

Glacial Hills Preschool and Eaglets Childcare

Policy and Handbook: 2025-2026



This document will outline the policies and procedures for Glacial Hills Elementary Preschool and Eaglets Child Care Center to ensure compliance with certification and license requirements.

The Glacial Hills Elementary Preschool and Eaglets Child Care Center will provide training to program staff related to their duties in implementing the program’s policies and procedures, and document the training in personnel records.

The Glacial Hills Elementary is responsible for monitoring implementation of the following policies and procedures in meeting certification requirements. Both Glacial Hills Elementary Preschool and Eaglets Child Care programs will be reviewed annually by staff.

TABLE OF CONTENTS

About Our Program Plan:	3
Eaglets Child Care Program Plan	3
Preschool Program Plan	4
Programming Schedules:	5
Infant Schedule with Activities:	5
Toddler Schedule with Activities:	5
Preschool Schedule with Activities (Ms. Dawn’s Room):	6
PreKindergarten Schedule with Activities (Ms. Sara’s Room):	6
Communication:	7
Mission:	7
Enrollment Policy:	7
Enrollment Forms:	7
Ratios:	7
Hours of Operation:	8
Preschool and Child Care Tuition:	8
Withdrawal From Program:	8
Attendance/Absences/Illnesses:	9
Arrival and Departure for Eaglets Children:	9
Arrival and Departure for Preschool Children:	9
Eaglets Health Policy:	10
Lunch and Snacks:	13

Special Education:	13
Transportation:	13
Scholarships:	13
Permission Slips:	13
Pets:	14
Drills:	14
Weather:	14
Visitors:	14
Emergency and Accident Procedure and Policy:	14
Administering First Aid	14
Accident Prevention Procedures:	15
Building and Physical Premises; Free of Hazards	15
Fire Prevention and Procedure:	16
Natural Disasters:	16
Missing Child:	16
Release of Children:	16
Incapacitation or Suspected Abuse:	17
Abandoned Child:	17
Source of Emergency Medical Care: Glacial Ridge Hospital and Clinic	17
Accident Reports:	17
Exclusion of sick children and infectious disease outbreak control	17
Immunizations	18
Administration of Medication	18
Allergy Prevention and Response	18
Transporting Children	19
Emergency Preparedness:	19
Emergency Preparedness	19
Reporting:	19
Center reporting policies will comply with the reporting requirements for abuse and neglect specified in section 626.556 including:	19
Parental Access	21
Behavior Guidance:	21
Prohibited Actions:	21
Persistent Unacceptable Behavior:	22
Behavior Incident Reports:	23
Separation:	23
Grievance Procedure	24
Staff Policies For GHES Preschool and Eaglets Child Care Center	25
Appendix A: Glacial Hills Elementary School Eaglets Child Care Center Emergency	

Preparedness Plan..... 25

Appendix B: Mandated Reporting..... 25

Appendix C: Risk Reduction Plan..... 25

Appendix D: Evacuation Route..... 25

About Our Program Plan:

Each program plan is evaluated annually by a staff person qualified as a teacher under part 9503.0032.

Eaglets Child Care Program Plan

Education Methods:

- 1. **Responsive Care:** The primary method will be responsive caregiving, where caregivers promptly attend to the needs of each child, fostering a secure attachment bond between caregivers and children.
- 2. **Exploration and Play-Based Learning:** Children will engage in age-appropriate activities that encourage exploration and play. This includes sensory play, outdoor activities, and hands-on experiences to stimulate cognitive development.
- 3. **Language Stimulation:** Caregivers will engage in conversation with infants and toddlers, narrating activities, singing songs, and reading stories to promote language development.
- 4. **Routine and Consistency:** A structured daily routine will provide a sense of security for children, aiding in emotional regulation and development of self-help skills.

Goals and Objectives:

Infants (0-12 months):

Physical Development:

- Goal: Promote gross motor skills such as rolling, crawling, and eventually walking.
- Objective: Provide tummy time and floor play to encourage muscle strength and coordination.

Intellectual Development:

- Goal: Stimulate sensory exploration and cognitive development.
- Objective: Offer a variety of age-appropriate toys and materials for infants to explore textures, colors, and sounds.

Social Development:

- Goal: Foster secure attachments and social interactions.
- Objective: Encourage responsive interactions between caregivers and infants, including eye contact, smiles, and gentle touch.

Emotional Development:

- Goal: Provide a secure and nurturing environment for emotional growth.
- Objective: Respond promptly to infants' cues and provide comfort during times of distress.

Toddlers (12-36 months):

Physical Development:

- Goal: Enhance fine and gross motor skills through play and exploration.
- Objective: Offer opportunities for climbing, stacking, pouring, and other activities that promote coordination and dexterity.

Intellectual Development:

- Goal: Encourage cognitive growth and problem-solving skills.

- Objective: Provide puzzles, shape sorters, and other age-appropriate toys that challenge toddlers to think critically and solve problems.

Social Development:

- Goal: Support the development of social skills and empathy.
- Objective: Facilitate peer interactions through group activities such as circle time, sharing toys, and cooperative play.

Emotional Development:

- Goal: Foster emotional regulation and self-expression.
- Objective: Teach toddlers to identify and communicate their feelings through words and gestures, and provide support and validation.

Documentation and Parent Conferences: Regular observations and assessments will be conducted to track each child's progress in physical, intellectual, social, and emotional development. This information will be documented in individualized portfolios for each child. Parent-teacher conferences will be scheduled periodically to discuss children's progress, share observations, and set goals for further development. Parents will receive written reports detailing their child's achievements, challenges, and areas of growth, ensuring open communication and collaboration between caregivers and families.

Preschool Program Plan

GHES Preschool parents will be informed daily by the use and distribution of a calendar on which the teacher will write down that day's events and activities. Activities will also be shared via Seesaw, email or through phone calls.

Our preschool rooms are designed with manipulatives and activities to challenge young minds with a focus on environmental education and nature-based play! In our rooms, your child will learn and have hands-on experiences with science, art, music, games, puzzles, books, language and more. We play outside every day, weather permitting. Students also participate in physical education daily. The preschool classes take field trips and have special activities year round. Your child will work on age-appropriate and stimulating projects in a caring and understanding environment.

Each week children study a new theme where they are involved in all areas of learning. Our topics are of great interest to our youngest learners. Themes include community helpers, the world around us, animals around us, holidays, feelings, our bodies, sharing and more. Your child will also learn how they fit into that world and how their actions affect those around them. As children transition through our early learning programs, students will be prepared for learning when they enter kindergarten. Our preschool program focuses on kindergarten skills while exploring their surroundings through varied materials and experiences available to them at GHES preschool. Children are encouraged to learn at their own pace and do so with the help of their friends and teachers.

There are many objectives for the preschool room. Students are immersed in literacy and involved in the design and set up of dramatic play areas. Children learn letters and numbers by making signage for their centers. They learn to count when they buy and sell items at the "apple orchard". They will learn from mistakes and try doing things in different ways when they set up and design their own pumpkin patch. Our dramatic play centers change regularly, and the students help with as much as possible. We celebrate our differences and create an environment of acceptance where ALL our friends are valued.

Every day we work on our social skills as we navigate our classroom and the friends we share it with. Teachers model problem solving, and role play how we would handle tough situations. We encourage children to work out differences with each other, asking for help when they can't solve problems. We encourage children to practice self-care and most of our kiddos are so proud to announce when they have reached a milestone, i.e; "I zipped my coat! I zipped my coat!" Teachers assist where necessary but encourage children to become independent learners and thinkers.

Our program plans are available to parents upon request.

Programming Schedules:

Infant Schedule with Activities:

*Schedule will be tailored to individual infants until they are older.

7:30	Arrival/Breakfast
7:45	Music Time
8:00	Breakfast
8:30	Diapering
8:45	Story Time
9:00	Outside/Gross Motor
9:30	Nap Time
10:45	Diapering
11:00	Lunch
11:30	Curriculum Activities
12:00	Art
12:30	Diapering
12:45	Nap Time
2:30	Diapering
2:45	Snack Time
3:00	Outside Time
3:30	Diapering
4:00	Story Time
4:30	Dismissal

Toddler Schedule with Activities:

7:45	Arrival/Breakfast
8:20	Bathroom time/work on potty training
8:40	Free play (student led)
9:15	Circle time (teacher led in small groups)
9:35	Bathroom time
10:00	Outside time/large motor skills (teacher and student led) - play ball, catch, climbing and free play
10:45	Bathroom time/try
11:15	Lunch
12:0	Art time (teacher led)
12:3	Bathroom time/try
12:45	Story time (teacher led)
1:00	Rest time
2:00	Bathroom time/try
2:15	Snack time
3:00	Sensory time/bins (student led)
3:30	Bathroom time/try
4:00	Free time/Outside time (student led)
4:30	Dismissal/Pick up

Eaglets classroom themes will be incorporated throughout the day in circle time, art, story time, sensory and music time. Themes will also be used in dramatic play/dress up as well as displayed around the classroom.

They include, but are not limited to:

- All about me/ Family/Apples
- Fall/Halloween
- Community helper/Thanksgiving
- Winter/snow/Christmas
- Five senses/New years
- Dinosaurs/Valentines Day/Feelings
- Space
- Spring/Rainbows/Rain
- Mother's Day/Farm babies
- Summer/Father's Day
- 4th of July/Bugs, Butterflies and insects
- Under the Sea/Sea Animals

Preschool Schedule with Activities (Ms. Dawn's Room):

7:30	Arrival/Sign In/Feelings/Question of the Day
8:00	Breakfast
8:30	Bathroom
8:45	Free Play
9:00	Morning Meeting
9:20	PE
9:50	Water Break/Bathroom
10:00	Free Play
10:30	Outside Recess
11:00	Lunch
11:30	Stories/Songs/Bathroom
12:00	Quiet Time/Rest Time
2:00	Snack/Bathroom/Pack Up
2:30	Outside/Dismissal

PreKindergarten Schedule with Activities (Ms. Sara's Room):

7:30	Arrival/Breakfast/morning jobs
8:15	Repeated Read Aloud
9:10	PE/Outside Time
9:50	Individual Skill Bins
10:10	Morning Meeting-pledge, message, calendar, weather
10:30	Centers
11:15	Lunch
11:45	Outside Recess
12:15	Science/Steam
12:45	Librarian's story/Yoga
12:45	Rest time
1:30	Free Play
2:10	Snack
2:30	Cleanup/Dismissal

Communication:

Child care and preschool teachers are encouraged to communicate weekly with parents through classroom newsletters and Seesaw. Be sure to check your child's backpack and take-home folders daily. The director will also send weekly newsletters via email to parents.

Parent teacher conferences are held twice a year for all programs to discuss your child's progress. Once in the fall and once in the spring. Please refer to our school calendar for these dates.

Mission:

Our preschool and child care center's mission is to provide a warm, loving, healthy, safe, and stimulating environment for children while under supervision of staff at all times. All aspects of a child's development are considered, including language, literacy, and communications; mathematics; social and emotional development; approaches to learning; the arts; social systems; physical and movement development; and scientific thinking.

We strive to keep parents actively involved in the care of their children while pursuing their own goals. We invite parents to review our program plans at any time and contribute their ideas to our program leader or the school's director. Parents may review our program plan in the Parent Handbook, located online and on site at Glacial Hills Elementary. The program plan will be annually evaluated in writing by a staff person qualified as teacher status under DHS guidelines. Daily schedules and descriptions of developmentally appropriate activities can be found in each classroom and it will be shared via Seesaw with families.

Enrollment Policy:

Glacial Hills Elementary Preschool is licensed to serve up to 40 children aged 3 to 5. Eaglets Child Care Center is licensed to serve up to 14 toddlers and 8 infants. Children will be supervised at all times and will maintain our staff to student ratios (PreK/Preschool - 1:10, Toddler - 1:7, Infants - 1:4).

Enrollment Forms:

Eaglets Child Care

1. Registration Form
2. Medical Form/Health Care Summary - due 30 days from enrollment
3. Immunization Record - due upon enrollment
4. Permission Form

Preschool and PreK

1. Registration Form
2. Medical Form/Health Care Summary - due 30 days from enrollment
3. Immunization Record - due upon enrollment
4. Permission Form
5. Preschool Screening (Preschool kids)

Ratios:

Glacial Hills Elementary Preschool and Eaglets Child Care follows the Department of Human Services Child Care Center guidelines for staff to student ratios:

- Infants will never exceed a 1:4 ratio
- Toddlers will never exceed a 1:7 ratio

- Preschool will never exceed a 1:10 ratio
- PreK will never exceed a 1:10 ratio

Hours of Operation:

Child Care Center: 7:30 am until 4:30pm, Monday through Friday following the Glacial Hills Elementary school calendar. Our toddler room is open at 7am and closes at 5pm. Due to staffing, this is the only room that operates under those hours. Otherwise, it is 7:30-4:30pm.

GHES Preschool: 7:30 am - 2:50 pm with the option of after school care until 5:00 pm following the school calendar.

Preschool and Child Care Tuition:

Preschool & PreK 2 Full Days a Week	\$75.00 a week
Preschool & PreK 3 Full Days a Week	\$112.00 a week
Preschool & PreK Everyday, All Day	\$187.00 a week
Toddler Child Care Full Time	\$180.00 a week
Toddler Child Care Part Time	\$150.00 a week
Infant Child Care Full Time	\$205.00 a week
After School Care for Preschool & PreK	\$8.00 a day

Preschool tuition is calculated by the number of school days in a month. Tuition can be paid yearly, monthly, or biweekly. Payments can be made online or via check written out to Glacial Hills Elementary School. Both programs are not funded by Glacial Hills' general fund. We reserve the right to drop a child from the program when payment is delinquent. If you take days off due to illnesses or vacation, tuition is still required. If we need to close due to staffing or weather, tuition is still required.

Eaglets Child Care tuition must be made weekly or biweekly. Payments can be made online or via check written out to Glacial Hills Elementary School. *Full time is at least 4 days a week. Part time is considered 3 or less days a week.*

There is a non-refundable registration fee for Eaglets Child Care in order to secure your spot. This is \$180 for toddlers and \$205 for infants regardless of your programming choice, but covers your child's last week of enrollment. Glacial Hills Elementary Preschool also requires a registration fee of \$187 to reserve your spot. This DOES not go toward your annual tuition. This fee supports material costs for classroom activities and experiences.

Glacial Hills reserves the right to adjust tuition prices twice a year. Tuition costs are simply adjusted to ensure we can operate and remain financially stable. We will be sure to give at least one month's notice prior to tuition increases.

Withdrawal From Program:

Once registration forms are received, our preschool program and child care center both require a one month notice for all withdrawals as your spot has been secured and staff have been put into place. This one month notice must be written and signed by a parent/guardian. If there is no notification, a one month change will automatically be assessed. These costs will appear on the final bill.

Attendance/Absences/Illnesses:

If a child is or will be late or absent from school, please notify the school's office at 320-244-3334 by 8:00 am each day your child is late or absent.

If children receive over the counter medication before they arrive at Glacial Hills, parents must inform the Eaglets staff. If a child becomes ill while at the center, staff will make arrangements with the parent for pick-up of the child. Sick children will be isolated, but supervision will be maintained at all times. A parent is required to inform the center within 24 hours if their child contracts a contagious disease. Staff will post the information the same day that any contagious disease is reported. The health department will be notified of any reportable disease or illness.

A child with any of the following conditions or behaviors is considered a sick child and must be isolated from other children at the center. The family will be called immediately and the sick child will be isolated on their cot/crib until the parent can pick them up.

Conditions: A contagious illness or condition as specified in Minnesota Statute rule 3 part 4605,7040, or:

1. A child with chicken pox, until the lesions are crusted over.
2. A child who has had 3 loose stools since admission that day.
3. A child who has vomited since admission that day.
4. Any bacterial infection that has not completed 24 hours of antimicrobial therapy.
5. A child who has ringworm or scabies that is not treated.
6. A child who has lice that has not been treated or any nits remaining in the hair.
7. A child who has a 100 degree temperature or higher.
8. A child who has an undiagnosed rash or sore, discharging ears or eyes, or discharging lesions on their body.

Children must be fever-free for 24 hours before they can return to Glacial Hills Preschool or Eaglets Child Care. Sick children will be supervised at all times.

Arrival and Departure for Eaglets Children

Parents of our Eaglets Child Care Center, must drop off and pick up their child(ren). Parents must sign their child(ren) each morning upon arrival in order to transfer responsibility of care from the parent to the authorized Eaglets Child Care staff.

Upon departure, parents must sign the child(ren) out and let the Eaglets staff know that he or she is leaving. Once the child is signed out, he or she is no longer the responsibility of the staff. Eaglets Child Care Center closes promptly at 4:30 pm for infants and 5:00 pm for toddlers and preschool/school-age after school care. All children must be picked up by then. If you will be late, you **MUST** notify staff. Parents will be charged \$1 for every minute late according to our classroom's clock.

Arrival and Departure for Preschool Children

Glacial Hills Elementary does not provide transportation for preschool children. Parents are responsible for arranging transportation for their child. Rainbow Rider is an option and can be reached at 800-450-7770. All children must be picked up from preschool by 2:50 pm or by 5:00 pm if the child uses after school care. If you will be late, you **MUST** notify staff. Parents will be charged \$1 for every minute late according to our classroom's clock.

Eaglets Health Policy:

Diapering Procedures: Each child must have their own supply of diapers. The center has extras only for emergencies. The center will provide wipes. The following is the diapering procedure that we follow:

- Put clean paper on the changing table.
- Wet 3 or 4 paper towels, if the parent has not supplied the child with diaper wipes.
- Wash the child's bottom, apply a diaper product (if applicable), and apply a fresh diaper. Dispose of the diaper and paper in the diaper pail.
- Take the child to the sink and wash their hands and face with warm running water and soap.
- Dry the child.
- Staff must wash and dry their own hands after each child with warm running water and soap.
- Note on the chart: child's name, time of day, wet, dry or BM.

Drinking Water: Water will be provided to children in reusable containers or cups. Each day the water bottle or cup is used, the child care center cleans and sanitizes all water bottles and cups using procedures compliance with the Food Code under Minnesota Rules, chapter 4626. A water bottle or cup will be assigned to a specific child and labeled with the child's first and last name. Water bottles and cups will be stored in a manner that reduces the risk of a child using the wrong water bottle or cup; and a water bottle or cup is only used for water. If you provide a water bottle, please label the water bottle with a permanent marker with your child's name.

First Aid, Emergency, and Safety Policies and Procedures (see attached handout): The child care facility has written policies governing emergencies, accidents, and injuries. Written records are kept about incidents, emergencies, accidents, and injuries that have occurred. All staff will have CPR and First Aid training, initial training on site specific emergency procedures, and in-service training surrounding health and safety topics periodically throughout the year. A first aid kit is available in each room of the center and portable kits are available for when groups go offsite or outdoors. The first aid kits contain sterile bandages, band-aids, sterile compresses, scissors, ice packs, thermometer, adhesive tape, and a first aid manual. Battery operated flashlights and portable radios are also available in case of emergency.

Food and Bottle Preparation: Glacial Hills Eaglets Child Care participates in the Child and Adult Care Food Program. The food is prepared onsite by the staff of Glacial Hills Elementary School who participates in the School Nutrition Program and follows Minnesota Department of Education's food service requirements. If you wish to participate in the CACFP, each family must complete an application. This is due the day of enrollment.

Infants enrolled for care at a participating CACFP center or day care home must be offered a meal that complies with the CACFP infant meal pattern requirements. A center or day care home may not avoid this obligation by stating that the infant is not "enrolled" in the CACFP, or by citing logistical or cost barriers to offering infant meals. Infants are fed on demand, which means feeding them when they show signs of being hungry. Infant meals must not be disallowed due solely to the fact that they are not served within the center or day care home's established mealtime periods. Glacial Hills Eaglets Child Care utilizes Parent's Choice Infant Formula for Babies 0-12 Months. After 12 months, children ages 1 year to 2 years of age will be given whole milk. 3 to 5 year olds will be given unflavored low-fat (1 percent fat or less) or unflavored fat-free (skim) milk. Older infants who are on solids will be on our solid food feeding schedule and follow our CACFP Infant Meal Pattern requirements.

Glacial Hills Eaglet Child Care and Preschool is mandated to follow CACFP guidelines. If you require us to deviate from these guidelines, a Special Diet Statement must be completed. You can request this form through Jodee Lund, Food Service Director.

Parents will need to provide formula, breast milk and whole milk (for infants 1 year and older), if they choose not to utilize the provided formula. All bottles will be kept refrigerated until used. Frozen breast milk can be brought and kept in the freezer in a labeled bag. Frozen milk will be placed in the fridge to thaw in the afternoon to be used the following morning. Our caregivers will warm the bottles using a bottle warmer. A bottle is considered expired once it has been warmed and out of the refrigerator for over one hour. If your child does not finish their bottle after 1 hour it will be dumped. We suggest you always bring one spare bottle for a backup for your child, in the event you may be late or your child may need an extra feeding.

The following are state guidelines we need to follow regarding infant bottles:

- Bottles need to be prepared before coming to the center each day, unless the family is using the center's formula.
- Bottles need to be labeled with the child's first and last name.
- All bottles need to have covers over the nipples to protect them from airborne illnesses.
- Bottles should only contain; formula, breast milk or whole milk. We are not allowed to give children bottles containing cereal, or medication. Exceptions can only be made with a doctor's orders.
- Bottles must be taken home daily to be washed.

For milk provided to the center from the family, we need the following information on the bottle:

- When it was freshly expressed and/or thawed. This determines how long the milk is acceptable to be used.

Handling and Disposal of Bodily Fluids: Surfaces that come in contact with potential bodily fluids, including blood and vomit, must be cleaned and disinfected according to MN Rules, part 9503.0005, subpart 11. Per guidelines, Glacial Hills Eaglets Child Care will have disposable gloves, disposable bags, and eye protection on site. Blood contaminated material must be disposed of in a plastic bag with a secure tie and sharp items used for a child with special care needs must be disposed of in a "sharps container." The sharps container will be stored in the health office, out of reach of children.

Medical Conditions: Lesions, open wounds, potentially infectious sores, or skin conditions that may discharge on a child's body will need to remain covered while children attend child care or preschool. This policy is strongly enforced to protect others from the potential of exposure to bodily fluids. Staff will change bandages or re-apply them as necessary. Parents may be required to supply bandages or dressings that are needed.

Naps and Rest: Prior to nap times, each child will use the toilet or be diapered and hands will be washed before going to the nap area. Naps and rest will be provided in a quiet area that is physically separated from children who are engaged in activity that will disrupt a napping or resting child. Separate bedding will be provided for each child in care, and that bedding will be washed weekly or when soiled or wet.

Small blankets and pillows may be brought from home and laundered weekly or when soiled; no sleeping bags or bed pillows please. Adults will rock toddlers and comfort other children (rubbing heads, backs, etc.) as needed. All cots will be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment. Cots will be placed directly on the floor and will not be stacked when in use. After 30 minutes, all children that have rested quietly and are awake may go into another area for quiet play. As children awake, they will join the others in the play area.

Crib standard: A crib will be provided for each infant for which the center is licensed to provide care. The equipment will be of safe and sturdy construction that conforms to federal crib standards under Code of Federal Regulations for full-size baby cribs or for non-full-size baby cribs.

Reduction of risk of sudden unexpected infant death: When placing an infant to sleep, staff must place the infant on the infant's back, unless the center has documentation from the infant's physician, advanced practice registered nurse, or physician assistant directing an alternative sleeping position for the infant. The physician, advanced practice registered nurse, or physician assistant directive must be on a form developed by the commissioner and must remain on file at the licensed location. An infant who independently rolls onto its stomach after being placed to sleep on its back may be allowed to remain sleeping on its stomach if the infant is at least six months of age or the license holder has a signed statement from the parent indicating that the infant regularly rolls over at home.

Staff must place the infant in a crib directly on a firm mattress with a fitted sheet that is appropriate to the mattress size, that fits tightly on the mattress, and overlaps the underside of the mattress so it cannot be dislodged by pulling on the corner of the sheet with reasonable effort. Staff must not place anything in the crib with the infant except for the infant's pacifier, as defined in Code of Federal Regulations, title 16, part 1511. The pacifier must be free from any sort of attachment.

If an infant falls asleep before being placed in a crib, staff must move the infant to a crib as soon as practicable, and must keep the infant within sight until the infant is placed in a crib. When an infant falls asleep while being held, staff must consider the supervision needs of other children in care when determining how long to hold the infant before placing the infant in a crib to sleep. The sleeping infant must not be in a position where the airway may be blocked or with anything covering the infant's face.

When placing an infant under one year of age down to sleep, the infant's clothing or sleepwear must not have weighted materials, a hood, or a bib.

Our staff may place an infant under one year of age down to sleep wearing a helmet if the license holder has signed documentation by a physician, advanced practice registered nurse, physician assistant, licensed occupational therapist, or licensed physical therapist on a form developed by the commissioner.

Placing a swaddled infant down to sleep in a licensed setting is not recommended for an infant of any age and is prohibited for any infant who has begun to roll over independently. However, with the written consent of a parent or guardian according to this paragraph, a license holder may place the infant who has not yet begun to roll over on its own down to sleep in a swaddle. A swaddle is defined as a one-piece sleepwear that wraps over the infant's arms, fastens securely only across the infant's upper torso, and does not constrict the infant's hips or legs. If a swaddle is used, it must ensure that it meets the requirements of paragraph (d) and is not so tight that it restricts the infant's ability to breathe or so loose that the fabric could cover the infant's nose and mouth. Prior to any use of swaddling for sleep by a provider licensed under this chapter, the license holder must obtain informed written consent for the use of swaddling from the parent or guardian of the infant on a form developed by the commissioner.

Toileting: Children must be fully potty trained and able to use a typical toilet independently by the time they reach three years of age. Should a child that is three years or older have a poop accident, parents will be called and asked to pick up their child. Should a child that is three years or older have a pee accident, they will be asked to change into their spare set of clothes. Soiled clothes will be put in a plastic bag for parents to take

home. Should children that are three years or older have more than one accident in a day, parents will be called and asked to pick up their child. If a child continues to have frequent accidents on a daily basis, GHES Preschool may terminate care until the child is completely potty trained. Written warning will be given to parents before this action takes place. Children may not move up to preschool unless they are fully potty trained.

Lunch and Snacks:

Glacial Hills Eaglets Child Care and Preschool participates in the Child and Adult Care Food Program (CACFP). Glacial Hills Elementary Schools Department of Nutrition Services is responsible for providing hot lunches as our preschool and child care center does not prepare food on site. Nutrition Services follows all procedures and practices that are in compliance with the requirements for food and beverage establishments in chapter 4626, which include: hand washing; maintaining hot and cold food temperatures at safe levels; washing of food, utensils and equipment; and serving of food. Each family must complete a CACFP application. This is due the day of enrollment.

A menu is available at the beginning of each month.

Glacial Hills Eaglet Child Care and Preschool is mandated to follow CACFP guidelines. If you require us to deviate from these guidelines, a Special Diet Statement must be completed. You can request this form through Jodee Lund, Food Service Director.

Special Education:

Glacial Hills Elementary Preschool and Eaglets Child Care do not provide services for students with disabilities when a student has been through the referral process and has met criteria for additional help.

Transportation:

Glacial Hills Elementary Preschool does not provide transportation for our preschool or child care program. Parents are required to provide transportation. If this is a challenge, another great option is Rainbow Rider. Parents are expected to communicate transportation plans and changes directly with Rainbow Rider if that is the option you choose. Any transportation changes and authorized pick-up individuals must be communicated with our office at 320-244-3334.

Scholarships:

Families who meet income guidelines may apply for scholarships, if available. The quantity of scholarships available is dependent on the availability of funds. Please contact our office to inquire.

Permission Slips:

Parents and guardians will be informed in advance of field trips and will be asked to sign a permission slip. Students training in the fields of childcare and education occasionally visit Glacial Hills Elementary Preschool and Eaglets Child Care Center for observation, practicum, or student teaching. Parents will be asked to sign permission forms before their child participates in any formal observation. Parents will also be asked to sign a form before their child's picture is used for publicity.

Pets:

Glacial Hills Elementary Preschool and Eaglets Child Care Center will inform parents and obtain signed permission before any pets are housed at the center or any pets visit the center.

Drills:

Glacial Hills Elementary Preschool and Eaglets Child Care will follow Minnesota state law and hold the following drills annually: fire, tornado/severe weather, and lockdown. Fire regulations and tornado warning procedures are posted near the exits in each classroom. In the event of a fire, bomb threat, or other evacuation emergencies, the children and teachers will immediately leave the building and go to the meeting spot. In case of a tornado, each classroom has a designated area to seek shelter until the emergency is over. Parents will be called as soon as safely possible following an emergency situation. For the safety of children, parents, and staff, we ask that parents not attempt to pick up their child during an emergency situation.

Weather:

There may be times when school (PreK-6th) and child care is delayed or canceled due to inclement weather. If Glacial Hills Elementary School is closed, our preschool program and child care center will also be closed. If GHES is delayed, our preschool program and child care will also be delayed. If school is delayed on a day your child attends a half day of preschool, it is up to the parent if you decide to send your child that day.

Weather-related announcements will be posted on our Facebook page (@GlacialHillsEagles), WCCO, Seesaw, and on our website.

Visitors:

Parents are welcome to visit their student's classrooms. State law requires all visitors to check in at the school office. The only reason for this mandate is for the protection of all children. We suggest not visiting before October 1st or after May 1st. Preschool children are not to accompany parents when visiting a classroom. Also, visiting school age children may not attend classes with friends for a whole day. Two hours is the maximum.

We ask that you contact the teacher at least one day before you plan to visit so that if he/she has a test scheduled, another more appropriate day can be arranged. ALL VISITORS MUST SIGN IN/OUT in the office prior to entering any part of the school building other than the office. You must indicate name, time entered, and time left. ALL visitors will receive a visitor's pass from the office personnel. They are to return the pass to the office when leaving the building.

If a member of the staff sees a person in the building WITHOUT a pass, they will direct them to the office. These measures may cause some inconvenience to you, but it is for the protection of all of us.

Emergency and Accident Procedure and Policy:

Administering First Aid

- The director, staff persons, substitutes, and unsupervised volunteers must satisfactorily complete pediatric first aid training prior to having unsupervised direct contact with a child, but not to exceed the first 90 days of employment.

- The director, staff persons, substitutes, and unsupervised volunteers must satisfactorily complete pediatric cardiopulmonary resuscitation (CPR) training that meets the requirements of this subdivision. Pediatric CPR training must be completed prior to having unsupervised direct contact with a child, but not to exceed the first 90 days of employment.
- In the event of an accident, a staff member will evaluate the accident and decide on the appropriate course of action. Minor accidents such as scraped knees, etc. will be washed with warm water and soap. A bandage will be applied. Parents will be informed of any such incidents upon pick-up. Accident reports will be filed any time it is necessary to call parents or if the incident requires treatment by a physician. For Eaglets Child Care, a report must be filed with the Commissioner within 24 hours of any injury requiring medical care.

Accident Prevention Procedures:

- Injury: Equipment will be kept in good repair. All sharp items such as scissors and knives will be kept out of the reach of children. Blunt end scissors will be used by children.
- Burns and Electrical Shock: All outlets not in use will be covered. Cords that are being used will be placed in outlets out of the reach of children. Use of electrical equipment in the children's play area will be kept to a minimum. Items that produce heat will not be allowed in the children's play areas. Water at the faucets will not be more than 120 degrees to prevent scalding. Flammable items such as gas or lighter fluid will not be stored at the center. Storage areas will be kept free of combustible material and trash. Furnishings will not be highly flammable.
- Poisoning: All medication and toxic substances, such as household cleaners will be placed in/on shelves out of reach of children. All staff will be instructed on items that are toxic and on the proper storage of such items. Staff will know procedures for accessing the poison control center.
- Aspiration or Choking: Food items will be chosen carefully and foods difficult for children to chew or eat will not be served. Toys will also be chosen for the appropriate age 14 levels. Small and easily broken toys, balloons, and toys with loose parts will not be allowed. All staff will be trained in CPR.
- Suffocation: Plastic bags and other materials that could cause suffocation will be kept out of the reach of children. The area will be checked regularly for items that may cause suffocation and these items will be immediately removed.
- Traffic and Pedestrian Accidents: Corridors will be kept clear for easy exits and traffic patterns. Floors will be safely carpeted or tiled and the center will have adequate lighting.

Staff will conduct a daily inspection of potential hazards in the center and in the outdoor activity area.

Building and Physical Premises; Free of Hazards

- Policies for ensuring the building and physical premises are free of hazards:
 - The center will ensure:
 - the areas used by a child are clean and in good repair; and
 - the furniture and equipment is structurally sound and is appropriate to the age and size of a child who uses the area.
 - The center will ensure hazardous items including but not limited to sharp objects, medicines, cleaning supplies, poisonous plants, and chemicals are out of reach of a child.
 - The center will safely handle and dispose of bodily fluids and other potentially infectious fluids by:
 - using gloves;
 - disinfecting surfaces that come in contact with potentially infectious bodily fluids;

- and disposing of bodily fluid in a securely sealed plastic bag;
- any blood-contaminated materials will be disposed of in a plastic bag with a secure tie.

Fire Prevention and Procedure:

- **Fire Evacuation Plan:** The fire evacuation routes are posted in each room. They are located next to the doors and show the closest outside exit as well as secondary exits. The center will conduct routine fire drills to be prepared for any fire that could occur.
 - The preschool and child care teachers and assistants will be responsible for evacuating the children in all areas of the center and preschool classrooms. These teachers and assistants will also be responsible for closing off a fire area:
 - If time permits, close all doors and windows in and around the fire area. Shut off appliances and other equipment and leave lights on.
 - Instructions on how to use a fire extinguisher will be provided and is as follows:
 - Pull the pin. Hold the extinguisher with the nozzle pointing away from you and release the locking mechanism.
 - Aim low. Point the extinguisher at the base of the fire.
 - Squeeze the lever slowly and evenly.
 - Sweep the nozzle from side-to-side.

Fire Drills: All staff and children will participate in routine fire drills that occur monthly. The fire evacuation routes will be discussed and a record kept of all drills, indicating the date and time drills were practiced. A procedure to account for all children will be part of each drill. Staff will be trained to know who is responsible for which areas and the phone number of the local fire department (320)239-2122.

- **Procedure in the Event of a Fire:** Staff will know the location and proper use of a fire extinguisher and how to close off the fire area. All staff will participate in fire drills to provide proper training in how to carry out fire procedures.

Natural Disasters:

- **Tornadoes:** In the event of a tornado, staff will gather all children together and go to the designated tornado safety area. All children will be instructed to remain seated until danger has passed. The center will maintain a log of the dates and times of monthly tornado drills from April to September.
- **Blizzard:** In the event that parents are delayed in picking up their children, the center will remain open to care for the children until the parents arrive. Preschool and Eaglets Child Care will follow ISD #4168 school closing policies.
- **Other Natural Disaster:** In the event that there is a natural disaster, Preschool and Eaglets Child Care will follow ISD #4168 policies and procedures.

Missing Child:

When staff are unable to locate a child, all children will be asked to sit in one room. A check by all available staff will be made of the center and surrounding area. If the child is not located, the person in charge will notify the Starbuck Police Department, the administration office, and the child's parents.

Release of Children:

Children will be released only to their parents or persons authorized on the emergency card. No one other than the authorized person will be allowed to pick up children from the center. If an unauthorized person attempts to pick up a child, parents will be notified, and if necessary, 911 will be called.

Incapacitation or Suspected Abuse:

In the event a person who is incapacitated or suspected of abuse attempts to pick up a child, the caregiver is directed to release the child only to those persons who are authorized. If the caregiver suspects an authorized person of being incapacitated or a suspected abuser, the child must still be released. The caregiver is then mandated to report the suspected neglect or abuse to the Starbuck Police Department and/or the Western Prairie Human Services.

Abandoned Child:

If a child is still at the center after the regular closing time, the staff person will contact the parents. If the parents cannot be reached, the staff will contact all other people listed on the child's emergency card to pick up the child. The center will remain open until the child is picked up. If a child remains at the center at 5:30 pm (30 minutes past closing time), 911 will be notified.

Source of Emergency Medical Care: Glacial Ridge Hospital and Clinic

Accident Reports:

A log will be kept of all accidents that occur at the center. The written record must contain the name and age of the person involved; date and place of the accident; injury or incident; type of injury; action taken by staff; and to whom the accident, injury or incident was reported. This log will be reviewed at least semi-annually and steps will be taken to prevent accidents from reoccurring.

Should a serious injury or death occur while a child is in our care, our staff is required to report the incident within 24 hours of being notified of the incident. The report will be submitted electronically to DHS on the Child Care Center Serious Injury and Death Reporting Form.

Exclusion of sick children and infectious disease outbreak control.

- Exclusion policies:
 - The center will supervise and isolate a child from other children in the program when a child becomes sick and immediately notify the sick child's parent or legal guardian.
 - The center will post or give notice to the parent or legal guardian of an exposed child the same day the program is notified of a child's contagious reportable disease specified in Minnesota Rules, part 4605.7040, or scabies, impetigo, ringworm, or chicken pox.
- Infectious disease outbreak policies:
 - When a child becomes sick, the center will immediately notify the sick child's parent or legal guardian and arrange for pick up. The child needs to be isolated in order to prevent the spread of illness.
 - Isolating a sick child from other children in the program does not mean the child has to be in a separate space. It means the child should not actively participate in activities with other children while waiting to be picked up.
- Parent notification policy:

- The center will notify parents of an exposure by posting information of the contagious disease in a conspicuous place that includes the illness, symptoms, treatment, preventative measures, and how many cases have been reported.

Immunizations

- **Immunization policies:**

- The center will require that by a child's date of attendance, the center must maintain or have access to a record detailing the child's current immunizations or applicable exemption.

Administration of Medication

- **Administering medication policies:**

- Written permission is obtained from the child's parent or legal guardian before administering prescription and nonprescription medicine, diapering product, sunscreen lotion, or insect repellent.
- Nonprescription medicine, diapering product, sunscreen lotion, and insect repellent are administered according to the manufacturer's instructions unless provided written instructions by a licensed health profession to use the product differently.
- The center will ensure all medicine is:
 - Kept in the medicine's original container with a legible label stating the child's first and last name;
 - Given only to the child whose name is on the label
 - Not given after expiration date on the label
 - Returned to the child's parent or legal guardian or destroyed, if unused
- The center will document in the child's record the administration of medication, including:
 - Child's first and last name
 - Name of the medication or prescription number
 - Date, time, and dosage
 - Name and signature of the person who administered the medicine
- The center will store medicines, insect repellents, and diapering products according to directions on the original container.

Allergy Prevention and Response

- **Policies for preventing and responding to allergies:**

- Our preschool and child care center will obtain documentation of any known allergies from the child's parent or legal guardian.
- An Individualized Child Care Program Plan (ICCPP) will be created for all known allergies within the program.
- We will maintain current allergy information in each child's record. The allergy information will include the following:
 - A description of the allergy, specific triggers, avoidance techniques, and symptoms of an allergic reaction; and
 - Procedures for responding to an allergic reaction, including medication,
 - Procedures for responding to an allergic reaction, including dosages,
 - Procedures for responding to an allergic reaction, including a doctor's contact information

- Our preschool and child care center will inform staff of each child's current allergy information. At least annually and when a change is made to allergy-related information in a child's record, the certified center must inform staff of any change. Documentation that staff were informed of the child's current allergy information will be kept safe.
- A child's allergy information will be available at all times including on site, when on field trips, or during transportation. Food allergy information will be readily available to staff in the area where food is prepared and served to the child.
- Our preschool and child care center staff will be responsible for carrying out the individual child care program plan.
- Our preschool and child care center will contact the child's parent or legal guardian as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. The center will also call emergency medical services when epinephrine is administered to a child in the license holder's care.

Transporting Children

- **Policy for transporting children:**
 - In transporting children, the center will
 - Ensure that the driver of the vehicle holds a valid driver's license, appropriate to the vehicle driven
 - Comply with all seat health and child passenger restraint system requirements under sections 169.685 and 169.686.

Emergency Preparedness:

Emergency Preparedness

- **Policy for emergency preparedness:**
 - The center has an emergency preparedness plan that is written using the Child Care Emergency Plan form developed by the commissioner.
 - The center will ensure that the emergency plan is available for review upon request by a child's parent or legal guardian.
 - The center will train a staff person at orientation and at least once each calendar year on the emergency plan and document training in each personnel file.
 - Accommodations will be made for children with disabilities or chronic medical conditions.
 - Student medication will be stored in the office and office staff will be responsible for removing medication during an evacuation or relocation.
 - The center will conduct at least quarterly:
 - one evacuation drill.
 - and one shelter-in-place drill.

Reporting:

Center reporting policies will comply with the reporting requirements for abuse and neglect specified in section 626.556 including:

- Who should report child abuse and neglect:

- Any person may voluntarily report abuse or neglect.
 - If you work with children in a certified center, you are legally required or mandated to report and cannot shift responsibility of reporting to your supervisor or to anyone else at your center. 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:**
 - **DHS - Division of Licensing Maltreatment Intake Line:** 651-431-6600 for reporting suspected maltreatment of a child occurring in a certified child care program.
 - **Western Prairie Human Services Intake Line:** 1-800-291-2827 for reporting suspected maltreatment of a child occurring within a family or in the community to the local county child protection services agency.
 - **DHS - Division of Licensing:** 651-431-6500 for reporting possible certification violations.
 - Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county child protection services.
- **Staff Training:**
 - The center will provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (MN Statutes, section 626.556). The center will document the provision of this training in individual personnel records and monitor implementation by staff.
- **Reporting to DHS:**
 - The center will inform the commissioner within 24 hour of:
 - The death of a child in the program;
 - Any injury to a child in the program that required treatment by a physician. \
- **Internal Review**
 - When an internal or external report of alleged or suspected maltreatment has been made, the center will complete an internal review within 30 calendar days and will take corrective action, if necessary, to protect the health and safety of children in care. The internal review will include an evaluation of whether:
 - Related policies and procedures were followed;
 - The policies and procedures were adequate;
 - There is a need for additional staff training;
 - The reported event is similar to past events with the children or the services involved; and
 - There is a need for corrective action by the license holder to protect the health and safety of
 - the children in care.
 - The internal review will be conducted by the director of Glacial Hills Elementary. If the director is involved in the alleged or suspected maltreatment, a committee of school board members will be responsible for completing the internal review. Based on the results of the internal review, Glacial Hills Elementary will develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or Glacial Hills Elementary Preschool or Eaglets Child Care, if any.

Parental Access

- Parental access policies:

- An enrolled child's parent or legal guardian must be allowed access to the parent's or legal guardian's child at any time while the child is in care.

Supervision Requirements:

Staff must supervise each child at all times, maintaining appropriate visual or auditory awareness, physical proximity, and knowledge of the child's activity and needs. Staff must intervene promptly to ensure safety. Supervision levels must account for the child's age, individual abilities, the facility's layout (including indoor and outdoor areas), and environmental circumstances, hazards, and risks, in accordance with Minnesota Statutes § 142C.11, subd. 10.

Behavior Guidance:

At Glacial Hills Elementary Preschool and Eaglets Child Care Center, we believe it is important to model expected and acceptable behavior. Our guidance methods are developmentally appropriate for the children in our program. To protect the safety of children and staff persons, as well as the individual development of each child's self-help and self-control skills, staff maintain daily routines and provide appropriate limits for each group. These routines and limits are frequently discussed and defined with the children. Consistency and knowing what to expect throughout the day helps children develop a sense of trust and understanding of their environment and encourages self control. One of our main goals of our program is to develop safe and appropriate ways of interacting with others and with the environment and to develop internal self-control.

Our children will be encouraged to make choices in their behavior and teachers will promote positive ways of dealing with unacceptable behavior. Some of these methods of behavior guidance include but are not limited to:

- Modeling expected positive behavior
- Redirect the child's behavior
- Teach problem-solving skills and identify acceptable alternatives
- Allowing the child to practice following rules and acceptable alternatives
- Reinforce desired behavior through positive praise or utilizing a reward system
- Short breaks (which are noted and logged)

In cases of persistent unacceptable behavior, staff will provide immediate and directly related consequences for a child's unacceptable behavior:

- Child is redirected to a new activity or area
- Child is asked by the teacher to sit and discuss the behavior
- Child is restricted from activity or an area
- Child's parents are informed of persistent unacceptable behavior
- Behavior modification plan is agreed upon by staff and child's parents

Prohibited Actions:

Glacial Hills Elementary Preschool and Eaglets Child Care Center prohibits the following actions by or under the directions of a staff person: Subjection of a child to corporal punishment, which includes but is not limited to:

- Rough handling
- Shoving
- Hair pulling
- Ear pulling
- Shaking
- Slapping
- Kicking
- Biting
- Pinching
- Hitting
- Spanking
- Prone and contraindicated restraint

Subjection of a child to emotional stress, which includes but is not limited to:

- Name calling
- Ostracism
- Shaming
- Making derogatory remarks about a child or the child's family
- Using language that threatens, humiliates, or frightens the child
- Separation of a child from the group except within rule requirements
- Punishments for lapses in toileting
- Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior
- The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm
- The use of mechanical restraints, such as tying

Persistent Unacceptable Behavior:

If staff's attempts at discipline do not work and a child continues to exhibit persistent unacceptable behavior, the following will occur in Glacial Hills Elementary Preschool and Eaglets Child Care classrooms:

1. Parents will be notified, informing them of the reason for referral, previous action by staff, and the actions taken by the disciplinary personnel. Staff will continue to observe the child's unacceptable behavior and record incidents and staff responses.
2. When a child's behavior is continually upsetting or dangerous to others or the staff, a conference will be called with the parents. A behavior plan will be developed. The plan will include specific details working towards eliminating the behavior problems. Suggestions may include, but are not limited to, environmental changes, incentive programs, more direct services and/or professional services, and referrals for behavior assessments.
3. If the problem is still not resolved, the following actions will occur:

Behavior Incident Reports: A Behavior Incident Report is completed when a serious disciplinary action occurs. Behavior such as violent outbursts, willfully hurting other children, throwing objects, inappropriate language, leaving the room/building/group, verbal or physical abuse of the staff, not listening to staff or following directions, creating an unsafe environment, or the inability to adjust to the program guidelines will be considered serious disciplinary concerns. Charges will be assessed for

behavior leaves resulting in 1, 3, and 5 days off. Should a child receive a sixth Behavior Incident Report, charges will end with the last date of service, and alternate care must be found immediately as the child will not be allowed to return to the program.

1st Behavior Incident Report: Parents/guardians, site staff, and child will discuss the behavior to resolve the situation. Parents/guardians will be informed that "should a second Behavior Incident Report occur, a meeting will be scheduled to include the parent/guardian, child, site staff, and Site Leader."

2nd Behavior Incident Report: Parents/guardians will be contacted for a meeting to include the parent/guardian, child, site staff, and Site Leader. The process continues should a parent/guardian refuse to attend a meeting. Parents/guardians will receive a written warning that "should a third Behavior Incident Report occur, the child will need to take a one day leave of absence from the program."

3rd Behavior Incident Report: Parents/guardians will be notified by telephone or in person that the child will need to take a one-day leave of absence from the program on the next scheduled day. (Fees will be charged during this absence.) Parents/guardians will receive a written warning that "should a fourth Behavior Incident Report occur, the child will need to take a three-day leave of absence from the program."

4th Behavior Incident Report: Parents/guardians will be notified by telephone or in person that the child will need to take a three-day leave of absence from the program beginning with the next scheduled day. (Fees will be charged during this absence.) Parents/guardians will receive a written warning that "should a fifth Behavior Incident Report occur, the child will need to take a five-day leave of absence from the program."

5th Behavior Incident Report: Parents/guardians will be notified by telephone or in person that the child will need to take a five-day leave of absence from the program beginning with the next scheduled day. (Fees will be charged during this absence.) Parents/guardians will receive a written warning that "should a sixth Behavior Incident Report occur, the parent/guardian will be required to find alternate child care immediately. The child will not be able to return to the program. Charges will end with the date of the sixth Behavior Incident Report."

6th Behavior Incident Report: Parents/guardians will be notified by telephone or in person that alternate care will be needed immediately, as the child will not be able to return to the program. Charges will end with the date of the sixth Behavior Incident Report.

Behavior Incident Reports:

For preschool and Eaglets Child Care Center, a Behavior Incident Report is completed when a serious disciplinary action occurs. Behavior such as violent outbursts, willfully hurting other children, throwing objects, inappropriate language, leaving the room/building/group, verbal or physical abuse of the staff, not listening to staff or following directions, creating an unsafe environment, or the inability to adjust to the program guidelines will be considered serious disciplinary concerns. Charges will be assessed for behavior leaves resulting in 1, 3, and 5 days off. Should a child receive a sixth Behavior Incident Report, charges will end with the last date of service, and alternate care must be found immediately as the child will not be allowed to return to the program.

Separation:

A child who requires separation from the group must:

- Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person
- The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation.
- The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.
- Children between the ages of six weeks and 16 months must not be separated from the group as a means of behavior guidance.
- All separations from the group must be noted on a daily log that must include:
 - The child's name
 - The staff person's name
 - Time and date
 - Information indicating what less intrusive methods was used to guide the child's behavior
 - How the child's behavior continued to threaten the well-being of the child or other children in care
 - The child will return to the group as soon as behavior that precipitated the separation stops.
 - If a child is separated from the group 3 or more times in one day; the child's parent shall be notified and the parent notification shall be indicated in the daily log
 - If a child is separated five or more times in one week, eight times or more in two
 - If a child is separated 5 or more times in 1 week, 8 or more times in 2 weeks, a behavior modification plan must be developed with the involvement of the lead teacher, parents, and director.

Grievance Procedure

Reporting Form: All program participants and parents are encouraged and shall be given opportunities for observation, input, suggestions, and involvement in the program. However, all complaints and special requests shall be made through appropriate channels. Any participant who believes they have a grievance with the program may fill out the form below. Use of the form is not mandatory. If needed, please follow steps of action and report to:

1. Site Leader
2. Director of Glacial Hills Elementary School
3. School Board

Name:

Program:

Date:

Brief description of what has taken place (who, what, where, when)

Signature: _____ **Date:** _____

A written reply will be given to any written grievance within 10 days.

Staff Policies For GHES Preschool and Eaglets Child Care Center

1. Children are to be supervised at all times. Children are not to be left in a room or on the playground alone, even for a few minutes. All ratios will always be met.
2. Staff members are to engage and interact with children, not isolate themselves or converse at length with other staff members.
3. Discipline is to be dealt with in a positive manner. Talk to the child without raising your tone of voice. Try to determine the child's reason for the misbehavior. Consult the center's discipline policy for further details and follow accordingly. If separation from the group is necessary, a written report must be filed.
4. Children are expected to treat others with respect. They learn by example and their role model is you.
5. The staff is expected to sit with the children during snack and meal times.
6. All employees will be hired for a six month probation period. Employees will be evaluated following Glacial Hills Elementary School's evaluation process.
7. GHES Preschool and Eaglets Child Care Center does not discriminate in its hiring practices. E.O.E.
8. Teachers and Assistant Teachers are required to have standard first aid and CPR training within 90 days of the start of work.
9. In-service training equal to 2% of the total hours worked is required by the State of Minnesota in order for a staff member to remain working.
10. Glacial Hills Elementary is a tobacco free district. Smoking is not allowed in any district building or on its grounds.
11. All records at the childcare center are to be kept confidential. This includes, but is not limited to: children's records, personnel records, accident, and discipline reports. Staff will release records only to those people who have access as required by law.
12. As per DHS rule 17 Part 9543.1020, subpart 14, drug and alcohol use is prohibited. Individuals, subcontractors, and volunteers when directly responsible for children served by the program are prohibited from abusing prescription medication or being under the influence of a controlled substance or alcohol. This includes any level of use that impairs or could impair the person's ability to provide care or services.
13. Glacial Hills Elementary Preschool and Eaglets Child Care Center prohibits license holders, employees, subcontractors, and volunteers from abusing prescription medication, or being in any manner under the influence of a chemical that impairs the individual's ability to provide services or care when they are directly responsible for persons served by the program. The license holder must train employees, subcontractors, and volunteers on the program's drug and alcohol policy. Documentation of training must be kept in each staff person's personnel file.

Appendix A: [Glacial Hills Elementary School Eaglets Child Care Center Emergency Preparedness Plan](#)

Appendix B: [Mandated Reporting](#)

Appendix C: [Risk Reduction Plan](#)

Appendix D: [Evacuation Route](#)