

# **Giggles-N-Grins Child Care**

## **Parent Policy Handbook**



**July 2021**

**Welcome to Giggles-N-Grins Child Care Center and Preschool!**

**Program Purpose:**

The primary purpose of Giggles-N-Grins Child Care is to provide a safe, secure environment for children. The activities are of an educational and recreational nature and involve aspects of social, emotional, physical, and intellectual development.

**Our Partnership Agreement:**

We will work together to ensure that each child has the opportunity to develop to their full potential. We will communicate regularly about your child's physical, emotional, social, and intellectual growth. You will keep Giggles-N-Grins staff informed about any changes in your child's schedule, routine, or home environment. We will do the same for any changes at Giggles-N-Grins that affect your child. Parents will need to provide a health care plan for your child if he/she has a diagnosed health condition (ex. Asthma, diabetes, food allergy, etc.). Parents will provide any medications and any equipment/device specified in the care plan. The care plan must be updated at least once a year. Parents must agree to follow the policies of Giggles-N-Grins Child Care Program.

**Program Site:**

Giggles-N-Grins Child Care Center and Preschool is located at 409 6<sup>th</sup> St S, Suite A, Wahpeton, ND 58075.

**Hours of Operation:**

Monday – Friday from 6:30am-5:30pm

**Early Drop-Offs/Late Pick-Ups/Maximum Hours**

Contracted hours for full-time/part-time contracts are 6:30am to 5:30pm Monday through Friday. If your child is dropped off earlier than 6:30am a \$7 charge per child will incur for each instance. Children picked up later than 5:35pm will incur a fee of \$1/min. until the child is picked up. Because we open at 6:30am, there is no guarantee there will be someone here earlier. Giggles N Grins limits the maximum daily hours of attendance to ten hours per child. If you are in need of more than ten hours a day, a \$7.00 per/ half-hour will be charged.

**Closed:**

We will be closed on Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Memorial Day, Independence Day, possible Child Care Conferences, and trainings. If these holidays fall on a weekday, they are paid holidays. If these holidays fall on a Saturday, the Friday before is a paid holiday and we will be closed. If these holidays fall on a Sunday, the Monday after is a paid holiday and we will be closed. Closures due to weather or being short staffed due to illness will be non-paid. You will receive a credit on your invoice to be used towards your next billing cycle. In the event we are forced to close because of COVID-19 or your child comes into close contact with someone at our facility, we will be offering a 50% COVID-19 discount on tuition.

**\*Updated July 22, 2021**

**Weather Related Closings:**

The program will remain open the usual hours in the event that the public schools close early or are closed for the entire day. We will close if there are no children to care for due to the weather or the roads become too unsafe to travel. We may also open late or close early if the weather becomes unsafe. You will find closing information on our Facebook page as well as on Valley News Live. If you have signed up to receive text messages, you will also receive a text message.

**Licensing:**

Giggles-N-Grins has multiple licenses and operates as a center and preschool facility in compliance with the laws of the state of North Dakota. A copy of the license is on display to meet the licensing requirements for the state of North Dakota. Our licenser's name is Kris Alber's and you may contact her at 701-403-5351.

**Enrollment Policies:**

The program is designed to serve children, ages 6 weeks to 12 years old. Children may be full-time or part-time (3-day minimum) participants, with a signed contract & payment of a registration fee. Registration for a full-time/part-time spot will include completion of the registration forms and a \$100 non-refundable fee that will go towards the first week of care. These forms and fee must be returned to the Director **one week** prior to the child's first day of attendance.

**Payment Policy:**

Payments are due the Friday prior to week of care, unless other arrangements have been made with the Executive Director, Rachel Jonason or the Director, Amanda Gagne.

- In the case of children whose parents have irregular work schedules, special arrangements can be made for notification and scheduling with the Director.
- A minimum two-week prior notice is required if your child is no longer going to be participating in the program, preferably 30-day notice.

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Please make checks payable to **Giggles-N-Grins**

- NSF policy – payments must be made within 48 hours of notification with a money order or cash. Payments to follow will be in cash, credit card or money order.
- A \$35 NSF fee plus any bank fees for returned checks will be charged.
- Collection procedures will be initiated in the event of non-payment.
- Payments in cash or check incur a \$5.00 handling fee
- Automatic Payment Fees: ACH account (.75/transaction) and Credit Card/Debit Card (.33/transaction)
- Online payments can be made at myprocare.com – email address is required
- Prepayments and credits on account are non-refundable. Prepayments must be used or are transferrable to another account.

## **Full-Time Fee Schedule:**

Infants (6wks old – 18months):	\$185/week
Toddlers (18 months – 2 years):	\$165/week
3 – 5-year-old:	\$150/week
School-ager:	\$142.50/week
Both Before/After-School (5yrs-12yrs):	\$60/week or \$12/day
Only Before School (5yrs-12yrs):	\$4/day
Only After School (5yrs-12yrs)	\$8/day
Preschool Only M/W or T/TH	\$85/month

## **Part-Time Fee Schedule (Min. 3 days a week):**

Infants (6wks old-18 months old):	\$40/day
Toddlers (18 months – 2 years old):	\$35/day
3 – 5-year-old:	\$33/day
School-ager:	\$30/day

In the event we are forced to close COVID-19 or your child comes into close contact with someone at our facility, we will be offering a 50% COVID-19 discount on tuition.

A \$5.00 a week charge will be issued for each week the payment is late unless other payment arrangements have been made prior. If payment is one week late, childcare will be discontinued.

**Updated February 18<sup>th</sup>, 2019**

## **County Assistance:**

If you receive county assistance, Giggles-N-Grins must receive a Child Care Certificate stating the dollar amount that is covered by the county and what the monthly co-pay will be. Monthly co-pay must be paid before the child may start attending Giggles-N-Grins. Monthly Co-Pays are to be paid on the 1st business day of the month. Failure to pay co-pay by the 1<sup>st</sup> business day of the month will interrupt childcare services.

## **Withdrawal:**

A two-week written notice is required if you choose to withdraw your child from Giggles-N-Grins Child Care. In turn, we will give you two weeks to find different care if the contract is not working.

## **Withdrawal & Reenrollment:**

A 30-day written notice is required if you choose to withdraw and reenroll your child from Giggles N Grins Child Care. Withdrawal and reenrollment is only permitted during the summer months.

## **Absences:**

Any child who has a full-time contract with Giggles-N-Grins Child Care is allowed 5 days per year to be used for vacation or sick days.

Please inform the Director or Office Manager of when these days will be used. **You are required to notify the staff by 8 am, if your child will be absent on a scheduled day. If children are absent for 2 weeks with no contact from parents or guardians, the contract will be terminated. Payment for absence will still be owed.**

## **Immunizations:**

Giggles-N-Grins Child Care must comply with the North Dakota state immunization law regarding immunizations. Written verification of immunization; including the month, day, and year for DPT, Polio, MMR, Haemophiles Influenzae Type B(HIB), Hep A, Varicella, Pneumococcal Conjugate, and Rotavirus. You are required to keep your child's record current with all immunizations. Each time your child is immunized please provide Giggles N Grins with an updated record of your child's immunizations for our files.

**Unimmunized Child:**

According to the North Dakota law, childcare programs cannot refuse to provide care to unimmunized children who are otherwise eligible if they present a valid exemption from immunization requirements; therefore, there may be unimmunized children in our program. If you do not choose to immunize your child, you are required to provide Giggles N Grins with a valid document of exemption.

**Custody Arrangements:**

In the event of joint or sole custody of a child(ren) enrolled in Giggles N Grins Child Care, a legal copy of the custody agreement along with a monthly calendar with the dates and time of custodial exchange must be given to the Director. If changes occur, a written statement detailing the changes of schedule or custody must be given to the director with both parent's signatures on the written statement. A current copy of the legal custody agreement must be kept on file.

**Records for Each Child:**

Giggles-N-Grins will keep the following records for your child; you are responsible for updating these records immediately when any of this information changes:

- \***Child Information Sheet (SFN 845)** a required licensing form for each child. Your emergency contact information, including the name of a backup person in case staff are unable to reach you, and the phone numbers of the child's doctor and dentist. A list of everyone who is authorized to drop off and pick up the child. A signed consent form to obtain emergency medical or dental care.

- \***Parent's Statement of Health of Child (SFN 847)**

- \***Immunization Records** According to state law, you must provide Giggles-N-Grins with updated immunization records.

- \***Copy of Birth Certificate** or other form of identification for your child including but not limited to social security card, insurance card, etc.

- \***Custody Agreements**

- \***Emergency Transportation Permission Form**

- \***Sunscreen and Insect Repellent Permission Form**

- \***Diaper Cream Permission Form** – applicable children (Baby Powder is NOT allowed)

- \***Sleep Permission Form** – infants under 12 months of age

- \***Safe Infant Sleep in Childcare Form** – infants under 12 months of age

- \***Child and Adult Care Food Program Enrollment Form**

Records need to be updated annually in accordance with North Dakota licensing laws. We will update all records **one year** from the time of enrollment. Immunization records need to be updated as soon as new immunizations are given. It is the parent's responsibility to provide us with updated phone numbers, addresses, authorized pick up persons, emergency contact information, new health care providers, medical conditions, and allergies. These items will need to be added or corrected on the Child Information Sheet and or Parent's Statement of Health.

**Preschool Schedule:**

\*Preschool class will follow the Wahpeton School Year Schedule. Make-up days will be scheduled for Friday mornings when necessary. See Preschool Schedule for full details.

**Picking Children Up:**

In the interest of safety, only authorized persons are allowed to pick up children. Please list any persons who may be picking your child up on the Emergency Authorization form. We are also asking that you list a close friend or relative that could pick up your child or be contacted in the event of an emergency. Any changes or additions to your list of authorized persons must be given in writing.

**Unauthorized Person:**

In the event an unauthorized person, a person who is incapacitated or suspected of abuse attempts to pick up a child, he/she will not be allowed to take the child. The parent (legal guardian) will be called if that person is insistent.

**Transportation:**

Please let the staff know in advance if you have arranged for another adult to pick up your child.

**Mandated Reporting:**

All staff are mandated by North Dakota Century Code to report any suspected cases of physical or sexual abuse or neglect to Richland Social Services. If you suspect that I am violating any childcare law, call Richland Social Services.

**Hiring Policy:**

Neither the Director nor any staff member employed or abiding in the facility will have been found guilty of homicide, assaults, kidnapping, gross sexual imposition, corruption or solicitation of minors, sexual abuse, sexual assault, robbery, burglary, sexual performances of children, promoting or facilitating prostitution, or a similar offense.

**Privacy Policy:**

Giggles-N-Grins will do all we can to protect your family's privacy and will abide by the state privacy law. I will keep all records and information about your child and your family private and confidential unless I have your written permission to reveal specific information.

**Open Door Policy:**

Parents are welcome to stop at Giggles-N-Grins at any time. If for some safety reasons you find the doors are locked, please call. Parents will be notified via text or email if we lock the door for any unforeseen reason (unauthorized person attempting to pick up a child, suspicious person seen around the building, law enforcement requested lock down, etc.)

**Backup Child Care:**

Parents are responsible for finding backup childcare in the event that Giggles-N-Grins is closed. This may include, but not limited to, the following reasons:

- \*Emergency situations that require Giggles-N-Grins to close.
- \*Holidays or Child Care Conferences
- \*Rare occasions that weather would cause us to close
- \*Short staffed due to illness

**Supplies for Your Infant or Toddler:**

Please provide the following items with your child's name.

- \*Sunscreen (for infants 6 months and older), hats for all babies are recommended!
- \*Insect repellent (for infants 2 months and older)
- \*Disposable diapers
- \*Wipes
- \*Baby Bottles with covers and/or Breast Milk that is labeled with the child's name & date on each bottle. (Infants Only)
- \*Appropriate outerwear for outdoor playtime.
- \*Formula and infant food (if you choose to use something other than what we supply)
- \* Extra clothing – pants, shirts, socks, and underwear – 4 extra pair are recommended for infants and toddlers.
- \*Crib sheet for infants 12 months and older who will be sleeping on a cot

**Supplies for Your Preschooler or School Age Child:**

Please provide the following items with your child's name.

- \*Sunscreen (for infants 6 months and older)
- \*Insect repellent (for infants 2 months and older)
- \*Appropriate outerwear for outdoor playtime.
- \*Tennis Shoes in the summer
- \* Extra clothing – pants, shirts, socks, and underwear –2 extra pair are recommended preschoolers. Storage containers are provided for extra clothing/sunscreen/insect repellent for preschoolers, but not school age children. It is recommended that school age children provide a backpack with all the necessary things they need, especially on non-school days.

**Meals and Snacks to be Served:**

Food served during the day will include a serving from each of the basic food groups as defined by the United States Department of Agriculture. Please notify Giggles-N-Grins of the types of foods being introduced to your infants and we will serve them to the infant as part of their daily meal routine. Giggles N Grins provides **Members Mark (Enfamil Equivalent) Formula** and **Gerber stage 1 & 2** infant food at no cost to the parents. Parents are responsible to provide formula if they opt out of using the Members Mark formula, choose to use a different brand of infant food or are breastfeeding their infant. We supply Breakfast, Snacks and Lunch. We cannot deny a child a snack while they are in our care.

**Outside Food and Drinks:**

**Food and drinks brought from home or restaurants are not allowed.** Exceptions for treats include:

- Birthday celebrations
- Assigned snack day for an activity
- Special holidays (Christmas, Valentine's Day, Halloween, etc.)

**Nutrition:**

1. In addition to following the national CACFP requirements, we strive to exceed these standards by offering a variety of whole grains, fruits, vegetables, and lean protein foods. Whole fruits will be offered more often than

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100% fruit juice, and no sugary beverages (soft drinks, Kool-Aid, sports drinks, etc.) will be offered to children. Children are encouraged to try all foods but will never be forced to eat anything.

2. In addition to offering children nutritional foods, our program will also strive to teach children about healthy foods through activities during story time and during a special unit every year.

### **Infant Feeding/Breastfeeding:**

Breastfeeding mothers will be supported and encouraged to continue breastfeeding when their infants enter my care. Breastfeeding mothers will be provided a private and sanitary place to breastfeed their baby or express their milk, with an electrical outlet and comfortable chair. In addition, refrigerator space will be made available to store expressed milk. We are trained on the handling of human milk and will follow guidelines from the American Academy of Pediatrics and Centers for Disease Control in ensuring that breast milk is properly treated.

### **Naps and Quiet Time:**

There is a daily nap or rest period for children according to the child's age, needs and parent's wishes. At naptime, each child will have clean and separate bedding. You may bring a special blanket or other security item for naptime. Ensuring infants are safe while they sleep is very important to our program. For this reason, Giggles N Grins has created a policy on safe sleep practices for infants up to 1 year old. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) to provide a safe sleep environment and reduce the risk of sudden infant death syndrome (SIDS). SIDS is the "sudden death of an infant under 1 year of age, which remains unexplained after a thorough investigation." The staff, substitute staff, and volunteers at Giggles N Grins adhere to the following policy.

### **Sleep Position:**

- All infants (under one year of age) will be placed completely flat on their backs in a safety approved crib or playpen for sleep unless a written note from the infant's health care provider is provided stating the medical reason and the specific time frame that an alternate sleep position or alternate sleep surface (ex. car seat) is to be followed. Written permission from both parents must also be obtained in order to follow the order. Giggles N Grins reserves the right to refuse care if Giggles N Grins staff members do not feel comfortable following the order.
- Infants will always be placed completely flat on their backs for sleep. However, when an infant can easily turn front to back and back to front, they can remain in whatever position they prefer to sleep.
- All infants' heads/faces will remain uncovered when sleeping.
- Infants will remain lightly clothed and will not be over-layered to prevent overheating.
- Headbands, bibs, necklaces, hooded sweatshirts, and hats will be removed before laying an infant down for sleep.
- Pacifiers will not be tied around an infant's neck or clipped on to an infant's clothing. Pacifiers will be checked for cracks/tears before use. No stuffed animals/toys will be attached to the pacifier.
- Positioning devices or wedges are not recommended and will not be used without a written order from a health care provider. Giggles N Grins reserves the right to refuse care if Giggles N Grins does not feel comfortable following the order.
- Blankets are not recommended. If used, only one thin blanket is allowed.
- Swaddling is not recommended. If swaddled, only one thin blanket will be used no higher than infant's shoulders. Swaddling will be discontinued once the baby reaches 2 months of age or sooner if showing signs of rolling.
- Sleep sacks are recommended instead of blankets. Swaddle sleep sacks will not be used once the infant reaches 2 months of age or sooner if showing signs of rolling.
- Written parental permission must be obtained to use one blanket, sleep sack, pacifier, or security item for sleep. Copy will be posted by each child's crib/playpen.
- If you wish for staff to place your infant in a medical device/equipment for sleep, you must provide a written order from a health care provider stating the medical reason and time frame to follow the order as well as written parental permission. We reserve the right to refuse any written orders or requests if our staff do not feel comfortable with written orders or requests. Sleeping equipment does NOT include infant swings, an infant bouncy, etc.

### **Sleep Environment:**

- Our program will use CPSC guidelines for safety-approved cribs and playpens.
- Hardware will be checked weekly on cribs to make sure no pieces are loose, broken or missing.
- The mattress of the crib will be in the lowest position at all times.
- No crib toys or mobiles will be attached to the crib or playpen. No items will be hung over the side of the crib/playpen when an infant is in the crib/playpen.
- No monitors/devices are allowed to be attached to an infant or placed in the crib/playpen.

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- All items will be kept out of the reach of an infant in the crib or playpen.
- Infants will not sleep on water beds, sofas, soft mattresses, car seats, swings, bouncy seats, Boppys, or other soft surfaces.
- Soft materials such as pillows, stuffed toys, loose bedding, bumper pads, quilts, (including breathable/mesh bumper pads) and comforters will not be placed in infants' sleep environment.
- If a crib is used, infants will only sleep on a firm tight-fitting mattress with a properly fitting fitted crib sheet.
- If a playpen is used, infants will only sleep on the pad provided by the manufacturer with a properly fitting playpen sheet. Pad will maintain shape when fitted sheet is used; lay flat and meet all four corners of frame. No extra padding or mattresses will be added. Velcro attachments will be used to keep pad in place.
- Playpen mesh will be less than ¼" and free from tears/holes.
- Playpen frame will be structurally intact and checked often to make sure the frame is sturdy.
- Bassinets will not be used.
- Bassinet inserts and changing pad inserts for playpens will not be used.
- Infants will not share cribs/playpens at the same time.
- Smoking will not be allowed within 20 feet of Giggles N Grins. Staff will not be permitted to smoke on their breaks during work hours.

### **Supervision:**

- A staff member will visually check on the sleeping infants regularly (every 10-15 minutes) to view the color of infant's skin, to check on infant's breathing, to monitor for signs of overheating, to re-adjust blanket/clothing if needed, make sure the head/face is uncovered. Lighting in the room will be bright enough to see the infant's skin color and breathing.
- Sleeping infants will be within hearing of staff at all times. Monitor will be used if staff is not always present in the room. Music/sound machines will be placed at a low volume to ensure infants' noises can be heard.
- When infants are awake, they will have supervised "tummy time".
- Infants will spend limited time (maximum of 15 minutes x 2 times a day) in restrictive equipment (ex. swings, bouncer/infant seats, etc.) when they are awake.

### **Arrival/Departure:**

- All infants must be removed from their car seats (and have outer clothing removed) by their parents and given to the staff when they arrive.
- All staff, substitute staff, and volunteers are not allowed to place infants in their car seats unless Giggles N Grins is transporting the infants.

### **Training:**

- All staff, substitute staff, and volunteers at Giggles N Grins will be trained on safe sleep policies and practices before any individual is allowed to care for infants and yearly.
- Safe sleep policies and practices will be reviewed with all staff, substitute staff, and volunteers each year.
- Documentation that staff, substitutes, and volunteers have read and understand these policies will be kept in each individual's file.
- All staff, substitutes, and volunteers at Giggles N Grins will be trained on emergency procedures for unresponsive infants as well as what to do when they have a question or need assistance before, they are allowed to care for infants.

### **When the Policy Applies:**

This policy applies to all staff, substitute staff, parents, and volunteers when they are caring for infants at Giggles N Grins.

### **Toilet Training:**

Toilet training is a joint effort from the parents and the staff to make it a successful experience. It is important to follow a consistent routine both at home and at Giggles-N-Grins. Please bring extra clothing to help make this an easier transition for all parties involved in this process.

### **Physical Activity:**

Children will be provided with at least 120 minutes of total active play time each day, including outdoor and indoor play time. Children will have outdoor play time each day, including the winter months unless the temperature is 10 below with wind chill. Please provide appropriate snow gear to play outdoors. Active play time will not be withheld as a form of punishment, and children will not be expected to be seated for periods of more than 30 minutes (outside of meals and nap time). We encourage physical activity by participating in activities that are planned into our daily routine.

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The American Academy of Pediatrics recommends all forms of screen time (including television shows, movies, computers, smart phones, iPads, tablets, etc.) be limited to 1-2 hours per day for children over the age of 2 years old. At this childcare program, screen time is limited. Child-appropriated movies may be shown on special days or when the weather does not allow for extensive outdoor play.

### **Parental Involvement:**

Giggles-N-Grins will keep the parents informed of the child's participation and consult with the parents if any problems arise. Please notify the staff of anything that may affect your child's behavior.

Donations of snacks, craft materials, games, puzzles, clean recycled materials, or toys are greatly appreciated.

### **Personal Belongings:**

The staff work hard to provide your child with fun, education activities to do while they are at Giggles-N-Grins Child Care. Please do not bring toys, puzzles, books, etc. from home. This way we can avoid special toys from being lost or damaged. There will be scheduled share days or toy days – parents will be notified via email or newsletter. Your child can bring one stuffed animal/doll that does not make noise and a blanket from home.

Please send a full change of clothes (shirt, underwear, pants, and socks) appropriate for the season to be kept on site. Your child may also wish to bring a blanket to use at our quiet/nap time.

### **Indoor/Outdoor Activities:**

Children should be dressed appropriately for inside and outside activities. They will be going outside on a daily basis. Please dress your child accordingly.

### **Sun Safety Policy:**

Giggles N Grins Child Care Center and Preschool LLC is committed to protecting all children and staff from the harmful effects of the UV rays from the sun. Our sun safety policy is as follows:

1. We will educate children, staff, and families on sun protection.
  - Parents will receive our sun safety policy upon enrollment of their child(ren) in our program.
  - Information on sun safety practices will be posted and included in our newsletters.
  - Staff will incorporate sun safety awareness through activities, displays, and materials in their classrooms.
  - New staff will be orientated to this policy at the time of hire.
  - This policy will be reviewed by staff and parents on a yearly basis
  - Sun protection practices will be followed year-round.
2. We will follow procedures to reduce sun damage and heat illness
  - We will limit sun exposure between 11:00 am – 2:00 pm. We will schedule outdoor activities before and after whenever possible.
  - We will seek shade and provide shade for children and staff whenever possible.
  - Parents will be encouraged to provide wide-brimmed hats for their child(ren).
  - Parents will be encouraged to provide unbreakable sunglasses for their child(ren) that offer UVA and UVB protection.
  - Parents will be required to provide sunscreen with an SPF of 15- 50 for their child at the childcare facility. Sunscreen needs to offer protection from UVA and UVB rays and be water resistant.
  - Sunscreen will be applied with signed written parental permission to all children 6 months and older prior to outdoor activities.
  - Signed written permission will be required if parents request that sunscreen is NOT applied to their child if over 6 months of age.
  - Infants under 6 months of age will be kept out of direct sunlight since they are not recommended to use sunscreen. Written orders and instructions from a health care provider are required if parents request sunscreen to be applied to their infant if under 6 months of age.
  - If a child arrives during outdoor play, parents will be asked if sunscreen has been applied. If not, sunscreen will be applied, and the child will be encouraged to play in a shaded location (if available) for 20 minutes to allow the sunscreen to become effective.
  - Water will be provided and offered frequently for children during outdoor activities.
  - Outdoor activities will not be allowed if the heat index is 89 degrees F or higher.
  - Staff and children will be watched carefully for heat related illness such as heat exhaustion and heat stroke.
3. We will follow the recommended guidelines for using sunscreen.
  - Gloves do not need to be worn to apply sunscreen. Staff do not need to wash their hands between applications to each child unless a child has an allergy to a sunscreen or if a child has open wounds, cuts, blisters, or rashes on skin.



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- Sunscreen will be applied 20-30 minutes before outdoor activities and will be re-applied every 2 hours.
  - Sunscreen will be applied to all exposed skin, including the child's scalp if the child is bald and not wearing a hat. We will avoid getting sunscreen into the child's eyes or mouth.
  - Spray sunscreens are prohibited. Spray sunscreens are prohibited due to the possibility of inhaling the sunscreen or spraying the sunscreen into the eyes.
  - Children who apply sunscreen to themselves will be closely supervised to ensure all exposed areas are covered. Children are recommended to wash their hands after applying sunscreen (hands can become slippery or can be rubbed into eyes).
  - If sunscreen and insect repellent both need to be applied, the sunscreen will be applied first. Combination products with DEET and sunscreen are not prohibited. The sunscreen is not as effective when combined with DEET and sunscreen needs to be re-applied more often than the DEET can be.
  - Sunscreen will be stored out of the reach of children.
  - Expired sunscreen will not be used. Sunscreen should not be stored in extreme heat and should be discarded upon expiration or after 3 years if no date is printed on the product.
4. Staff will act as role models for children and demonstrate sun safety practices.
- Staff will wear appropriate hats and clothing outdoors.
  - Staff will wear sunglasses that provide UVA and UVB protection.
  - Staff will wear sunscreen.

### **Field Trips:**

Parents will be notified of the location and time of any field trips. The parent must sign a form granting permission for a child's participation on each field trip. If written permission is not given, your child may not attend the field trip.

### **Safety and Liability:**

The staff will supervise all indoor and outdoor activities.

### **Outdoor Rules:**

1. When outside, staff will instruct the children in pedestrian safety and enforce strict adherence.
2. Children will stay within the playground area unless accompanied by an adult.
3. Children will not be allowed to go back into the center alone-they must be accompanied by an adult.

### **Aquatic Activity Policy**

1. As per licensing requirements, written parental permission and a written description of a child's swimming ability is required before child(ren) participate in any aquatic activity.
2. There is not a permanent swimming/wading pool at our facility. We do have access to a small removable wading pool.
3. The following types of water activities are provided at our childcare program:
  - a. Wading pool (kiddy pool)/water table
  - b. Field trips to the pool (school age class only)
  - c. Water squirters
  - d. Water balloons
  - e. Water games
4. All swimming pools are approved yearly by the local public health unit.
5. Children are not allowed to use hot tubs.
6. Wading pools are emptied, cleaned, and disinfected daily. Only potable water is used to fill the wading pool.
7. Wading pools are emptied when not in use.
8. Lifeguards are not considered to be teachers/caregivers. Lifeguards will not be counted in the child: staff ratio at a public pool.
9. Program will maintain child-to-staff ratios as follows:

AGE GROUP	CHILD-TO-STAFF SUPERVISION RATIO
Infants	4 to 1
Toddlers	5 to 1
3 years	7 to 1
Preschool	10 to 1
School – Age	10 to 1

10. Child-to-staff ratios will be maintained at all times.
11. Staff will not be involved in any activity other than directly supervising the children during water activities.
12. Children will be kept in sight at all times during water activities.
13. Staff are certified in pediatric first aid and CPR and will be present at all times during water activities.

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14. A phone and a first aid kit will be kept readily accessible at all times.
15. Children in diapers are required to wear diapers designed for swimming/water activities.
16. Children with diarrhea or open sores will not be allowed to participate in water activities.

**\*Updated July 23<sup>rd</sup>, 2021**

### **Safety:**

All equipment and furnishings will be kept in good repair. All equipment and furnishings in the center shall be stable-not prone to tipping or collapsing. Ice and snow will be removed from entrances to the building.

### **Emergency Information (Disaster Plan):**

Giggles-N-Grins keeps a list of emergency numbers near the phone (Emergency Phone List). Parents must provide the names and phone numbers of at least one other person to call if the parent cannot be reached in an emergency. Parents are contacted first, if unable to reach them, Giggles-N-Grins will contact authorized emergency contact persons you provided on the Child Information sheet.

The evacuation/fire/tornado escape plans are posted on the bulletin board in the entrance.

To reduce the risk of fire, Giggles-N-Grins follows the fire safety rules and state laws regarding smoke detectors and fire extinguishers. Fire drills will be practiced monthly with all children at Giggles-N-Grins.

In case of a power outage, a first aid kit, flashlights, and extra blankets are accessible. The staff will call all parents and ask parents to come for their children if the power outage is a long-term event.

In the event of a tornado, staff and children will go into the centrally located bathrooms with a first-aid kit and emergency contact information in it, flashlight, a portable radio and wait until the sirens go off.

In case of a flood, gas outage, exposure to hazardous materials, oil spills, attack-bomb threats, biological, chemical or explosions that require evacuation of the facility, the staff, and help from local law enforcement will load children in cars and transport them to the basement of the Wahpeton Law Enforcement Center. Once we are at the Law Enforcement Center, I will begin calling parents to pick up their children. If we are unable to contact parents, emergency contacts will be called. If we cannot re-enter the facility, Giggles-N-Grins will be closed until we are able to re-open.

### **Policies for Sick Children:**

A child with any of the following conditions or behaviors is a sick child and must be excluded from a center not licensed to operate a sick care program. If the child becomes sick while at the center, the child must be isolated from the other children in care and the parent called for immediate pick-up. A sick child must be supervised at all times. The center must exclude a child:

1. With a reportable illness or condition that the commissioner of health determines to be contagious, and a physician determines the child has not had sufficient treatment to reduce the health risk to others.
2. With chicken pox until the lesions are crusted over.
3. Who has vomited less than 12 hours before arriving at daycare.
4. Who has had three abnormally loose stools 12 hours before arriving at daycare.
5. Who has contagious conjunctivitis or pus draining from the eye.
6. Who has bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of anti-microbial therapy.
7. Who has unexplained lethargy.
8. Who has lice, ringworm, scabies that is untreated and contagious to others.
9. Who has a 100 degree Fahrenheit auxiliary (underarm) or higher temperature of undiagnosed origin before fever-reducing medication is given.
10. Who has an undiagnosed rash or a rash attributable to a contagious illness or condition.
11. Who has significant respiratory distress.
12. Who is not able to participate in child care program activities with reasonable comfort.
13. Who requires more care than the staff of Giggles-N-Grins can provide without compromising the health and safety of other children in care.
14. Siblings of children who are sent home sick.

### **COVID-19**

1. Any persons with COVID-19 or is displaying symptoms of COVID-19 is prohibited from entering the facility.
2. Persons who have had close contact exposure to someone who has COVID-19 is prohibited from entering the facility. Close contact is defined as:
  - a. Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset until the time the patient is isolated.
3. Any child with a fever of 100.4 or higher is not permitted to attend daycare. If a sibling attends, they are also not permitted to attend. Child/Children may return to daycare 24 hours AFTER the fever has broken WITHOUT fever-reducing medication.

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4. Any child who has signs of an illness (flushed cheeks, rapid breathing or difficulty breathing without recent physical activity, fatigue, or extreme fussiness) is not permitted to attend daycare. If a sibling attends, they are also not permitted to attend. Symptoms need to be cleared up before the child/children can return to daycare.
5. Persons (children, staff, parents/guardians) who live in the same household as someone who is getting tested for COVID-19 may not return until test results are confirmed as negative AND the physician gives the O.K. to return to normal daily activities.
6. If any Persons (child, staff, parent/guardian) living in the same household tests positive, child/ren may not return to daycare until the North Dakota Department of Health gives the all clear. Typical isolation is 10 days for COVID-19 positive person and a 14-day quarantine (starts AFTER infected persons isolation ends) for all others (who do not have a confirmed positive). These time frames are subject to change based on new cases in the household. The North Dakota Department of Health will inform all Persons in the household of their isolation and quarantine times.
7. Masks will be required when Richland county Health Metrics increase to Moderate-Critical Risk. Parents and Guardians will be informed when masks will be required.

### **\*Updated October 5th**

#### **Notification of Infectious or Communicable Disease:**

Giggles-N-Grins Child Care must report cases of important infectious or communicable disease to all parents. This will be done by notifying all parents within 48 hours of any communicable disease incurred by a child. Be assured that this is anonymous and confidential.

Parents must notify the provider within 24 hours of the diagnosis of a serious contagious illness or parasitic infection listed below:

Amebic Dysentery	Pertussis (whooping cough)
Brucellosis	Psittacosis
Encephalitis (all types)	Reye's Syndrome
Foodborne illness	Rocky Mountain Spotted Fever
Hepatitis, Viral (A, B, Non-A, Non-B)	Rubella
Lead Poisoning	Salmonellosis
Leprosy	Shigellosis
Leptospirosis	Trichinosis
Malaria	Tuberculosis
Meningitis (all infectious types)	Tularemia
Meningococcemia	Typhus
Occupationally Related Diseases	Venereal Disease
Ophthalmia Neonatorum	Tetanus
Anthrax	Plague
Botulism	Poliomyelitis
Cholera	Rabies
Diphtheria	Smallpox
Measles (Rubeola)	

#### **Lice**

Giggles N Grins is a nit free zone. If your child is found to have nits or lice, they will be asked to be picked up and remain home until the Richland County Health Department has deemed them nit free and that they may return to daycare. To make an appointment, you may call 701-642-7735.

#### **Procedures Regarding Emergency Care:**

Parents will be called in the event a child requires emergency care. If parents are unavailable, persons indicated on the registration form will be notified. In the event none of the above can be reached and it is an extreme emergency situation, the child will be taken to the nearest emergency facility.

#### **Procedures Regarding Medication Administration:**

1. Giggles N Grins cannot give any medication whether it is prescribed or over the counter without written permission from parent or guardian.
2. Permission forms must be completely filled out. A date to stop medication date will need to be filled in for over-the-counter medication as well. Over the counter medications cannot be kept at Giggles N Grins on an "as needed" basis.
3. All prescribed medication must be in an original container and parents need to supply their own syringe, spoon, or cup with the child's name labeled. Pharmacies will supply a second container with label if you request one. Containers need to list:
  - a. Name of child – Cannot be in someone else's name

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- b. Directions for giving medications
    - i. Dose, time, number of days, and if given by mouth, eye drops, or applied topically to skin
  - c. Name of prescribing health professional
  - d. Date prescription was filled
  - e. Date medication expires
4. All Over the Counter medication must be in the original containers
  - a. Name of the child must be written on the container
  - b. Directions should be visible
  - c. Dose given by parent or guardian must match what is stated on the label otherwise a health professional must provide signed, written instructions for a dose that does not match the recommended dose on the packaging or if the instructions state “ask a doctor” for dosage.
  - d. Permission for over-the-counter medication is good for the number of days the medication can be given according to the instructions on the label or the number of days ordered by the health care provider.
5. We will not take expired medication.
6. **Parents and Guardians are required to give the first dose of any medication to their children at home to monitor for any side effects or allergic reactions.**
7. We will not give a child medication someone else has prepared. Parents or guardians who administer medication to their child must stay until their child is finished (i.e., if an infant is given medication in a bottle prepared by a parent or guardian – parent must take bottle home to be washed).
8. Parent’s must be sure staff know how to administer medication before leaving.

### **Procedures Concerning First Aid & CPR/AED:**

Giggles-N-Grins staff is trained with Pediatric First Aid and CPR/AED every two years. If your child receives a minor cut or abrasion, the staff will treat the area according to first aid standards. Any further treatment of the area must be done at home. If the staff feels the area requires medical attention, parents will be notified.

### **Daily Reports:**

Staff will provide a daily report on Infants, Toddlers, & Preschoolers through an app called “Procare”. Daily reports give an explanation of what they ate for the day, nap times, diaper changes and supplies that are needed. Staff and parents are able to communicate through this app with messages as well. New families will receive an email with instructions on how to register.

### **Transportation:**

Giggles-N-Grins will provide transportation for local fieldtrips when necessary. All field trips planned will be posted ahead of time on the bulletin board in the entrance and a permission slip will need to be signed by the parents. We will walk to local locations – library, parks, etc.

### **Procedures of Accountability:**

School-age children are not allowed to leave Giggles-N-Grins unsupervised; they must be picked up by a parent or another authorized person. If your child will be arriving at the program unaccompanied by a parent (walking from school) and fail to arrive at the expected time, staff will notify you by phone so you can locate your child. If the program is unable to locate either parent/guardian, they will contact the emergency contact person provided by you. If all efforts fail to find a responsible party, staff will notify the Wahpeton Police Department.

### **Photos:**

Giggles-N-Grins will occasionally take pictures of children. Staff would use pictures for activities and to show the children how much they change over a given amount of time. If you do not want your child’s picture taken, please let staff know.

### **Things that we value at Giggles-N-Grins Child Care:**

- Sense of self worth
- Everyone can be successful
- Self-motivation
- We all can develop our abilities

### **Daily Program:**

When your child arrives at Giggles-N-Grins Child Care, they will be greeted and be given the freedom to ease into the day with puzzles, games, coloring, or by playing with manipulatives (Legos, Duplo, etc.). During the day, your child will experience various learning activities. The activities include:

Story time	Work-play activities	Science/discovery
Social studies	Dramatic play activities	Health/safety
Group activities	Creative art	Group time
Emergent math	Nutritious meals	Emergent literacy
Clean-up time	Rest time	Teeth brushing

**Program Rules:**

1. Listen
2. Share
3. Take turns
4. Put everything back where it belongs
5. Keep your hands to yourself
6. Use nice words
7. Use inside voices
8. Please walk indoors

**Behavior Guidance Policy:**

Discipline is not punishment; it is a learning process. Behavior guidance is tailored to the developmental level of the child. Many approaches dealing with behavior guidance are:

1. Talking with the child explaining what is acceptable and what is not, explaining to the child that the action was unacceptable-not the child as the person, explaining the rules and consequences.
2. Redirect the child away from problems towards another part of the classroom with another toy or activity.
3. Provide immediate and directly related consequences for a child's unacceptable behavior (ex. Destructive to a toy –the toy would be off-limits to the child for a specific amount of time) and offering another solution to the situation (ex. Sharing, taking turns)
4. Repeated unacceptable behavior will be documented. If a child has repeated unacceptable behavior, a meeting will be set up with the parent, and a behavior guidance plan will be put in place.

**Biting Policy:**

Biting is unfortunately not an unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a day care, we understand that biting, unfortunately, is a part of a day care setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten will be contacted. Names of the children are not shared with either parent.

**When Biting Does Occur:**

Our staff strongly disapproves of biting. That staff's job is to keep the children safe and help a child that bites learn the different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

***For the child that was bitten:***

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. An incident report form is filled out documenting the incident.

***For the child that bit:***

1. The teacher will firmly tell the child "No! Do not bite!"
2. The child will be placed in time out for no longer than the child's age (two-year-old, two minutes).
3. The parents are notified.
4. A Behavior Report is filled out documenting the incident.

**When Biting Continues:**

1. The child will be shadowed to prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine cause.
3. The child will be given positive attention and approval for positive behavior.

**When Biting Becomes Excessive:**

There are three steps to excessive biting:

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1. If the child inflicts 3 bites in one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a **conference will be held with the parents or guardian** to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for **2 business days**.
3. If the child once again inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, **the parents will be asked to make other day care arrangements**.

If a child, who had been through steps 1 and/or step 2, goes 3 weeks (15 weekdays) without biting, we will go back to step one if the child bites again.

**If a child bites twice in a 4-hour period, the child will be required to be picked up from Giggles-N-Grins for the remainder of the day. This will not count towards the 2-day suspension.**

### Inappropriate and Unacceptable Behavior Policy:

Giggles-N-Grins must ensure that the play and learning environments for all children is safe, respectful, fun, and provides a model of proper behavior to all children within our care. We also must ensure that inappropriate and unacceptable behavior is addressed in a timely, consistent, and fair manner for the well-being of each individual child as well as the group as a whole. This policy will also take into consideration the age and developmental maturity of each child. This policy will address our plan for Inappropriate and Unacceptable Behavior.

Inappropriate and Unacceptable Behavior may include (but is not limited to):

1. Aggressive, physical, or verbally threatening actions directed at another child or staff member.
2. Profane or abusive language (does not have to be directed at another individual)
3. Refusal to comply with a teacher's instruction or request.
4. Treating Giggles-N-Grins (or another individual's) property with a lack of respect.
5. Disrespecting another child or staff member.
6. Self-Destructive behavior.
7. Other behavior determined by a Giggles-N-Grins staff member to be unacceptable.

While in the care of Giggles-N-Grins, we teach children to respect themselves, their friends, and teachers, their environment, and materials. Most of the time, small behavior issues and concerns are communicated to the parents through routine interactions at drop off and pick up times. In some instances, children who are disruptive or continuously aggressive may need a behavioral plan put in place. A parent meeting will be requested if a behavioral plan needs to be put in place for any child. While understanding that children of different ages will have varied expectations regarding what is developmentally appropriate behavior, Giggles-N-Grins will not be able to tolerate continuous disruptive, aggressive, or violent behavior by children of any age. If a child's behavior continuously takes away from the care and safety of the others, enrollment termination might be required. However, in most cases, the following process will be followed:

1. Teachers will log behavior issues on Giggles-N-Grins Behavior Report forms. A copy of each behavior report will be given to the parents and discussed. Parents are expected to further address the issue with their child at home.
2. If a child exhibits violent or aggressive behavior, the child will be excluded from group activities for a period of time and will be sent to an Admin. office. Depending on the age of the child and the severity of the incident, the child may be allowed to return to the group after the situation is diffused. (This will be allowed no more than two times in one day)
3. If a child's aggressive behavior continues the same day, the child will be sent to the Admin. office again, and the parent will be called. **The parent will be expected to make arrangements to pick up the child immediately.** The child will be excluded from group activities for the rest of the day until the parent picks the child up.
  - 3.1. If the child is sent home more than 3 times due to aggressive or violent behavior, the following options are available.
    - 3.1.1. A parent meeting to discuss and implement a behavioral action plan, which may include additional professional services and assessments.
    - 3.1.2. The center can hire another staff member to shadow their child, at the expense of the parent (Approx. \$375/week).
    - 3.1.3. The family can see an alternate care arrangement for their child. In most cases, we can accommodate up to a 2-week period while a family is looking for another arrangement. Please see the director, Rachel Jonason, to see if this is possible for your family.

**Change in Policies and Procedures:**

Current policies and practices are reviewed and changed at times. Existing policies, practices, and fees are subject to change. These changes will be communicated to the parents, and all affected by the changes.

**Giggles-N-Grins Child Care Nondiscrimination Practices:**

Giggles-N-Grins Child Care does not discriminate in its recruitment or admissions of its enrollees because of race, creed, color, national origin, sex, abilities, or age.

**Grievance Procedure:**

If you have any concerns or complaints about Giggles-N-Grins, please discuss them with the Director as soon as possible. If you have a serious complaint that you feel that the Director is not addressing, you may contact the county licenser, Kris Albers at 701-403-5351.

**Correction Orders:**

Within three business days of the receipt of a correction order, the licensee of Giggles-N-Grins shall notify the parent, guardian, or custodian of each child receiving care at the facility that a correction order has been issued. In addition, the licensee shall post the correction order in a conspicuous location within the facility until the violation has been corrected or for five days, whichever is longer.

**Damages:**

Any damages over \$10.00 done to this facility or the objects in it will be reimbursed by the parent unless it is an accident.

**About the Executive Director:**

The provider, Rachel Jonason, has a degree in Elementary Teacher/Early Childhood with many years teaching in Preschool, Kindergarten, Head Start classrooms and homeschooling. She also has had much experience in the childcare business. She operated her own daycare for 17 years out of her home and coordinated the Barnesville Kids Club school age program for 3 years. She completed her Director Credential in the fall of 2018. She is married to Nyle Jonason for 25 years and has 10 children: Sam (23), Abby (Jason) & Naomi (Aaron) (21), Susie (18), Nate (13), Grace (7), Toby (4) and in September of 2016 adopted; Jayden (13), Austin (11), and Bentley (8).

**About the Director:**

The provider, Amanda Gagne, has an associate degree in Liberal Arts from North Dakota State College of Science with a background in Social Work and Business Administration. She has worked on and off in childcare since 2006 when she finally came to work for Giggles N Grins in January 2016 when it was the drop-in child-care facility. She completed her Director Credential in the fall of 2018. Amanda has two children, Journie (10) and Embyr (5) with whom she shares with her ex-husband.