newborn age up until age 18 months when a child is transitioned into the 2-year-old classroom. At age 2, the teachers will be communicating primarily with parents during pick up and drop off times. As well as the weekly updates from the director which are emailed to LJLC Families.

1.8 TRANSITIONING TO A NEW ROOM For a child to be moved to the next room, several factors are taken into consideration. Some of these factors include the child's age, developmental progression, and availability in the next room. In some cases, input from the teachers and a parent is solicited prior to the room change. When it becomes time for a child to move to a new room, parents will receive a Room Change Notice. This notice will give parents important information about what to expect when their child moves to the new room. It will give parents information about their child's new daily schedule, items requested to be brought, and who their child's new teachers will be. In the weeks prior to the actual room change we will have the child meet the new teachers, visit the room, and even participate in activities in the new room in small time increments.

2. CENTER LOCATION, HOURS AND DAYS OF OPERATION

2.1 LOCATION

1307 W. Oliver St. Spearfish, SD 57783. We are located west side of the BHS University Campus.

2.2 HOURS OF OPERATION

The Center will be in operation 7:00 AM to 5:30 PM, Monday through Friday.

2.3 SPECIAL/WEATHER CLOSINGS The Center closes when Black Hills State University campus closes. This may be due to inclement weather or special circumstances. This may include full or partial days. Information will be distributed via television, internet, and radio. Another option is to enroll in the automated updates via the BHSU website.

2.4 CENTER SIGN UP DAYS On days that there are no classes, but campus is still open, the Center will designate these days as sign up days. Families will be responsible to sign their children up for care on these days on sign-up sheets via the survey's sent from the Director. Children that are not signed up on these days will not be able to attend as staffing will be based on the number of children signed up. Standard fees include these days.

3. ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURES

3.1 ENROLLMENT REQUIREMENTS Parents must complete all forms in the Enrollment Packet, including the Child Care Time Slot Contract. Immunization records along with family physician and family dentist are required by the state to be in the child's file. A \$75.00 non-refundable registration fee and a \$250 deposit fee is required to attain enrollment. Enrollment is on a first come, first serve basis with priority given as follows:

3.2 FULL-TIME AND PART-TIME DEFINITIONS Children are considered Full-time status if they are scheduled to attend the Center more than 28 hours a week or if their schedule varies from week to week. For a family to qualify for the part-time rate their scheduled attendance must meet the following requirements:

1. Attendance must be under the 28 hours per week.
2. Set schedule is required throughout the whole semester.

****A Family may submit a request for changes to a child's part-time schedule to another option only if the Center is able to accommodate the change.**

***** If a child's weekly attendance is over 28 hours, the family will be charged the fulltime rate for the week.**

3.3 CENTER WAITING LIST If the Center enrollment is at capacity, families wishing to enroll will be asked to complete the waiting list form located on the Center web page on the website. When there is an opening in a room the Director will find a child to fill the opening by starting at the beginning of the waiting list looking for a child in the same age group of the opening and schedule needs. The waiting list priority is based on the date the family submitted the waiting list form, then full time versus part time care.

4. FEES AND PROCEDURES FOR PAYMENT

4.1 FEES Monthly fees vary depending on your child's age and their scheduled time at the Center. There is no refund for missed days as billing is based on a child's schedule, not attendance. In the event a family wishes to change from full-time to part-time or part-time to full-time, those changes can be made at the beginning of a month only and require a written two weeks' notice to allow for staffing schedule changes.

A. All family's monthly fees will be debited out of the enrolled checking account on the 5th of each month, unless the 5th falls on the weekend, then the balanced will be taken on the following Monday.

a. In the event the Direct Debit is returned due to insufficient funds, a \$35.00 fee will be added to the family's account and the balance must be paid within 5 days of notification.

b. Payment by check is allowed and must be written the morning of for the week/month of care. If a check is returned with insufficient funds a \$35.00 fee will added to the families account.

4.2 ABSENCE POLICY If your child is gone for over 5 business days from the Center, the part time rate for your child's age group will be charged to your account to retain your child's position in the center. Your payment should be received the same as your contracted pay schedule.

4.3 LATE PAYMENT POLICY When you register your child at the center you sign a contract, either for a monthly, weekly, or biweekly pay schedule. For monthly fee contracts, a \$10.00 late payment charge

will be added to your account if your monthly fee is not paid by the 5th of the month, an additional \$10.00 will be charged each Friday after the 10th that the monthly fee is not received. For weekly fee contracts, a \$2.00 per day charge will be added to your account if your weekly fee is not paid by Wednesday of each week. The late fee will be due on the day you make your payment. Childcare can be terminated for late payment.

4.4 RETURNED CHECK FEE There is a \$35.00 charge on ALL returned checks. If the Center receives a returned check, checks will no longer be accepted from that party.

4.5 LATE PICK-UP FEES Children picked up after 5:30 p.m. will be charged \$1.00 per child for every minute after the closing time. If late more than three (3) times, that fee will be increased to \$3.00 per child per minute. This fee is due upon pick-up. The Center has no choice but to call appropriate authorities if a child has not been picked up by one-half hour after closing and if no relative or emergency person can be located. We would appreciate notification if your child(ren) will be staying later than their scheduled time to accommodate staffing changes.

5.FAMILY PARTICIPATION AND INVOLVEMENT

5.1 PARENT/TEACHER MEETINGS Parent-Teacher meetings will be held twice during the school year. These are designed to keep communication lines between the parents and teachers open. During the meetings teachers and parents will discuss developmental assessments, transition, day to day concerns, and any other issues the parents would like to discuss with their child's teacher. Should this meeting not be constructive it will be promptly ended at the sole discretion of the Director.

5.2 PARENT RESPONSIBILITIES Please abide by the following rules so we may provide the best possible service and care for your child(ren).

A. Your child must always be brought into the Center, clocked in, and taken to their classroom. When leaving the Center, please make sure your child's teacher is aware that you are taking your child. Consistently Failing to clock a child in or out will result in a \$1.00 per time fine, as child attendance records are required for licensing.

B. Whenever a change occurs in the family's information on file, it is the responsibility of the parent to provide the current information to the Center. This can be altered online in the parent portal, emailed to the Director or hand written on a form in the office.

C. All immunizations must be current and documented on the child's file within the first 30 days of his/her starting date. Please notify us as your child receives additional immunizations and provide updated records for the files. This must be current during inspections with our state regulators.

D. If your child is going to be absent for any reason, please notify us in advance or by 9:00 a.m. that morning. Families will be charged \$3.60 per child if we order a lunch for their child(ren) and the child(ren) does not attend that day.

E. Children should not bring toys to the Center except if asked to. This eliminates problems with loss, sharing, and breakage. Toy guns and weapons are not allowed on any occasion.

F. Please dress your child appropriately for the Center. Make sure clothing is comfortable and washable. Provide warm clothing, boots, hat, and gloves in winter. Outdoor play is very important. Each child

should plan on outdoor play when the weather permits. Sunscreen needs to be provided by the family for each child.

G. Please provide an extra set of clothing (pants, shirt, socks, and underwear) in case your child spills or someone else spills something on their clothing. Bring these to the Center as soon as possible, clearly marked with the child's name. These items can be stored in the child(rens) cubby.

H. All supplies (extra clothing, etc.) must be clearly marked with the child's name and stored in his/her cubby.

I. All blankets and pillows for nap time must be provided by the family. Blankets and pillows will be sent home each Friday to be laundered.

J. If your child has borrowed clothing from the Center, please wash them and return them as soon as possible.

K. Parents may visit children anytime during the day.

L. Children must be picked up on time. We realize emergencies can cause parents to pick up their children later than scheduled. If this happens, please call so we can make the proper arrangements (See LATE FEES). Children will not be dismissed until the parent/guardian comes into the Center to check them out.

M. Please write any information about your child that is important for all staff to know in the Center Information notebook by the Check-in Clock. All staff members are required to read this notebook frequently during the day to stay up to date on children information.

N. If your child is to be picked up by someone other than the parent/guardian, the Director or staff must be notified either in writing or verbally. We will not release any child to any person not known to us. Please have anyone other than yourself, bring a picture i.d. to the Center with them when picking up your child. No person under the age of 18 can drop off or pickup any children enrolled at Little Jackets Learning Center.

O. It is the parents' responsibility to communicate with the staff about any health/medical problems your child may have.

P. Open communication between home and the center promotes the growth and security of the child. You are encouraged to call, email, or send notes to the Center staff whenever a question arises. Please read all parent newsletters and other information sent home.

Q. On Center days deemed "Sign up days", it is the parent's responsibility to sign their child(ren) up for childcare on designated sign-up sheets. These days include any days that there are no classes, but campus is open. This policy is in place to ensure the center will be able to provide necessary staffing. If a child is not signed up to attend but the parent wishes the child to come, if the Center has adequate staffing, the child(ren) may attend, although a \$35.00 per day charge will be accessed to the families account.

5.3 ARRIVAL AND DEPARTURE All children must be brought into the center by a parent/guardian and must be signed in and out using the Procure System. Children must be taken to their classroom when arriving, and the parent/guardian must inform the classroom teachers when they are taking their child.

5.4 WITHDRAWAL If you no longer require childcare, please provide two weeks written notification of your child's last day in program. If no notice is given, a family will be charged for the two weeks.

6. BEHAVIOR MANAGEMENT POLICY

6.1 Little Jackets Learning Center uses positive guidance and redirection of the child's behavior. The goal of redirecting is to help children build their own self-control; and to modify behavior that is socially unacceptable or non-productive in nature. Discipline is guidance and learning, not punishment. Techniques used will be applied in a way to maintain or enhance the child's self-esteem. Consequences will immediately follow the behavior. Talking with children after they gain self-control will help them understand why the behavior is undesirable. These are used just to stop the unacceptable behavior and let the child gain their composure. Discipline of a child shall be administered by the staff as follows: The use of discipline shall not be humiliating, frightening, or physically harmful. Discipline shall be consistent and individualized for each child and appropriate to the child's level of thinking. It shall be directed toward teaching the child acceptable behavior. It shall not be associated with food, rest, toilet training, or isolation.

* A variety of discipline techniques will be used, as not all techniques always work with all children. These will include: * Redirection * Behavior Modification * Natural and Logical Consequences *

If two (2) documented incidents occur in one day, the child will be sent home for the remainder of the day. If the child develops a behavior pattern that disrupts the classroom on a regular basis, the parents will be contacted to meet with the Classroom teacher and Director to develop a mutually agreeable plan to address the behavior. If a mutually agreeable plan cannot be agreed upon, the parents will be asked to remove their child from the program. If a child causes bodily harm to another child, depending on the severity of the incident, the child may be sent home for the remainder of the day. The Director reserves the right to remove any child or family from the program based on the child's compatibility with the Center.

6.2 BITING POLICY Biting is a behavior that is both age and stage appropriate for children under the age of 3 years. Even in high quality settings, where staff is vigilant, a variety of activities are available, and all preventative strategies are used, biting may still occur. Understanding the reasons for biting, taking the necessary preventative measures, and communicating with families will hopefully bring an end to the problem. We understand the frustration from both sides of a biting incident and our staff works very hard to ensure that the biting incident is handled in a way that respects both families involved in the incident. We handle biting incidents as follows. The child who is bitten is attended to immediately. We take the child to a quiet area and examine the wound and comfort him or her. The Teacher and the child who bit the other child, clean the wound thoroughly and put ice on it to prevent swelling. If the skin is broken, we contact the parent to let them decide if they wish to seek medical consultation. After the child is taken care of, we focus on the biter. We tell the child in a firm voice "no biting" or "biting hurts" to communicate the seriousness of the child's act. We also explain how to touch others gently and demonstrate acceptable behaviors. If the incident happens repeatedly, we have the child continue to help the child that was hurt, but the attention given to the biter may vary to avoid establishing a predictable and routine pattern, which might become positive reinforcement to the biter. An incident report is completed for both the child who was bitten and the child who bit. With respect to confidentiality we do not report the name of the biter to the parents of the child who was bit. Some of the strategies the staff may use to prevent biting incidents from happening include:

*We give children wet wash cloths or biting rings for biting on. This reduces the sensitivity to their teeth and gums, satisfies their biting needs and reduces the likelihood that they will bite other children.

*We stay close to children who are in a “biting phase” and try to be ready to intervene quickly before an incident occurs.

*We encourage children to use simple words to communicate their wants and needs. Each time there is a conflict, we remind the child how to say, “Stop”, “No”, “Don’t”, and “Please”.

*We provide a generous variety of toys and materials that encourage children to stay involved. Since several incidents occur when children fight over toys, we try to provide duplicates of favorite toys so children will not be tempted to fight.

* We use a lot of praise when children are playing cooperatively with one another. We try to catch the children being good! *We may have the child “visit” another room to break the routine of the biting.

*We consult with parents of habitual biters to find out what strategies they are using at home to help eliminate the behavior.

6.3 TERMINATION OF CHILD CARE FOR BEHAVIORAL ISSUES The child’s adjustment to the program and the appropriateness of this childcare arrangement for an individual child may not be in the child’s best interest. If we do not feel our program is meeting the child’s needs, or because of concerns we might have for the Center, the Director reserves the right to terminate the childcare arrangement on a timeline that is in the child’s best interest.

7.HEALTH POLICIES AND CARE OF ILL CHILDREN

7.1 The center reserves the right to temporarily deny any child admittance to the school for reasons of obvious illness, or to request early departure should symptoms become apparent during the day. Any child who seems unable to participate in our program for any reason will be sent home. This is to ensure the continued good health of everyone at the center. We realize that most of you are working parents and we do try to accommodate you as much as possible. However, for the health and wellbeing of the children in our care and our staff we feel it is vital to maintain a strict wellness policy. We ask for parents to assist by keeping sick children at home. We do take into consideration your physician’s recommendations nevertheless it is up to our discretion when your child may return to school.

****Considerations**

A child will be sent home for a change in behavior that severely limits the attention that other children could and should be receiving, i.e., requires constant holding and attention, inconsolable crying for a long period of time, etc. A child should feel well enough to participate in all classroom activities, including outdoor play.

7.2 HEALTH REQUIREMENTS Health Regulations are regulated by the South Dakota Department of Health and Human Services. For the protection of all children enrolled in the program, the Little Jackets Learning Center requires all children attending the Center to be current in receiving the following immunizations recommended by the Center for Disease Control.

*DTaP *Polio *Hib *PCV13 *Hepatitis B *MMR *Varicella

Families are required to submit their child's current immunization records at the time of enrollment and any time their child receives new immunizations.

7.3 ILLNESS EXCLUSIONS

**Parents will be called to pick up their child(ren) from the Center and the child must remain out of the Center for at least 24 hours (while unmedicated) if:

- *The child has a fever of 100 or higher.
- *The child has diarrhea for the second time during the day.
- *The child vomits. The child should be kept home if he/she:
 - *Has a heavy nasal discharge either green or yellow in color, which disrupts normal activity.
 - *Has symptoms of a virus.
 - *Has open sores or liquid filled sores, considered to be contagious, associated with a virus.
 - *Has other signs of illness (earache, stomachache, reddened eyes, rash, etc.)
- *Is unable to participate in the normal daily activity/routine.
- *Requires one on one care from the care provider.

**These Illness Exclusion mandates are based on recommendations from the CDC (Center for Disease Control) and Mayo Clinic.

** Failure to comply with Center Illness Exclusion policies will result in the termination of the family's enrollment at the Little Jackets Learning Center. **

7.4 COMMUNICABLE DISEASES The Center will report cases of certain communicable diseases to the South Dakota Department of Health and Human Services and to the parents as soon as the disease is diagnosed by a physician.

RULES FOR ATTENDANCE

- *Hand, Foot, and 3-7 Days. Child must be fever free for 24 hours and Mouth Disease all sores must be dried and scabbed over.
- * Chicken Pox 14 – 21 Days Child must be absent until sores are scabbed over and dry.
- * Impetigo 4 – 10 Days Prescribed medication and 48 hours. Child must be absent until area is clear.
- * Lice or Crabs 7 – 10 Days Child must be absent until treatment; (Pediculosis) Child must be checked before allowed to return.
- * Measles 8 – 14 Days Child must be absent for 7 days after rash appears.
- * Mumps 12 – 21 Days Child must be absent until all swelling disappears
- * Pink Eye 24 – 72 Hours Prescribed medication and 24 hours. (Conjunctivitis) Child must be absent until 3 doses of medication are given.

*Ringworm 10 – 14 Days Child must be absent until treatment (Tinea Infections) and negative under Wood's Lamp Test.

* Rubella 14 – 21 Days Child must be absent for 4 days.

*Scabies 4 – 6 Weeks Prescribed Medication and 24 hours.

*RSV Varies per case Child must be absent for at least 5 days

*Rotavirus Varies per case Doctor's permission required

7.5 MEDICATION Medication should be given at home, if possible. Our staff shall give or apply medication either prescription or nonprescription, only with prior permission and written instructions from the parent and physician. All medication must be signed in daily on the Medication Permission Form in the center office. Medication must be in the original container, stored according to the directions, clearly labeled for a named child with time and amount of dosage, and returned to the parent each night or destroyed when no longer needed. The Center will not share prescribed medication. The Center shall maintain a record as to the time and amount of medication given or applied as well as the person giving the medication. Labels of non-prescription medication (i.e. Tylenol, Motrin, cough medication) must list dosage instruction by age and weight of the child. If the label does not list specific directions, a physician must sign an Over-the-Counter Medication Permission Form. Medication must be given directly to the staff upon arrival. Children should not be allowed to carry the medication in or out of the Center, nor should medication be left unattended. All medication will be stored in a locked box unless refrigeration is required.

7.6 POLICY ON INFANT SLEEPING POSITION The U.S. Public Health Department and the American Academy of Pediatrics strongly recommends that infants be put to sleep on their backs to reduce the chance of Sudden Infant Death Syndrome (SIDS). All infants at The Little Jackets Learning Center will be put to sleep on their backs in beds. A note from a physician, detailing the medical reason, will be needed if a parent requests their child to sleep in anything other than a crib.

7.7 NAP/REST TIME We provide cots for each child who naps. Families are responsible for bringing a blanket and pillow for their child. Naptime is scheduled daily at 12:00 p.m. for children in the Toddler, 2 & 3-Year-Old, and 12:30 in the Pre-K room. Adjustments to sleep time can be made as needed. Infants nap as needed. We ask all children 5 years and younger to sleep or rest during the scheduled rest time.

7.8 ACCIDENTS Scratches and scrapes are inevitable when children play or as they are learning to walk and are becoming more mobile. Minor accidents will be treated properly, immediately, with lots of care and attention, and an accident report completed. If a serious situation should arise, the parents will be notified immediately.

7.9 EMERGENCIES In the event the parent cannot be reached, the emergency contact person will be called. If need warrants, the child will be taken to the hospital emergency room if parent or emergency contact person cannot be reached. Parents must keep emergency phone numbers and addresses current.

7.10 MEALTIME POLICY The children will be served breakfast, lunch and afternoon snack. If you are planning on bringing your child after the scheduled mealtime, please plan on feeding your child before

you come to the Center. Lunches will be catered by Campus. Monthly menus will be posted in the Center.

8. NUTRITION

8.1 Meals will be served at the following times for each classroom:

Breakfast Lunch Afternoon snack

Infants Children are on their own eating schedule

2 & 3's 8:45 a.m. 11:30 a.m. 2:30 p.m.

Pre-k 8:45 a.m. 12:30 a.m. 2:30 p.m.

8.2 ALLERGIES AND FOOD REACTIONS If your child has food allergies, the completed forms are required for him/her to receive alternative food while at the Center. The family will need to provide a lactose free milk as an alternative for children who show lactose allergies. Because of severe peanut allergies we are an established NUT FREE center. Please do not send children to school with a snack, treat, and or breakfast that has nuts of any kind.

9. CHILD SAFETY CENTER POLICIES

9.1 CHILD ABUSE/NEGLECT Under South Dakota law, all staff members are mandated reporters of suspected child abuse and/or neglect. We are required to report any and all suspected cases of abuse and/or neglect to the proper authorities.

9.2 FIRE DRILL PROCEDURE In case of a fire at the Center, the staff shall determine the safest route of exit and quickly and quietly leading the children to the established exit and out of the building to the Storage Unit Parking Lot west of the center. The staff is always required to keep a count of the children in their care, at ALL time. In compliance with State regulations, we conduct fire drills on a regular basis.

9.3 TORNADO DRILL PROCEDURE In case of a tornado warning, the staff shall quickly and quietly lead the children to the interior walkway in the infant room away from windows. Children will be instructed to assume the "crouch and cover" position. Infants will be covered with blankets. It shall be the staff's responsibility to keep the children calm during these drills. In compliance with State regulations, we conduct a tornado drill regularly.

9.4 EMERGENCY EVACUATION PROCEDURE In the event the Center is required to evacuate the premises, the children will be taken to a safe place on campus, Young Center. The children will remain in the designated evacuation location until either the parent picks their child up or we have been given permission to return to the Center. **A notification message via email and text will go out to all parents notifying them of the evacuation. Parents will be required to pick their children up if we are not able to return to the Center within an hour after notification.**

10. ADDITIONAL CENTER POLICIES

10.1 DRESS CODE We ask that parents send their children in comfortable, play appropriate clothing. Please refrain from short dresses. We highly recommend children wear tennis shoes daily. Flip-flop style sandals are not allowed at the Center.

10.2 FIELD TRIPS The Center will take occasional field trips. Most Center field trips will be to places on campus and within the community. If the children have an off-campus field trip planned, the center will provide transportation via Prairie Hills Transit. Signed permission slips will be necessary and will be completed during the enrollment process on an annual basis.

10.3 VISITORS You are welcome to visit the classroom at any time. All visitors must register with the office. Please enter quietly and do not talk in a loud manner that would disrupt the atmosphere. Please inform the staff if you are here to visit. Any visitor that is not approved to be in the center will be asked to leave.

10.4 STUDENT VOLUNTEERS AND OBSERVATIONS Students attending BHSU may use the Little Jackets Learning Center to complete assignments required for their field of study. Students may volunteer in the classroom, facilitate an activity with the children, work one on one with a child, or simply observe and document activities at the center. Each student will have a completed background check done through the state. Observation and practicum policies will be given to each student and a form signed for record.

10.5 CHILDREN'S CUBBIES The Center provides a cubby for each child attending the Center. The cubbies are to be used to keep children's extra clothes, blankets & pillows for nap, coats, hats, gloves, and boots. We ask that families periodically organize their child's cubby and take home any unnecessary items.

10.6 BIRTHDAYS Birthdays are special events for children! If you are planning a birthday party at home and wish to invite children from the Center, please do not distribute birthday invitations at the Center. We request that you mail invitations to parents or call them. If addresses or telephone numbers are needed, please contact the Director and she will help you attain this information given permission is granted. Please notify the Director and Lead Teachers if you would like to bring in a birthday treat. It must comply with our nutrition requirements, as a reminder we are a NUT FREE CENTER. We will celebrate your child's birthday afternoon snack.

10.7 AFFIRMATIVE ACTION This facility will not discriminate against any child because of ethnic origin, sex, religion, or handicap.

10.8 LICENSING INFORMATION This program is licensed by the State of South Dakota and will comply with the regulations of the State Department of Health and Human Services. Periodic inspections will be conducted by the Department of Health and Human Services and the State Fire Marshal to ensure the center meets or exceeds the standards. These inspections are public information and can be found online.

11. CENTER PERSONNEL POLICIES

11.1 STAFF TRAINING REQUIREMENTS: Each Child Care Worker will be required to have 20 hours of mandatory state training. CPR and First Aid Certified. We require all staff to pass an FBI and DCI background check and fingerprint check.

11.2 STAFF DISCIPLINE PROCEDURE: Any employee who fails to satisfactorily perform the duties and responsibilities of his/her position or to comply with the Department of Health and Human Services Licensing Regulations or University policies, procedures, and regulations may be subject to disciplinary

probation. The employee may be immediately dismissed from Center employment for any behavior deemed detrimental to the children, parents, staff, and/or Center.

11.3 STAFF ILLNESS EXCLUSION POLICY Center Staff will be required to be away from the Center if the following criteria are present:

- *The Staff member has a fever of 100 or higher.

- *The Staff member vomits.

- * The Staff member has attained a written note from a licensed health care provider.

- * The Staff member is unable to provide care for the children due to illness.