

Good Shepherd Child Care Center



Parent Handbook

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PHILOSOPHY OF GOOD SHEPHERD CHILD CARE

The purpose of Good Shepherd Child Care is to provide quality programs and excellent care to children ages 6 weeks to 12 years. Our program is unique in that it is run in a Christian facility with a nursery school atmosphere. Good Shepherd Child Care provides a curriculum designed to meet your child's emotional, social, intellectual and physical needs. We are here to provide a service to Good Shepherd employees, to the community and to bring multigenerational sharing to the residents of Good Shepherd Lutheran Home, Bremmer Suites and Good Shepherd Senior Apartments.

This handbook contains information about the child care center and its policies. All policies are based on Minnesota Rule 3 Licensing for Child Care Centers and are for the well being of the children and families we serve. This information will make you aware of what to expect of Good Shepherd Child Care and what is expected of you as participating parents.

If you should have any questions, suggestions or concerns, please feel free to discuss them with our staff.

Good Shepherd Child Care
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Rushford, MN 55971
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Website: www.gschildcare.org

Jenny Carrier
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Good Shepherd Child Care is licensed through:
State of Minnesota
Department of Human Services
Human Services Building
444 Lafayette Road
St. Paul, MN 55155
651-296-3971
Licensor: Anne Blank

ARRIVAL

When arriving, your child must be accompanied into the center. Parents are to sign in upon arrival time and to allow time for staff communication.

DEPARTURE

At departure, parents must sign your child out and accompany child out of the facility. Remember to check your child's folder and cubby for important notes, artwork, clothing, etc. If items are left at the center for more than 5 days they will be thrown out. Soiled clothing will be thrown away if not taken home the day of.

ABSENCE/ILLNESS (MN Rule 3 Part 9503.0080)

If your child is ill in the morning we ask that you notify the center as soon as possible. If you do not notify the center you will be charged your usual contracted rate for the day.

The following is a list to define if a child is too ill to come to daycare or be allowed to stay at the center:

- 1) With a reportable illness that the center would need to report to the commissioner of health (encephalitis, hepatitis, influenza, mumps, measles, Reye's syndrome, salmonella, tuberculosis) or any diseases a physician deems necessary to exclude a child from care.
- 2) With chicken pox until the child is no longer infectious or until lesions are crusted over at the discretion of child care personnel.
- 3) Who has vomited 2 or more times since arrival that day.
- 4) Who has 3 or more abnormally loose stools since arrival that day.
- 5) Who has contagious conjunctivitis, pus, or any drainage from the eye.
- 6) Who has a bacterial infection such as strep throat, impetigo, etc., and has not completed 24 hours of antibiotic therapy.
- 7) Who has unexplained lethargy (tiredness).
- 8) Who has lice, ringworm, or scabies that is untreated and contagious to others.
- 9) Who has a 100 degree Fahrenheit axillary (under the arm) or higher temperature of undiagnosed origin BEFORE fever reducing medication is given.
- 10) Any child who is too ill to go outside and play should remain at home.

All of the above illnesses or symptoms are an example and/or requirement of Rule 3 to define a sick child. Staff discretion may be used to send a child home from the center when they feel the child is not a well child as defined above.

LICENSING CAPACITY

| | | | |
|--------------|------|---------|--------------------------------------------------------------|
| Infant Room | 1:4 | Maximum | 10 |
| Toddler Room | 1:7 | Maximum | 14 |
| Preschool | 1:10 | Maximum | 30 |
| School Age | 1:15 | Maximum | 15 (not to exceed 45 preschool/school age children combined) |

HOURS OF OPERATION

Monday – Friday
6:30 a.m. – 5:30 p.m.

ENROLLMENT POLICIES (MN Rule 3 9503.0090)

Parents are to meet with the Child Care Director to receive the following admission forms and information:

- Application for Enrollment
- About My Child Form
- Infant Daily Care Information Form
- Toddler Daily Care Information Form
- Child Care Immunization Record
- Health Care Summary
- Child Care Contract
- Household Income Statement
- Food Program Enrollment Form
- Child Care Policy Handbook

To enroll a child, the parents (legal guardians) must complete the above information. This information helps give the Child Care staff an idea of your child's family history, health record, play preferences, likes and dislikes, and general behavior history. The emergency information must be complete (including your child's doctor and dentists name) for enrollment.

If any forms have not been completed it will be up to the discretion of the Child Care Director whether or not to enroll a child into the center.

RESEARCH AND PUBLIC RELATIONS

Written permission is obtained for publicity photographs at the time of enrollment on the Application for Enrollment Form. A blanket permission form is used for photos or articles that are used in the local newspapers or the Good Shepherd newsletter. Only first names and ages of children will be given out for publicity purposes.

At no time will the child's file be released to another person without written consent from the parent. Children's files remain in a file cabinet in the director's office with confidentiality being maintained at all times.

BILLING

Invoices are prepared and out in your child's folder each Monday for the previous week. Bills are calculated based on contracted terms and contracted rates. All payments are due by Friday p.m. of the billing week. A \$1.00 per day service charge will be charged for late payments, with a maximum of \$5.00 weekly charge.

Staff of Good Shepherd Lutheran Services with children in the center MUST sign an Employee Election to pay Child Care Form when registering their child for child care services.

Good Shepherd Child Care reserves the right to cancel a contract immediately (without a 2 week notice) if a bill goes unpaid after two billing statements.

TRANSPORTATION

The parent (family representative) is responsible for the child's transportation to and from Good Shepherd Child Care. Children are to leave with their parents or other person authorized by the parent in the Application for Enrollment.

School Age children are able to receive transportation to and from Rushford-Peterson Elementary School. The bus service is provided by Bernard Bus Service. Any misbehavior on the bus should be reported to the bus service or school district by the parent. We are unable to impose discipline to children that are not in our care at the time a rule infraction may have incurred.

Field Trips and outings for Good Shepherd Child Care children is provided by Good Shepherd Lutheran Services vehicles. Staff are insured with these vehicles and safety is maintained at all times. Parents will be notified of any field trips that will be taken and permission slips must be signed.

INSURANCE

Good Shepherd Lutheran Services carries general liability for bodily injury in the amount of \$100,000.00 per child or \$300,000.00 per accident. All other expenses incurred will be the responsibility of the parents.

ADMINISTRATION OF FIRST AID

First Aid shall be administered to all children within the child care setting as needed.

Cuts/Scratches/Minor skin irritations: First aid shall be administered as needed for children. The wound will be cleaned with soap and warm water with proper bandaging if needed.

Severe cuts: First aid shall be applied by a staff person and also by a nursing staff member. Parents may be contacted with a request from staff to have a medical physician evaluate further the course of action to be taken.

Foreign objects: An evaluation will be made by a child care staff along with a nursing staff member to retrieve the foreign object if possible. Parents may be contacted with a request from staff to have a medical physician remove the foreign object.

Broken bones: The child will be kept comfortable with first aid until a parent or emergency contact can pick up the child to receive medical attention at a medical facility.

Seizures: The child will be kept comfortable until the parent can be notified for further action. If a child has a previous history of seizures a written and signed letter of protocol will be requested from the child's physician in what to do if a seizure should occur.

Bites: If a child is bitten by another child, the bite will be washed with warm water and soap. An ice pack will be applied to help reduce discomfort or swelling. The parent will be notified at the end of the day on the child's daily sheet and also the staff person witnessing the incident or later noticing the bite will fill out an incident report form.

ADMINISTRATION OF MEDICATION

The Child Care Center will administer prescription and non-prescription medication to children when a parent feels this is necessary. An Administration of Medication Form must be filled out, signed, and dated before a staff person can administer medication to a child. The medication must also be provided by a parent in the original container, with the child's name on it. Prescription medications must be in a prescription container with directions for administration clearly marked. The child care center will not administer prescription medication to any child other than the name on the bottle. Non-prescription medication may be used for siblings as long as a Medication Administration Form has been filled out for each child. When a request is made by staff for medication for a child (i.e. Tylenol or teething infants) the parent should provide this and it will not be provided by the center.

It is up to the discretion of the director to request a written explanation from the child's prescribing physician for the use of medications.

Good Shepherd Child Care reserves the right to not administer medication to a child if we feel it is detrimental to a child's health or well being or if a parent is elusive to the reasoning why the medication is to be administered.

Any Allergy medication or bee sting medication may be left at the center with an ongoing Medication Administration Form signed.

SANITATION

Since Good Shepherd Child Care is located within a long term health care facility and we maintain high standards for cleanliness and infection control.

Staff shall thoroughly wash hands with soap and water before food preparation, after diaper changes, after helping children use the restroom, after helping to wipe or wash noses and any other times the staff feel it is necessary to wash hands. Children shall wash hands after using the restroom, before eating meals, after coming in from outside and any other time a staff person feels it is necessary for the child to wash.

Staff will wear gloves while changing bowel/soiled diapers.

Toys, tables, cribs, cots, changing tables, etc., shall be washed with HB Quat disinfectant on an as needed basis. Infant toys and cribs are cleaned weekly (or when mouthed). Toddler cots are washed daily and toys cleaned weekly (or when mouthed). Preschool cots are labeled with the child's name and are cleaned weekly. Toys are cleaned on an as needed basis.

REST ROOM FACILITIES

The Toddler room is equipped with a restroom within the room. All diaper changes and potty training take place within this area. A changing table, potty chair, toilet and sink are within this area.

The Preschool children use various restrooms within walking distance of the preschool room. The Toddler bathroom is also used for preschool age children. The preschool staff will determine which restroom a child is to use at any given time throughout the day. Restrooms are equipped with a sink and toilet along with step stools to help accommodate the child's needs. Staff will help children with proper restroom use (using toilet, washing hands, etc.). Any child misbehaving or using the restroom in an inappropriate manner will be disciplined and a note from the staff will be sent home to the parents.

At times, if preschool staff feel confident in a child's abilities, a child may be allowed to walk to the restroom alone. School age children are to follow the same guidelines of restroom use as the preschool children. Any inappropriate use of the restroom may result in notification to the parents.

Restrooms are cleaned daily by Good Shepherd Lutheran Services housekeeping department. Any misuse of the restroom shall be reported to the director or staff. Any disciplinary measures will be determined as the situation occurs.

BEHAVIOR GUIDANCE

Preventative discipline through careful scheduling of programs is practiced. Children are expected to respect the child care staff and guidance methods used. Our methods of discipline include redirection, talking with the child, positive guidance techniques and/or removal of the child from the group setting. Periodically a daily report of unacceptable behavior will be filled out by child care staff to keep parents updated if a child is representing negative and disruptive behavior while at the center. This report may become a permanent record in the child's folder in order to do further assessment of the child's behavior for future needs at the center.

Parents are asked to support staff on all discipline and guidance techniques used. As a network for the child it is important that the parents be active in the communication process and be open to ideas or suggestions for staff.

Staff do not feel that suspending or canceling a contract of a child that is having difficulties in behavior should be discontinued. We will do the best within our ability to keep all children on a positive guidance method.

Due to the lack of understanding of inappropriate behavior (biting, hitting, pinching, etc.) infants and toddlers will not be released from the center unless additional measures have been taken to minimize the behavior, a behavior plan is in place and the desired outcome has not been achieved over a period of time, or if the behavior is excessive, violent or endangers the other children at the center. If a child tends to be more aggressive in these areas then the child will be working with the teachers using many different behavior guidance methods. In no way will staff be permitted to use methods from parent suggestions that we feel are inappropriate to the guidance and well being of a child's natural development.

Child care staff shall not strike, spank, slap, or physically abuse a child in any manner. Staff shall not use abusive language or inappropriate voice tones that the Director feels is excessive.

FIELD TRIPS

Field trips are planned for the preschool and school age room throughout the year. Parents are notified prior to a field trip and a permission slip is sent home along with any fees that may be needed in order to for the child to attend the field trip.

Children are transported in Good Shepherd Lutheran Services vehicles. All vehicles are insured with liability insurance and children must be buckled or in a car seat. It is the parent's responsibility to provide a child's car seat for each trip. If the field trip is within walking distance of the child care center children may walk to the site.

Parents are some times asked to volunteer their time and/or vehicle to make the help make the field trip happen. If a parent volunteers their time the child still is charged their normal contract rate. If a parent volunteers and the child is not scheduled for that day a decision will be made by the director if the drop in rate or contract rate will be charged for that day. Parent volunteers do not need to pay for any field trip costs for themselves but must pay for field trip costs for their child.

PETS

From time to time we will have pets living in or visiting the child care center. We also have pets living within the nursing home/assisted living facility. The pets allowed here will be properly immunized and within cages or on a leash where necessary. If your child is allergic to any animals please let us know.

NAPS AND REST TIME (MN Rule 3 Part 9503.0050 subpart 1)

A quiet rest time is provided daily for all infant, toddler and preschool age children. This time is after lunch and extends to mid afternoon. Good Shepherd Child Care staff feel it is necessary to give children time to rest and re-group after a busy morning in the center. If a parent does not want their child to nap or rest written notification must be made to the director detailing the parents reasoning for such. It is up to the director to determine if a child should have a nap or rest time withheld for the written reason.

Children are expected to lie quietly on their cots during this rest time. Good Shepherd staff rub backs, tummies, pat bottoms and rub heads to help soothe the child and allow them to fall asleep.

Older aged preschool children and school age children may not be required to nap/rest but may have a quiet time activity that has been determined by staff.

If a child has been lying quietly on their cot and is not disturbing others but is unable to fall asleep then the child may be allowed to get up and do a quiet activity. It is up to the discretion of the staff to determine if the child has been lying quietly enough to get off of their cot.

ITEMS NEEDED AT DAYCARE

Children are allowed to bring special items from home to make the child care experience a satisfying one. Any item brought from home **MUST** have the child's full (first and last) name on it, must be put in the child's cubby when asked by the staff and should be taken home at the end of each day.

Any toys, favorite objects, (pillows, blanket, etc.) that are brought to daycare are the responsibility of the child. If any object is lost or broken it is not the responsibility of Good Shepherd Child Care. Parents are strongly urged to keep such valued possessions at home.

EXTRA CLOTHING

Extra clothing labeled with the child's first and last name is also a good idea during potty training or during the winter months.

Hats, mittens, snow pants, and boots will only be provided in an emergency situation and on a first come first served basis. Good Shepherd Child Care is not responsible for providing these items on a daily basis. Please make sure all your child's winter clothing is labeled with the child's full name. It works best if your child has winter garments to stay at daycare in their cubby during the winter months.

Infants should have at least one change of clothing per day available. Infant room parent or parent of children who are potty training must also keep an adequate supply of diapers at the center for their child. Good Shepherd does have diapers available for an emergency situation but the parent will be charged \$1.00 for every diaper used on their next billing statement.

Any Good Shepherd clothing items that are sent home on/with the child should be laundered and returned as soon as possible. Any clothes that are not returned are subject to a fee for the parents and may result in additional payments to the center. Fees will be determined by the director.

PARENT INVOLVEMENT

Parents are invited to visit Good Shepherd Child Care at any time. Our door is always open and children get a sense of pride when parents come to help. We encourage parents to attend special events that are held throughout the year and welcome grandparents, aunts, uncles, cousins, relatives or friends to visit as well.

PARENT TEACHER CONFERENCES (MN Rule 3 Part 9503.0090 subpart 2)

Good Shepherd Child Care offers parent teacher conferences twice per year. Parents will receive a teacher conference report in your child's folder regarding how your child is doing in the center. A conference is planned in the fall as well as in the spring between parents and teachers to discuss the child's progress. Parents are strongly encouraged to attend if they have any questions regarding their child or the center. A sign up sheet is posted in each room for parents interested in attending a conference. Conferences may also be requested at any time of the year by a staff person or a parent to discuss any concerns they may have.

A parent teacher conference report form is filled out by the teacher and signed whether the parent attends the conference or not. The form is then filed in the child's file. A parent may view these forms at any time. Each parent will receive a copy of their child's report.

The Parent Teacher Report Form includes:

- Child's Name, Age and Conference Date
- Activities the child enjoys
- Physical Development (Fine Motor and Gross Motor)
- Social/Emotional Development
- Cognitive Development
- Language Development
- Our Goal(s) and Objectives
- Comments from staff and/or parents

NUTRITION AND MEALS

Good Shepherd Child Care provides all children a variety of nutritious foods served daily and encourages the children to try all. Menus are provided in each of the Child Care rooms with breakfast, lunch, and snack.

Our meals are prepared and provided by the dietary department of Good Shepherd Lutheran Home and are in accordance with the USDA Food Program guidelines.

Infants are supplied with the Carnation Formulas (Good Start and Follow Up), rice cereal, infant fruits, and infant vegetables. If a parent wishes for their child to have other formulas or breast milk it is the parent's responsibility to provide the formula or breast milk. If an infant is to receive food different than what our food program recommends then the parent must have signed special diet statement on file with the signature of the child's physician.

Bottles are fed to infants throughout the day. An on demand feeding schedule is followed with younger infants.

Breakfast – (Consists of Milk, Fruit or Fruit Juice, Bread/Cereal)

- Infant's breakfast is served in the infant room when needed according to the infant's schedule. Although we reserve the right to limit prepared breakfast foods (waffles, French toast, pancakes, oatmeal, etc.) to be served to children before 9:00 a.m. If an infant arrives at the center after this time cold cereal or infant cereal will be provided.
- Toddler and Preschool breakfast is provided from 8:00 – 8:30 a.m. We ask that if your child will be eating breakfast that they arrive at the center and are within the eating areas at that time.
- School Age children will be provided with breakfast before the morning bus arrives. On No School Days and Vacation Days the school age children will eat at the same time as the preschool children.

Lunch – (Consists of Milk, Meat, Bread/Starch, 2 Vegetables or Fruits or a combination of both)

- Infant's lunch is served in the infant room when needed after 11:00 a.m. Children are fed according to the infant meal pattern provided by the USDA.
- Toddler lunch is served in the Toddler room from 11:00 – 11:45 a.m.
- Preschool lunch is served from 11:25 – 12:00 p.m. in the Multi-purpose room across the hall. Children are encouraged to try all their food and use good table manners throughout the meal time. Seconds on food are offered to children if staff feel the child has eaten adequate amounts of what was first provided. Rewards for cleaning their plate are not given but praise and encouragement are used as positive reinforcement.
- School Age children receive lunch on No School Days or Vacation Days. Proper table manners are expected by children this age. Trying all types of food are encouraged. Children are allowed to serve themselves where appropriate and when deemed suitable. Kindergarten children will receive lunch at the same time as the preschool children when returning from school to the center on the bus.

Snack – (Consists of Milk or Fruit or Fruit Juice or Bread/Cereal or Meat)

- Infants snack is served in the Infant room after 2:00 p.m.
- Toddler snack is served in the Toddler room from 2:30 – 3:00 p.m.
- Preschool snack is served in the Preschool room from 2:15 – 3:00 p.m.
- School Age snack is served after the bus arrives until 3:45 p.m.

USDA Civil Rights Statement

This means that all publications and handouts mentioning USDA Child Nutrition Programs (including the CACFP) must contain this nondiscrimination statement: "In accordance with federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint, write USDA, Director, Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 or (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

ROOM SCHEDULES

INFANT ROOM

- Early Morning – Greeting/Routine Care and Self Directed Play
- Mid Morning – Planned Play/Self Directed Play/Routine Care/Buggy Ride/Outside Play
- Late Morning – Lunch/Clean Up/Planned Play/Teacher Directed
- Early Afternoon – Routine Care/ Naps
- Mid Afternoon – Teacher Directed Play/Routine Care
- Late Afternoon – Self Directed Play/Routine Care/Departures

TODDLER SCHEDULE

- 6:30 - 8:00 FREE PLAY (Arrival Times)
- 8:00 - 8:30 BREAKFAST
- 8:30 - 9:00 TEACHER DIRECTED
(Duplos,Waffle Blocks, Puzzles)
- 9:00 - 9:15 ART
- 9:15 - 9:30 GROUP TIME
(Finger Plays and Flannel Boards)
- 9:30 - 10:30 OUTSIDE / LARGE MUSCLE
- 10:30 - 11:00 DIAPERS & FREE PLAY
(Books and Tape Stories)
- 11:00 - 11:45 LUNCH
- 11:45 - 12:15 VIDEO
- 12:15 - 2:00 NAP TIME
- 2:00 - 2:30 DIAPERS & FREE PLAY
- 2:30 - 3:00 SNACK
- 3:00 - 3:30 FREE PLAY
- 3:30 - 4:30 TEACHER DIRECTED
(Duplos,Waffle Blocks, Play Doh)
- 4:30 - 5:30 FREE PLAY (Departure Times)

PRESCHOOL SCHEDULE

- 6:30 - 7:45 Free Play
(6:30 - 7:30 with toddler friends)
- 7:45 - 8:00 Clean up and wash hands
- 8:00 - 8:30 Breakfast (if your child needs to eat please be here by then)
- 8:30 - 9:00 Bathrooms
- 9:00 - 9:20 Group Time
(Story Time & Calendar)
- 9:20 - 10:00 Art Activity and Learning Centers
- 10:00 - 11:00 Outside Time or Inside Choices
- 11:00 - 11:25 Bathroom & Wash Hands
(Songs or Games)
- 11:25 - 12:00 Lunch
- 12:00 -12:15 Bathrooms
- 12:15 - 12:45 Movie
- 12:45 - 2:15 Rest Time
- 2:15 - 3:00 Bathrooms and Shack
- 3:00 - 3:15 Bathrooms and Free Play
- 3:15 - 5:30 Outside Time or Inside Choices
(Drinks/Bathroom/Movies/Free Play)

CURRICULUM

Good Shepherd Child Care uses Creative Curriculum. The Creative Curriculum is a state approved curriculum that is used nationally. Many of the surrounding child care centers and Preschools use Creative Curriculum. Our goal is to help our children develop the skills needed to be successful in life. The Creative Curriculum is designed for Infants, Toddlers & Twos and also for the Preschool classroom. The Creative Curriculum goals and objectives will be posted in the hallways outside each classroom. The Creative Curriculum approach involves many aspects.

Creative Curriculum uses a Developmental Continuum which addresses four areas of development. The four areas of development and their corresponding goals are listed below:

Social/Emotional Development

- **Goal 1:** To learn about self and others
- Children's feelings about themselves, the development of responsibility, and their ability to relate positively to others.

Physical Development

- **Goal 2:** To learn about moving
- Children's gross and fine motor development.

Cognitive Development

- **Goal 3:** To learn about the world
- Children's thinking skills, including the development of logical and symbolic thinking, problem-solving skills, and approaches to learning.

Language Development

- **Goal 4:** To learn about communicating
- Children's ability to communicate through words, both spoken and written.

Under these four areas there are 10 goals and 50 objectives. This is just a brief overview of the curriculum goals. If you are interested in more information about Creative Curriculum please contact the director for a copy of "The Creative Curriculum Goals and Objectives at a Glance".

HOLIDAYS AND CLOSINGS

The center will be closed on the following holidays: Thanksgiving Day, Christmas Eve Day, Christmas Day, New Years Day, Memorial Day, Fourth of July, and Labor Day. Any other days that there may be low enrollment (example: Friday after Thanksgiving), a sign-up sheet will be posted two weeks prior. More than 12 children will need to be signed up one week prior to the holiday for the center to be open. **If you sign up and do not bring your child you will be charged your contracted daily rate.**

REPORTING POLICY FOR PROGRAMS PROVIDING SERVICES TO CHILDREN

Who Should Report Child Abuse and Neglect

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

Where to Report

- If you know or suspect that a child is in immediate danger, call 9-1-1.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 297-4123.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at (507) 765-2175 or local law enforcement at (507) 864-7023.
- If your report does not involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 296-2971.

What to Report

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

Retaliation Prohibited

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

Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

The reporting policies and procedures must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request. The Division of Licensing recommends that parents with children currently enrolled in your child care program are informed of the development of the reporting policies and procedures, and provide them with an opportunity to request the information.

CONTRACTS/RATES

Please refer to your Good Shepherd Child Care Contract for child care rates, contract fees, employee and family discounts, sick and vacation days, billing fees, cancellations, and returned checks.

PARENT POLICY HANDBOOK ACKNOWLEDGEMENT

Parents please make sure to sign and date the Parent Acknowledgement of the Good Shepherd Child Care Parent Policy Handbook Form on the last page of the packet. This form must be turned in to the Child Care Director prior to child enrollment.



PARENT ACKNOWLEDGEMENT

OF THE GOOD SHEPHERD CHILD CARE PARENT POLICY HANDBOOK

I do hereby acknowledge receiving and reading the Good Shepherd Child Care Parent Policy Book. I am familiar with its terms and understand that it is a set of guidelines for the implementation of the child care program plan and in accordance with MN Rule 3 policies provided to parents.

- I understand that Good Shepherd Child Care may modify any of the provisions in this handbook at any time.
- I understand that this handbook supersedes all prior handbooks.
- I understand and will abide by the policies in this handbook for the best care for my child.
- If any concerns or questions arise I will contact the Director to discuss these concerns during the center's hours of operation or set up an appointment.
- I will work as a partner with the staff of Good Shepherd Child Care in the care my child receives while enrolled at the center.

Parent Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Child Care Director: _____

Date: _____

THANK YOU FOR MAKING GOOD SHEPHERD YOUR CHILD CARE PROVIDER OF CHOICE!

