

# Wonder Fun Academy Policies and Procedures for Parents

**At the time of a child's enrollment, the parent must be provided with written notification of the following:**

**A. Ages and total number of children the program is licensed to serve;**

Wonder Fun Academy is licensed to serve 90 students ages 33 months to kindergarten.

**B. Hours and days of operation;**

The center will be open 5 days a week, from Monday to Friday. Hours of operation are 7:00am – 5:30pm.

The center will be closed these days: Martin Luther King Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day and day after, Christmas Eve 1/2 Day and Christmas Day, New Years Eve 1/2 Day and New Years Day.

**C. Child care program options the center is licensed to operate, including;**

**1. A description of the program's educational methods and religious, political, or philosophical basis, if any;**

There is no specific pedagogy, religious, political, or philosophical basis that Wonder Fun Academy will use. WFA is a year-round program that provides high quality early learning experiences and nurturing care. At WFA children learn through play in a safe nurturing structured environment. Our philosophy focuses on sensory integration and social emotional development. We support the whole child concept of development based on the premise that quality care, protection and developmentally appropriate education must be interwoven. Understanding that children live in a diverse and complex world, teachers strive to integrate a multi-cultural, anti-biased approach to curriculum planning. WFA is dedicated to building confident lifelong learners.

**2. How the parents may review the center's child care program plan;**

The word parent as used here shall mean parent or guardian or adult responsible for the student's physical and financial well-being. The child care program plan will be available for parents upon request.

**D. Center's policy on parent conferences which must include a written assessment to a parent of a child's intellectual, physical, social, and emotional development;**

Parent-Teacher Conferences, Documentations, and Assessments

- Parents and teachers' conferences are offered twice a year. Parents will be requested to sign up for the conference. This will be an opportunity for Wonder Fun Academy's teachers and parents to discuss the intellectual, physical, social, and emotional development of the student.
- Upon parent or teacher request a report regarding the intellectual, physical, social, and emotional progress of the student throughout the year will be provided.
- Conference forms will be given to parent or guardian and kept as part of the student's school records as specified in Minnesota Rule, part 9053.0090, subpart 2.

**E. Center's policy requiring a health care summary within 30 days of enrollment and an immunization record of a child at the time of enrollment;**

Wonder Fun Academy requires that the parents provide the student's health care summary within 30 days of enrollment and an immunization record at the time of enrollment.

**F. Policies and procedures for the care of children who become sick at the center and parent notification practices for the onset of an exposure to a contagious illness or condition when there is an emergency or injury requiring medical attention. Students who become sick or injured at the center and parent notification are as follows:**

If a student becomes sick while at Wonder Fun Academy, the student must be isolated from other children in care and the parent called immediately. A sick student must be supervised at all times.

A student with any of the following conditions or behaviors is a sick child and must be excluded from the center as we are not licensed to operate a sick care program. Wonder Fun Academy must exclude a child:

1. With a reportable illness or condition as specified in part 4605.7040 that the commissioner of health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk to others;
2. With chicken pox until the child is no longer infectious or until the lesions are crusted over
3. Who has vomited two or more times since admission that day
4. Who has had three or more abnormally loose stools since admission that day
5. Who has contagious conjunctivitis or pus draining from the eye
6. Who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy
7. Who has unexplained lethargy
8. Who has lice, ringworm, or scabies that is untreated and contagious to others

9. Who has a 100 degree Fahrenheit axillary 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 program staff can provide without compromising the health and safety of other students in care.
- G. Center's policies and procedures for administering first aid and sources of care to be used in case of emergencies;**

#### **Procedures for Administering First Aid**

##### **First Aid & CPR:**

If a child is seriously injured and requires medical care, trained staff will administer first aid, 911 will be contacted and parents will be notified. The child will be transported to Abbott Northwestern Hospital at 800 E 28th St. Minneapolis, MN 55407 by the Emergency Medical Technician staff and either the parent or WFA staff member will ride with them. In the case of less serious injury, parents/guardian or the alternate listed on the child's emergency card will be notified immediately and asked to transport the child to an appropriate facility. If parent/guardian or alternate cannot be reached, 911 will be contacted. Emergency numbers are posted by each phone in the school, and updated twice a year.

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.

All teachers, assistant teachers, and aides during field trips and when transporting students in care, will complete pediatric First Aid training within 90 days of the start of work, unless the training has been completed within the previous two years.

The pediatric First Aid training will be repeated at least every two years. The training must be documented in the person's personnel record and indicated on the center's staffing chart and be provided by an individual approved as a First Aid instructor.

All teachers and assistant teachers field trips and when transporting students in care, will satisfactorily complete training in cardiopulmonary resuscitation (CPR) that includes CPR techniques for infants and students and in the treatment of obstructed airways. The CPR training must be completed within 90 days of the start of work unless the training has been completed within the previous two years. The CPR training must have been provided by an individual approved to provide CPR instruction, and must be repeated at least once every two years. The training will be documented in the staff person's records.

Persons providing CPR training must use CPR training that has been developed by the American Heart Association or the American Red Cross and incorporates psychomotor skills to support the instruction; or using nationally recognized, evidence-based guidelines for CPR and incorporates psychomotor skills to support the instruction. Psychomotor skills mean that a hands-on test is required.

In situations where First Aid is required, the first staff person on site will deliver First Aid. The second staff person will remain with the other students. If additional help is needed, the director, assistant director or additional staff person will be called. All accidents and injuries will be documented detailing the First Aid procedures used and will be kept on file at the center.

#### **H. Center's policies on the administration of medicine;**

Wonder Fun Academy must get written permission from the student's parents before administering medicine, sunscreen lotions, and insect repellents. Non-prescription medicine, sunscreen lotions, and insect repellents must be administered according to the manufacturer's instructions unless there are written instructions for their use provided by a licensed physician or dentist.

Wonder Fun Academy must get and follow written instructions from a licensed physician or dentist before administering each prescription medicine. Medicine with the student's name and current prescription information on the label constitutes instructions.

All medicine must be kept in its original container and have a legible label stating the student's name. The medicine must be given only to the child whose name is on the label. The medicine must not be given after an expiration date on the label, and any unused portion must be returned to the student's parents or destroyed. Wonder Fun Academy must ensure that the administration of medicine is recorded and give the name of the student, name of the medication or prescription number, date, time, dosage, and the name and signature of the person who dispensed the medicine. The record must be available to the parent and maintained in the student's record.

Sunscreen lotions and insect repellents supplied by Wonder Fun Academy may be used on more than one student. A product to control or prevent diaper rash, including pre moistened commercial wipes that cannot be dispensed in a manner that prevents cross contamination of the product and container as determined by the health consultant, must be labeled with the student's name and used only for the individual student whose name is written on the label.

Medicines, insect repellents, sunscreen lotions, and diaper rash control products must be stored according to directions on the original container and so that they are inaccessible to students.

**I. Procedures for obtaining written parental permission for field trips;**

Wonder Fun Academy must ensure that written permission is obtained from each student's parent or guardian before taking a child on a field trip. A written permission form must be obtained before each field trip or on a form that annually summarizes all field trips that will be taken. The parent's written permission must state that the parent had been informed of the purpose and destination of the field trip.

**J. Procedures for obtaining written parental permission before each occasion of research experimental procedure, or public relations activity involving a child;**

Wonder Fun Academy must ensure that written permission is obtained from a parent before a student is involved in experimental research or public relations activity involving a child while at the center. A separate written permission form must be obtained before each occasion of experimental research or public relations activity or on a form that annually summarizes all research and public relations activities that will be undertaken. The permission form must be maintained in the student's record.

**K. The program's policies on the provisions of meals and snacks;**

Wonder Fun Academy will ensure that each meal provides one-third of the child's daily nutritional needs as specified by the United States Department of Agriculture, Food and Nutrition Service, in Code of federal Regulations, title 7, section 226.20. Wonder Fun Academy must provide or ensure the availability of:

- A snack for a child in attendance for more than two hours, but fewer than five hours
- One meal and two snacks or two meals(breakfast and lunch) and one snack for a child in attendance five to ten hours unless four or more of those hours are spent in sleep
- A minimum of two meals(breakfast and lunch) and two snacks for a child in attendance more than ten hours unless four or more of those hours are spent in sleep; and
- Program staff are seated with the children during meal and snack times.

- On a typical day students will have breakfast from 8:30-9AM, Lunch at 11:30 with a snack at 2:30 and a second snack at 5:15.

**L. Center's behavior guidance policies and procedures;**

**Wonder Fun Academy staff will ensure that each child is provided with a positive model of acceptable behavior:**

Wonder Fun Academy's behavior guidance policies and practices are designed to support our mission to have the students in our program kindergarten confident. So how does WONDER FUN ACADEMY ensure that the students will be kindergarten confident?

- Our child care professionals teach social skills, including honesty, respect for others, cooperation, and sharing by incorporating them into our daily activities.
- Our teachers model acceptable behavior.
- Classroom expectations are defined for the students in a positive manner.

Staff set the tone of interactions through their actions, body language, and voice level. Students copy what they see and hear. If we wish to provide a peaceful and cooperative environment where students can be kindergarten confident, then we must demonstrate this in our actions and voice. When voice levels are soft and calm, the students set the tone in a similar fashion. Wonder Fun Academy staff must model appropriate expressions through their feelings, voice, and actions.

**Wonder Fun Academy staff will ensure that the positive model of acceptable behavior is tailored to the developmental level of the children that the center is licensed to serve:**

It is the responsibility of Wonder Fun Academy staff to understand the development level of each student in their classroom and to recognize the expectations and behavioral needs of the students under their care. Practices of certain behaviors vary in accordance with the developmental level of each student. Young students should be exposed to activities and experiences that will help them meet staff and program expectations.

**Wonder Fun Academy staff will redirect children and groups away from problems toward constructive activity to reduce conflict.**

All Wonder Fun Academy's staff should build on what is positive by providing attention and encouragement when positive interactions are taking place. The word "no" and "do not" should be used sparingly.

Encouragement, intervention, and reconciliation are positive goals to strive for in classroom relationships. Cooperative games and team-building activities should be emphasized and should be developmentally appropriate.

**Wonder Fun Academy staff will teach children how to use acceptable alternatives to problem behavior in order to reduce conflict:**

The aim is to teach students acceptable behaviors by creating an environment where other students and program staff can be models of good behavior. The staff must reinforce reasonable limits and teach students what to do instead of what not to do. Staff must realize that everyone makes mistakes and are capable of learning from them (with staff guidance). Staff must understand that acceptable behavior takes time to learn. Opportunities to problem-solve and work through problem behavior should be incorporated into the student's curriculum, both individually and in group situations.

**Wonder Fun Academy will ensure the safety of children and staff.**

Ground rules are established for all Wonder Fun Academy's staff and students for the well-being of everyone concerned. The ground rules are based on respect for the individual, the environment, and for others. It is important that the students clearly understand their boundaries. Wonder Fun Academy will ensure that the policies and procedures are followed appropriately and be in the best interest of all Wonder Fun Academy staff and students. Ground rules should be outlined on each student's first day and reinforced throughout the year. This will help ensure that Wonder Fun Academy is a safe learning environment for everyone involved.

**Wonder Fun Academy will provide immediate and directly related consequences for a child's unacceptable behavior by doing the following:**

- The student's behavior is to be recorded, dated, and signed by Wonder Fun Academy staff.
- Wonder Fun Academy staff will meet to discuss the unacceptable behavior and to develop a plan.
- The parents of the student will be called in for a conference to discuss the incident and discuss any appropriate actions.
- If necessary, the director will contact the appropriate professionals for guidance and help.
- Any and all actions must be done with the written approval of the parents and/or guardian of the student.
- Persistent and unacceptable behavior may result in termination of enrollment

**Persistent Unacceptable Behavior**

Wonder Fun Academy staff follow the written procedures below for dealing with persistent unacceptable and challenging behavior that require an increased amount of staff guidance and time. These are:

**Wonder Fun Academy staff will observe and record the student's unacceptable behavior and the staff's response to the behavior:**

- a) The student's behavior is to be recorded, dated, and signed by Wonder Fun Academy staff.
- b) Wonder Fun Academy staff shall meet to discuss the persistent unacceptable behavior and develop a plan.
- c) The parents of the student will be called in for a conference to discuss the incident and discuss any appropriate action.

**Wonder Fun Academy's plan must address the behavior documented in item A in consultation with the child's parent and with other staff and professionals by involving the parent concerned and if necessary, contacting appropriate professionals for guidance and help when appropriate.** All actions must be done with the written approval of the parent and/or guardian of the student involved. The parent and student must understand that persistent unacceptable behavior may result in termination of enrollment.

**Prohibited Actions**

Wonder Fun Academy behavior guidance policy prohibits the following actions by or at the direction of a staff person:

**Wonder Fun Academy staff will not subject a child to corporal punishment, which includes but is not limited to:**

- a) Rough Handling
- b) Kicking
- c) Shoving
- d) Biting
- e) Spanking
- f) Slapping
- g) Hair Pulling
- h) Hitting
- i) Ear Pulling
- j) Shaking
- k) Pinching

**Wonder Fun Academy staff will not subject a child to emotional stress, which includes, but is not limited to:**

- a) Name Calling
- b) Ostracism
- c) Shaming
- d) Making derogatory remarks about a student or the student's family
- e) Using language that threatens, humiliates, or frightens the child

**Wonder Fun Academy prohibits the separation of a child from the group, except within rule requirements:**

No student may be separated from the group unless the Wonder Fun Academy staff has tried less intrusive methods of guiding the student's behavior which have been ineffective, and the student's behavior threatens the wellbeing of the student or other students in the center.

When separated from the group, the student must remain in an unenclosed part of the classroom where the student can be continuously seen and heard by the Wonder Fun Academy staff person. When a student has been separated from the group, he/she may return to the group when the behavior has been brought under control and the student is no longer a threat to himself/herself or to other students. The student shall be returned to the group at the earliest possible opportunity.

A student between the ages of 6 weeks and 16 months shall not be separated from the group as a means of behavior guidance.

**Wonder Fun Academy prohibits the punishment for lapses in toilet training:**

Students will not be punished for lapses in toilet training.

**Wonder Fun Academy prohibits withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior:**

Food, light, warmth, clothing, or medical care will not be withheld as punishment for unacceptable behavior.

**Wonder Fun Academy prohibits the use of physical restraints, other than to physically hold a child where containment is necessary to protect a child or others from harm:**

No physical restraints, other than to physically hold a child where containment is necessary to protect a child or others from harm.

**Wonder Fun Academy prohibits the use of mechanical restraints such as tying:**

The use of mechanical restraints such as tying is completely prohibited at the center.

### **Separation from the Group**

No child will be separated from the group unless the following has occurred:

- A. Students may be separated from the group temporarily if other less intrusive methods of guiding the student's behavior have been tried and were ineffective.
- B. If the student's behavior threatens the well-being of themselves, other students, and/or the staff, immediate separation from the group must be implemented.
- C. A student who requires separation from the group must:
  - a) Remain within an unenclosed part of the classroom where the student can be continuously seen and heard by a Wonder Fun Academy staff member.
  - b) The student's return to the group must be contingent on the student's ability to stop and bring under control the behavior that precipitated the separation.
  - c) The student must be returned to the group as soon as the behavior that precipitated the separation abates or stops. Because this separation is intended to give the student time to regain his/her composure, a staff member will remain with the student, offering encouragement and assistance if possible.
  - d) Students between the ages of 6 weeks and 16 months shall not be separated from the group as a means of behavior guidance.

### **Separation Report**

All separations from the group must be noted on a daily log that is kept in the Director's office and must include the following:

The student's name who is involved

Staff person's name who is involved

Time of the separation

Date of the separation

Information indicating what less intrusive methods were used to guide the student's behavior before the separation occurred

How the student's behavior continued to threaten the well-being of the student or other students in care.

If a student is separated from the group three times or more in one day, the student's parent shall be notified, and the parent notification shall be indicated on the daily log.

If a student is separated five times or more in one week or eight times or more in two weeks, the procedures for Persistent Unacceptable Behavior must be followed which are the following:

- a) Wonder Fun Academy's staff will observe and record the behavior of the student and staff in response to the persistent unacceptable behavior.
  - b) The student's behavior is to be recorded, dated, and signed by the Wonder Fun Academy staff involved.
  - c) Wonder Fun Academy staff shall meet to discuss the persistent unacceptable behavior and develop a plan.
  - d) The parents of the student will be called in for a conference to discuss the incident and discuss any appropriate actions.
  - e) Wonder Fun Academy's plan must address the behavior documented in item A in consultation with the student's parent and with other staff persons and professionals by involving the parent concerned and if necessary, contacting appropriate professionals for guidance and help. All actions must be done with the written approval of the parents and/or guardian of the student involved. The parents and the student must understand that persistent unacceptable behavior may result in termination of enrollment.
  - f) **Presence of pets:** If Wonder Fun Academy permits pets at the center, parents must be informed at the time of admission that a pet is present. If Wonder Fun Academy permits pets after students are enrolled, parents must be informed.
  - g) Center's policy that parents of enrolled children may visit the center any time during the hours of operation per Minnesota Statutes, 245A.14, subdivision 15;
  - h) Parents of enrolled students may visit the center any time during the hours of operation.
- A. Telephone number of the Department of Human Services (DHS), Division of Licensing 651-431-6500;

### **Nap and Rest Policy for Parents**

- B. Confinement limitation – A child who has completed a nap or rested quietly for 30 minutes must not be required to remain on a cot or in a crib or bed;
- C. Placement of equipment – Naps and rest must be provided in a quiet area that is physically separated from children who are engaged in an activity that will disrupt a napping or resting child. Cribs, cots, and beds must 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. Cribs, cots, and beds must be placed directly on the floor and must not be stacked when in use;
- D. Bedding - separate bedding must be provided for each child in care. Bedding must be washed weekly and when soiled or wet. Blankets must be washed or dry cleaned weekly and when soiled or wet.

Wonder Fun Academy will inform the parent/guardian of each student at the time of enrollment of the center's policy on naps and rest. A student who has completed a nap or rested quietly for 30 minutes must not be required to remain on a cot or mat or in a crib or bed. Naps and rest must be provided in a quiet area that is physically separated from children who are engaged in activities that will disrupt a napping or resting child. The mats or cots must 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. Mats and cots must be placed directly on the floor and must not be stacked when in use. Separate bedding must be provided for each student in care. Bedding must be washed weekly and when soiled or wet. Blankets must be washed or dry cleaned weekly and when soiled or wet.

### **Maltreatment of Minors Mandated Reporting Policy for Parents**

#### **Program Grievance Procedure for Parents**

The applicant and license holder must have a program grievance procedure that permits persons served by the program and their authorized representatives to bring a grievance to the highest level of authority in the program.

### **Enrollment Understanding**

I understand that WFA does not offer any guarantees for enrollment. WFA will make every effort to work with families and we also understand that every situation does not work for every child or family. If behaviors are causing harm to the other children and/or the center, enrollment may be ended. In certain situations, my child may be refused enrollment, with or without notice, when it is believed, at the sole discretion of WFA, that

discontinuing enrollment is in the best interest of the child, the center, or the other children in WFA's care. I further understand that enrollment at WFA is not a guarantee of academic or other success, progression, or promotion. A two weeks' notice is required upon termination of care at the center. I will be charged for these two weeks, regardless of the child's attendance.

### **Severe Weather or Disasters**

I understand that it is WFA's intention to be open and provide child care service every weekday of the year, excluding scheduled holidays, but that severe weather, national disaster, or major facility issue may disrupt service. In the event of inclement weather, such as a snowstorm, WFA will follow the Minneapolis Public School district closings. Families are responsible for checking media sources in the event of severe weather to determine if WFA is open. Late starts and/or early releases will also apply to WFA. If the reason for school closing is due only to extreme cold WFA will still remain open. Every effort will be made to contact parents to communicate such closings in a timely manner.

### **Enrollment Fee**

I understand that a non-refundable enrollment fee of \$80 per child is due at the time of enrollment and each subsequent year.

### **Tuition and Hours**

I have enrolled my child with the following weekly schedule: DAYS: M T W R F (circle all days that apply) Hours needed for child care: \_\_\_ AM to \_\_\_ PM \_\_\_\_\_

I understand that WFA is open from 7:00am to 5:30pm. Our Regular rates are \$390.00 and \$460.00 for Pre Kindergarten and Toddlers respectively per week. If a child's regular attendance is less than a full week the following rates apply:

1. Hourly rates are \$21 and \$24 for Pre Kindergarten and Toddlers respectively per hour.
2. Daily rates are \$200 and \$230 for Pre Kindergarten and Toddlers respectively per day if less than a week.

I understand if I receive Child Care Assistance Program funds or any other tuition subsidy I am responsible for paying any amount not covered by that program. Rates are subject to change with a minimum 30 days advance written notice.

### **Payment of Tuition**

WFA accepts payment from the Child Care Assistance Program funds. We will work with the caseworker/program to set up payments.

WFA tuition payments are received one of three ways: Procure, Cashier check/Money Order or credit card. The preferred payment method is Procure payment through the Procure system, from a checking account. Tuition is typically withdrawn on Friday of the preceding week. Insufficient funds from an account will result in a \$30.00 fee.

It is the family's responsibility to pay the preceding Friday of child care service. Payment on Monday or later will result in a \$30 late fee. If tuition is not received by Tuesday of the same week, the child cannot attend until the account is up to date.

WFA also accepts credit card payments with an additional 3.5% credit card payment fee to cover transaction fees.

### **Procedures and Charges for Late Pick-ups**

WFA is open from 7:00AM to 5:30PM, Monday through Friday, except on specified holidays. Please note that closing time of 5:30PM means that the facility needs to be vacated and locked-up by 5:30PM. The adult picking up must arrive by 5:25PM to allow time to collect the child's things and exit the center by 5:30pm. There is a late pick-up fee of \$1.00 per minute for time spent in the center after 5:30pm. Late fees will be automatically charged to the checking account on file or a bill will be issued. In the event that a child is not picked-up and if WFA staff is unable to reach either parent or any of the authorized pick-up persons by phone within 30 minutes of closing time, the local authorities will be called to come pick up the child.

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