

WELCOME: We would like to take this opportunity to welcome all children and the parents to Creative Beginnings Daycare Center. The information in this manual is to help you as parents understand the policies, activities and programs the daycare provides. We look forward to playing a role in your child's early learning experience.

ABOUT THE CENTER

MISSION/PHILOSOPHY: Our program includes activities that foster physical growth, cognitive, social, and the emotional development of each child.

HOURS/DAYS OF OPERATION: Creative Beginnings Daycare is open from 7:00 a.m. to 5:30 p.m., Monday –Friday. Parents are welcome to visit anytime during the day to observe your child.

Creative Beginnings Daycare will be closed for the following holidays:

New Year's Day	Labor Day	Christmas Day
Memorial Day	Thanksgiving	Christmas Eve
Fourth of July	Day after Thanksgiving	Good Friday

All these holidays and closings are included in your weekly rates.

Any other holidays will be posted for parents to sign up children for care on those days.

For inclement weather, the daycare follows Minot Public School's no school, late opening/early closing schedule. If MPS opens late, we will open 1 hour earlier than MPS to accommodate our families. Closings/late starts will be announced on the ProCare app. If your children are at daycare and MPS decides to close early, please pick up your child as quickly as possible so that employees can get home safely as well.

STAFFING: Creative Beginnings Daycare hires staff according to the regulations of ND Department of Social Services. Every employee at hiring time will apply for a fingerprint-based criminal history record check every 5 years after initial approval. All staff hired must be 18 years of age to oversee children. Staff under 18 will only work with other staff members in charge. All new employees will be certified within ninety days of employment and prior to staff members having unsupervised access to children under care, in infant and pediatric cardiopulmonary resuscitation and the use of an automated external defibrillator and department approved basic childcare. A 2-day onsite orientation for new employee will be done during the first week of employment where emergency health, fire and safety procedures, handwashing, sanitization procedures, special health or nutrition problems, special needs, planned program activities, rules and policies, and child abuse and neglect reporting laws are done.

Employees are required to do department approved training related to children yearly and the training is required for the renewal of licensing each year.

All employees are staffed according to the ratios (caregiver per child) as established by the State of ND

The daycare is sufficiently always staffed to meet child/staff ratios for children in attendance.

- For children less than eighteen months of age, one staff member may care for four children, a ratio of .25 in decimal form, with a maximum group size of 10 children.
- For children eighteen months of age to thirty-six months of age, one staff member may care for five children, a ratio of .20 in decimal form, with a maximum group size of fifteen children.
- For children three years of age to four years of age, one staff member may care for seven children, a ratio of .14 in decimal form, with a maximum group size of twenty children.
- For children four years of age to five years of age, one staff member may care for ten children, a ratio of .10 in decimal form, with a maximum group size of twenty-five children.
- For children five years of age to six years of age, one staff member may care for twelve children, a ratio of .08 in decimal form with a maximum group size of 30 children.
- For children six years of age to twelve years of age, one staff member may care for twenty children, a ratio of .05 in decimal form, with a maximum group size of forty children

EFFECT OF CONVICTION ON LICENSURE AND EMPLOYMENT: A provider or operator may not be, and may not employ, in any capacity that involves or permits contact between employee and any child cared for by this facility, an individual who has been found guilty of, pled guilty to or pled no contest to:

An offense described in North Dakota Century Code chapters 12.1-16, homicide; 12.1-17, assaults – threats – coercion; or 12.1-18, kidnapping; North Dakota Century Code sections 12.1-20-03, gross sexual imposition; 12.1-20-4, sexual imposition, 12.1-20-05, corruption or solicitation of minors; 12.1-20-6, sexual abuse of wards; 12.1-20-07, sexual assault; 12.1-22-01, robbery; or 12.1-22-02, burglary, if a class B felony under subdivision b of subsection 2 or that section; North Dakota Century Code chapter 12.1-27.2, sexual performances by children; or North Dakota Century Code sections 12.1-29-01, promoting prostitution; 12.1-29-02, facilitating prostitution; or 12.1-31-05, child procurement; or an offense under the laws of another jurisdiction which requires proof of substantially similar elements as required for conviction under any of the enumerated North Dakota statutes; or

An offense, other than an offense identified in subdivision a. if the department in the case the home or facility operator, or the home or facility operator in the case of an employee, determines that the individual has not been sufficiently rehabilitated.

ENROLLMENT

ELIGIBILITY: Creative Beginnings Daycare enrolls children from ages 6 weeks to 12 years. Our rules and regulations are set forth by ND Health and Human Services. We are a licensed center for up to 74 children. Children are enrolled on a first come first serve basis. Creative Beginnings Daycare does not discriminate based on race, color, creed, national origin, gender, age, or disability. Preadmission visits are provided to discuss and view the facility, program and policies. Parents are provided written notice of any significant changes in program services and policies.

HEALTH RECORDS & CHILD INFORMATION FILES: All children must have an individual file containing the following before attendance starts. All records are confidential. If information needs to be updated at any other point, it is the responsibility to notify the director in writing.

- 1.) Child Statement of Health –Must indicate any special precautions for diet medication, or activity. This form must be filled out upon enrollment and updated annually.
- 2.) Identity Verification – A copy of official documentation such as birth certificate, passport, or other form of identification to show proof of identity of the child.
- 3.) Immunization Records – All children enrolled at the center must have complete proof of up-to-date immunizations on file. This is required upon enrollment and copies of the updated shot records as they occur will need to be given to the daycare to update the child’s file. All immunizations are required for your child to be registered within our center.
- 4.) Child Information Sheet–This provides us with general information about the children and parents. The child’s full name, birth date and current home address are available on this sheet. It also includes parent’s home numbers, work numbers, and additional emergency contact numbers if the parents can’t be reached immediately in an emergency. This form is updated annually.
- 5.) Food Program forms- The daycare participates in the Child Nutrition and Food Program through CACFP. All children at our center receive three state approved nutritious meals per day. Menus are posted in the hallway on the parent information board so that you can see what is being served daily. This form is updated annually.
- 6.) Emergency relocation form- In an emergency type situation if the daycare was unsafe to remain at the childcare center, you as the parents would give us permission to transport your child to a safer area. This form is updated yearly.
- 7.) Parent Handbook and Contract Agreement- This form is located on the last page of the handbook and is updated yearly or anytime in between if your weekly rate will change.
- 8.) Privacy Permission Agreement-All records, photographs, and information maintained on children are kept confidential. Access is limited to staff members, and the parents of each child, and to others unless otherwise protected by law, such as individuals having a definite interest in the well-being of the child and are in a position to serve the child’s interests, an authorized agent, or individuals who have a written authorization from the child’s parents and a release of information form is available at the center signed prior to the release of information. Parents can update and change anything on this form at any time.
- 9.) Infant Sleep Permission Form- At the time of enrollment parents will be required to sign a sleep permission form which will require all infants to be placed asleep on their backs in a crib (to reduce the risk of SIDS) unless a doctor’s written order is received to do otherwise. This form can be updated by the parents at any time.
- 10.) Schedule time of pick up and drop off- If your schedule needs to be adjusted other than what you have written on this form please fill out another form so that staff times can be adjusted.
11. Automated Payment Processing- This form is required as a form of payment that tuition Will be withdrawn from either by credit/debit card or your checking account directly.

FEE AND PAYMENT: Childcare tuition is due at the time of service. Payments are deducted on Mondays if made weekly or Bi-weekly, or the 1st of each month. This fee includes major holidays and any additional days that your child is gone. You are paying for the daycare to hold a spot for your child regardless of if they are here or not. Cash and checks are not accepted. If a payment is returned for nonpayment a \$25.00 fee is applied to balance due.

\$75.00 Registration Fee upon enrollment per family.

Infants through Toddler (2 years) \$240.00 per week

Preschool (3- to 5-year-olds) \$220.00 per week

PART-TIME RATES: (For 3 days of care or less per week) Preschool ages only. \$200.00 per week. Must have a set schedule.

LATE PICKUP FEE: If your child is picked up after 5:30 pm closing time, there will be a \$25.00 per child charge and another \$15.00 charge per child for every 15 minutes thereafter. The late fee is to be paid when the child is picked up or before the child enters the site the following day.

VACATIONS: The weekly rate is a set rate, even if your child is absent during the week for any reason. All families will receive vacation time. Each family will receive 1 week vacation after six months and another week after 12 months.

Vacation time does not carry over.

The vacation time must be a Monday thru Friday or 5 consecutive days. No single day vacations are allowed. A vacation form must be filled out 2 weeks in advance or vacation time may be denied. Forms are located on the Parents Bulletin Board and may be left in the payment box.

You will be billed at ½ of your weekly rate when you use a vacation week.

If you have the summers off, you will not receive vacation time. Families with summers off will be required to pay a \$600 fee per month per child to retain their spot. When your child returns to daycare, the weekly charge resumes.

CHILD CARE ASSISTANCE: We participate in this program and will bill the agency monthly. Parents are responsible for applying for assistance and any copays that will be due at the beginning of each month before care is provided.

WITHDRAWAL: A written 2-week notice must be submitted with intent to withdraw your child from the center. If such notice is not given, a mandatory 2-week charge will be added to your account.

DISMISSAL: A family may be dismissed immediately from the center for the following reasons:

- failure to pay daycare fees in a timely manner
- failure to comply with policies and procedures
- failure by parents to respect staff or handle concerns in a professional manner
- failure by child to respect staff & children, any threats made by child to staff & children, or any physical attack by child to staff & children
- any child who, after attempts have been made to meet individual needs, demonstrates inability to benefit from the care offered by our facility, or whose presence is detrimental to the group

ATTENDANCE: If your child will be absent from the center because of illness or any other reason please call or send a message on PROCARE by 8:30AM to let us know. If you have not called or notified us by 9:00AM the director/assistant director or supervisor will call to find out where your child is for the day.

If your child is arriving at the daycare unaccompanied by a parent, (for example riding bus or walking) we will confirm with you as to the expected time of arrival so that we may pick your child up at the front of the building entrance. If the child fails to arrive at the expected time, we will notify you by phone so you can locate the child. If neither of the parents is locatable, we will contact the emergency contact provided by you on the enrollment form. If all efforts fail to find a responsible party, we will notify the city police. If the child is not at the daycare, we are required by law to call and inquire.

We will not allow anyone under the age of 16 to pick up your child.

CHECK IN/OUT SYSTEM: It is very important to make sure parents or anyone else dropping off or picking your child up is clocking in and out at the ProCare tablets. One is in the infant room and one at the main entrance desk. We use this for accountability, scheduling staff and we also use them to show proof for our food program that your child is here during mealtimes.

WAITING LIST: A waiting list will be in effect when the center is at limit and children will be enrolled as space permits. Priority is always given to families/staff with children already enrolled in the daycare. When a spot does become available to a new family a \$75 Registration Fee holds the spot for no more than one month. When the month is up the weekly charge begins. If that charge is not paid at the beginning of the first week, the spot will be filled.

CENTER WIDE POLICIES AND PROCEDURES

AUTHORIZATION TO PICK UP: Children will only be released to parents or persons that are listed on the Child information form under Authorization to release and/or have been added to ProCare. If you need someone that is not on the list to pick your child up, you will need to call the daycare or leave a note ahead of time. Anyone who picks your child up that we do not recognize will need to show identification before your child is released to that person. We reserve the right to refuse/ban any person listed on the Authorization to Release or any other visitor for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parents to inform each person on the Authorization to release list of the policies/procedures contained herein.

In cases of child custody, we will need to have a legal custodial agreement on file so that if there are any problems, we can access the agreement immediately.

BIRTHDAY PARTIES: We love to celebrate birthdays. Your child may bring homemade or store-bought treats but please talk to your child's teacher as we do have some food allergies in the center. Also, if you are having a party outside of the center and you are doing invitations, please do not leave children out. Everyone should be invited.

ARRIVALS AND DEPARTURES: Morning drop-offs can always be challenging. Please clock your child into the daycare and bring them to their room. If you need to talk to your child's teacher, it is best to make it brief. Quick goodbyes are always best and as hard as it may be to leave your child when they are upset, please remember your child's teacher is giving lots of TLC. You can always call or use the PROCARE app to communicate and see how they are doing afterwards.

Please refrain from using your cell phone while dropping/picking up your child.

For pick up times, it is possible that your child will be in another classroom. It will depend on what time you are picking your child up. When you are picking up your child, please make sure that the teacher knows you are there. Do not let your child roam the hallways or empty rooms by themselves. If you are dropping off and picking up your infant, you are responsible for taking their outerwear off and taking them out of the car seat and vice versa. Infants are not allowed to sleep in their car seats.

EMERGENCY PROCEDURES: Fire drills are done monthly, and tornado drills are done during the summer months. These drill records are posted on our parent information board in the main hallway. In the event of a real fire, we will evacuate to the designated outside side doors and meet at Washington School. In the event of a tornado, the infants and one year old rooms stay where they are and close their doors. The two, three and four/five-year-old rooms will go to the kitchen area and/or the hallways where no outside windows are.

DOOR CODES: The main entrance to the daycare and the infant room door will always be locked during daycare hours. You will be given the code at registration time that will access both doors. This code should only be shared with people that are on your Authorization To Release Child section of the Child Information form.

LIABILITY INSURANCE: Creative Beginnings Daycare does not provide or carry medical insurance. We are covered by general liability insurance as set forth by state regulations. We strive to provide adequate supervision to prevent injury. As in any activity accidents may occur. Should medical costs be incurred due to an accident, they should be submitted to your medical insurance.

MEALS AND SNACKS: We provide nutritious and appropriate meals to every child according to the United States Department of Agriculture. Meals are made onsite and properly prepared, sufficient in amount, and served at appropriate hours and in a safe and sanitary manner. We love getting new menu ideas from our parents and try to tailor to all of the children's needs with our menu ideas and feeding schedules. Our cook is certified in food safety and is also required to do annual training through our food program. A weekly menu is posted on the parent's bulletin board. If something on our menu is not recommended due to a food allergy, you will be required to bring a substitution or offer a suggestion as to what the child may have. It is also required that you complete additional paperwork.

We serve breakfast at 9:00 am, lunch at 11:30 am, and a snack at 2:30 pm. Meals will only be held for 15 minutes. If your child arrives after this time period you will be responsible for feeding your child that meal, unless it has been cleared through your child's teacher ahead of time. If your child is being dropped off earlier in the mornings and you feel that 9:00 breakfast is too far away, please have your child eat a snack at home or on the way to daycare. Do not bring snacks into the classroom.

Any child in care for more than 3 hours shall receive a snack or meal. Sack lunches are not allowed unless requested by the room itself for a picnic or other outing. Children are encouraged to eat the food served but are not coerced or force-fed if they do not like something unless medically prescribed. Meals or snacks are not used as a form of discipline or punishment. All meals are made to be a positive, fun and learning experience. Older children are encouraged to assist in food preparation but limited to the use of appliances and equipment that are a safety hazard. All children and staff are required to wash their hands before all meals are served. Meals are served to the children by the teachers and/or family style in our three and four/five-year-old rooms. All tables, counters, highchair trays, etc. are sanitized before and after meals to keep our food areas clean when serving and eating meals.

NAP/REST TIME: Nap time or rest time is from 12:30 pm. to 2:30 pm. All children need to nap or rest. The children who have not been able to fall asleep or have rested and woke up before 2:30 will be allowed to get up and do quiet activities. Each child, ages one and up will need to provide their own nap mat for nap/rest time along with a small pillow and blanket if you so desire. Nap mats, pillows and blankets need to be labeled with your child's name. Keep in mind pillows and blankets need to fit in your child's locker. To minimize the spread of germs, pillows and blankets are required to go home every Friday and returned on Monday mornings.

OUTSIDE PLAY: All children are required to go outside daily unless weather is inclement. If your child is too sick to go outside, then they should not attend daycare. We are not sufficiently staffed to stay indoors with sick children. Please dress your child according to temperatures outside. During winter months all children are to have hats, gloves, snow pants, boots, and a winter coat. Outside equipment, toys and surrounding area are inspected daily for safety hazards and a playground schedule is used so that all children have an opportunity to play outside.

AQUATIC ACTIVITIES: We do not have access to outside water therefore we are unable to do any outside water play, (swimming pools or sprinklers) during the summer months.

TRANSITION TO A NEW ROOM: Children are assigned to classrooms typical by age and cognitive ability. When it is time for your child to move to the next classroom, you will be given notice and a transition plan for the child to gradually try the new classroom out. Sometimes it is necessary to move children earlier or later based upon chronological age, staffing, and maturity of the child. Parent's wishes to move their child/ not move their child is always respected but not always granted due to the above.

TOYS: The daycare provides the children with games, toys, books, crafts and other activities and materials to enhance intellectual and social development. The children will have a Show and Share every Friday, so the children may bring something for that day. Please do not send anything glass, ceramic, or of any great value as the daycare is not responsible should it get lost or broken. All toys/belongings from home should be labeled with the child's name on it.

TRANSPORTATION: We currently do not provide transportation unless your child is being transported to a medical facility because of a serious injury or because of a mandatory evacuation. If your child is being transported, your child will be instructed in safe transportation conduct appropriate to their age and stage of development, and we will comply with all relevant state and local laws. All child restraint laws will be followed to assure the safety of children while being transported. No child will be left unattended in the vehicle. All staff requirements will be met to keep children safe.

VISITORS: All visitors need to check in at the front desk. Visitors are allowed in the childcare facility only at the discretion of the Center Director or Supervisors. Parents are welcome at any time as we have an "open door policy" but due to safety reasons we need to know who is always in the daycare.

PROGRAM

ABOUT OUR CURRICULUM: We offer small group activities and individual activities to the ages and needs of the children with parental input. Learning experiences are conducted in consultation with parents to ensure harmony with the lifestyle and cultural background of the children. All daily activities are posted on our ProCare app so that parents can see during the day how each child is doing. Parents and teachers may also communicate through the app during the day.

DAILY REPORTS: A written daily routine including mealtimes, rest times, planned developmentally appropriate activities, free play and outside time must be available to parents if they would prefer this method over using our PROCARE app.

INFANT ROOM CARE/SCHEDULE: An infant room schedule is posted in the classroom and a copy can also be made for parents to take home. This age, however, has a very flexible schedule is only used as a guideline. The environment protects children 0-12 months from physical harm without restricting physical, intellectual, emotional and social development. Environment and interactions requirements are complied with and reviewed. All infants (birth to 12 months) will receive positive stimulation and verbal interaction by being held, rocked talked to or sung to. Staff will comfort the infants crying through positive interactions such as feeding, singing or eye contact. Babies are allowed to have pacifiers, but we will try to only use them for naptime or if we feel that they REALLY need it for a short time. Diapers and ointments if needed are provided by the parents. Diapers will be changed promptly on a disinfected changing table and diapers discarded in a sanitary manner. Infants will need a change of clothes, diapers and a bottle that can be left at the center. Infants will be held for bottle feedings and placed in age-appropriate chairs with trays for feedings. Formula that has been mixed and left unrefrigerated for an hour will be discarded. Breast milk will be thawed in a bottle warmer or in the refrigerator and discarded or given to the parent within 24 hours. Our facility qualifies for the food program and Parents Choice Milk Based Infant Formula will be provided. Should you want to use something other than this it is your responsibility to provide the formula. Baby food and cereal is also provided. Updates are done on PROCARE continuously all day so that you are aware of when diaper changes were done, feedings were done, how long your child napped and anything else of importance of that day. Parents and staff may communicate through PROCARE also. A tentative schedule of your child's routine will be needed prior to your child starting. This will be very beneficial for the providers and your child.

INFANT SLEEP POLICY: At the time of enrollment parents will be required to sign a sleep permission form which will require all infants to be placed to sleep on their backs in a crib (to reduce the risk of SIDS) unless a doctor's written order is received to do otherwise. A pacifier, comfort item and either a thin infant blanket or a sleep sack will be the only items allowed in the crib and must be checked off by the parent to allow any of those items in the crib. This form will be posted above the infant's designated crib. All infants sleep within sight and visual checks are done every 10-15 minutes and documented. A sound monitor is always used in the infant nap room.

TODDLER DAILY SCHEDULE: Our one- and two-year-old room's schedules are very similar. All meals, naps and outside time times are the same. Circle time is introduced in the two-year-old room but is usually done during transition times. Potty training is introduced with our two-year-olds, at this time also. A room schedule is posted in your child's classroom and a copy can be made at any time to take home. The parents can use PROCARE during the day to see their child's progress for the day and communicate with staff and vice versa. We do not allow little ones to walk around with pacifiers. Pacifiers delay speech and cause dental issues. One-year olds will be allowed to have a pacifier at naptime only, and a pacifier can be kept here, but the 2-year-old room will not be allowed to have a pacifier at all so please do not bring them in. This is the same rule with bottles.

PRESCHOOL DAILY SCHEDULE: We provide a preschool curriculum (Ages 3 - 5) for your child's inquisitive imagination for a positive and creative learning experience. The structured preschool program runs Sept. through May, Monday-Friday from 9:30 am to 11:00 am. The classroom teachers prepare lesson plans, which are handed into the director for review and input. Upon enrollment you will receive a list of supplies that your child will need if they need anything. Children are provided a balance of quiet and active indoor and outdoor activities. Cultural diversity of the children is reflected in our program through their language, food, celebration, and lifestyles and is respected by every staff member. A room schedule is posted in your child's classroom and a copy can be made at any time to take home. Parents and Staff can communicate on PROCARE during the day and parents can see any updates on their child for the day as well.

GUIDANCE AND SOCIALIZATION

DISCIPLINE: Creative Beginnings Daycare follows the State of ND guidelines for discipline. Discipline will be constructive or educational in nature and may include diversion, separation talking about the situation, praising appropriate behavior, or gentle physical restraint, such as holding. Children will not be withheld from active play as a form of discipline or punishment beyond a brief period of separation. Clear behavioral limits are set, and reasons for rules and regulations are explained to new staff in orientation before they begin working with children. We encourage children to develop self-control & to handle conflicts in a peaceful, effective way. If behavior problems persist, parents are consulted. Clear communication between staff & parents is encouraged. Upon the parent's request, families can be referred to community agencies for assistance. Staff will work in conjunction with the parents, and the agencies to aid in the child's progress. If efforts made by all parties fail to change the child's behavior, and this behavior puts other children or the child at risk, the director reserves the right to place the child on probation for a set amount of time and if the behavior fails to change the director has the right to dismiss the child from the daycare center.

PARENTS IN THE PROGRAM

COMMUNICATION: Parent communication is very important to us. Open communication with parents about your child's individual needs is a must. We would be happy to set up a meeting with staff members before and during enrollment to discuss any suggestions and concerns you may have about your child's needs.

GRIEVANCE PROCEDURE: If you have certain concerns, there are some issues that should only be discussed with the Director or Supervisor. Should one of us not be available at the center please call and leave a message with staff for one of us to get back to you. If you have a complaint or suspect a licensing violation has taken place you may contact a licensing specialist at 701-389-7103.

REPORTING OF ANY SUSPECTED CHILD ABUSE OR NEGLECT: We are required by North Dakota Century Code section 50-25-1-03 to report any suspected child abuse or neglect within 24 hours. We will comply with the mandated reporting by contacting CPS intake at 1-833-958-3500.

HEALTH AND SAFETY

INCIDENT PROCEDURE: All non-serious injuries will be documented on an incident report and signed by the parent when their child is picked up that day. A copy will be provided to the parent if the parent chooses and the original placed in the child's permanent file. We also will notify parents through ProCare of minor injuries as well.

BITING: We recognize that biting is a developmentally appropriate behavior for children in the infant through two-year-old classrooms. Parents with children in these classrooms should expect that their children may be bit or will bite another child. That staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior, they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior.

SERIOUS ACCIDENTS/INJURIES AND MEDICAL EMERGENCIES: In case of an accident resulting in serious injury, 911 will be called, first aid will be administered, and/or we will accompany the injured child to the hospital. Creative Beginnings must have on file, a signed statement by the child's parents for transportation and a written statement authorizing emergency medical care for each child in case we are unable to contact the parents. Any serious injury that requires medical attention or hospitalization will be reported to ND Health and Human Services within 24 hours.

POISONING: In case of ingestion of poison, we will contact the Poison Control Center for instructions and parents will be notified immediately. We are also responsible for letting ND Health and Human Services know of the incident.

EVACUATIONS: Each room has an emergency disaster plan posted. If an emergency arises where we have to leave our facility we will walk to Washington School. We will contact all parents as quickly as possible. If we are unable to contact you and you see that we are not in the building, please go directly to Washington School. A battery-powered radio, several flashlights, a small supply of bottled drinking water, extra formula, diapers, and non-perishable food, and emergency contact numbers will be kept readily available to grab immediately when evacuating. If you are unable to pick up your child as a result of the emergency, children will stay with staff at the respective location until you are available. If the area including Washington School is unsafe we would then transport your child to one other area listed below and contact you as soon as possible.

DeAnn Casavant
101 Durango Drive, Burlington

In the event the emergency does not allow us to continue the use of our current location Creative Beginnings will be closed until that current location is available or a new location is designated. ND Health and Human Services will be notified.

CHILDREN WITH SPECIAL NEEDS: A child that requires special health needs is required to have a written health care plan from the child's medical provider and parent with information related to the child's special needs. Appropriate accommodations will be made as required by the Americans with Disabilities Act to meet the child's needs. A child with special needs will be placed according to the developmental age level and not their age level.

TEETHING: All children will go through teething at some point during the infant and the toddler stage. Some children develop low grade temperatures, gum soreness, flushed cheeks, rash on face, ear rubbing, drooling, chewing on things, fussy and not sleeping. Fevers that are over 100.4 are not considered low grade. If your child develops a fever over 100.4, there could be a different underlying condition and we will contact you to come and get your child at that time. Your child will need to remain out for 24 hours without fever reducing medications before returning unless a doctor's note is provided it is safe for your child to return. If your child's fever is under 100.4 and they are uncomfortable we can treat with Tylenol or Motrin that is parent provided. A medication form will need to be filled out ahead of time.

EXCLUSIONS DUE TO ILLNESS: We will not accept children who are possibly contagious. Any child having any of the symptoms listed must remain out of the center or be sent home immediately. If your child becomes sick at daycare, appropriate first aid medical care is provided. Your child will be placed in a supervised temporary isolation area until you or someone else is available to pick up the child. Any child that cannot participate comfortably in and results in a greater need of care than staff can provide will be sent home. If you feel your child may not be well enough to go outside and play, they should probably not be at daycare. A child who has a contagious illness must remain out of the center and on medication for 24 hours. If all parents cooperate with this, you will be protecting one another's children.

If the child is infectious or has a communicable condition, we will obtain guidance from local or state health department authorities as to exclusion and return to our care.

EXCLUSION FOR ILLNESS IN THE CHILDCARE SETTING:

- The illness prevents the child from participating comfortably in routine activities.
- The illness requires more care than the child care staff is able to provide without compromising the health and safety of the other children.
- The illness is any of the specifically diagnosed conditions listed below:
 - Fever along with behavior change or other signs of illness such as sore throat, rash, vomiting, diarrhea, earache, etc.
 - Respiratory illness
 - Fever 100.4 F or greater.
 - Diarrhea- more than 3 episodes in a diaper or toilet.
 - Vomiting more than once in the period of 24 hours.
 - Body rash with fever or behavioral changes.
 - Sore throat with fever, swollen glands, or mouth sores with drooling.
 - Eye discharge-pink eye (viral conjunctivitis usually has a clear, watery discharge).
 - Head lice – We have a no nit policy. Until treatment has been completed.
 - Chicken Pox
 - Strep Throat or other Strep Infection
 - COVID-quarantine recommendations as per CDC guidelines

MEDICATIONS: All children requiring medication must have a signed medication release form filled out by a parent. This must be done weekly for prescriptions and yearly for over-the-counter medications. All prescriptions must have a physician's written instructions to dosage and storage and labeled with the child's name and date on the bottle. All over-the-counter medications that remain at the center will be placed in a locked medication box and will be given as necessary only if a signed medication release form has been filled out beforehand. The director or supervisors that have been through medication training will be the only staff available to dispense medications. If a medication requires 3 doses per day we will only give out 1 dose. If the medication requires 2 doses please administer the dosages at home. We will not administer any medication that has not previously been given to your child. We do not want to be responsible for any symptoms that may occur. All completed medications forms will remain in your child's permanent file. All medications will be kept out of the reach of children. If a wrong medication or wrong amount of medication has been dispensed to your child, we will contact the Poison Control Center for instructions and parents will be notified immediately. We are also responsible for letting ND Health and Human Services know of the incident within twenty-four hours of the incident.

PETS: We do not allow any type of pets in the daycare facility.

Kari Hayes Center Owner 240-6020
DeAnn Casavant Center Director 720-5518

Parent Handbook and Contract Agreement

My child/children will be attending Creative Beginnings Daycare Center Inc.

Name _____

Name _____

___ A written 2-week notice must be submitted with intent to withdraw your child from the center. If such notice is not given, a mandatory 2-week charge will be added to your account.

- I am aware that if I am past due on my contractual deduction below, an additional fee of \$25.00 will be added to my tuition.
- If contractual payment is not received after 1 week, daycare services will be discontinued unless payment arrangements have been made with the director. Fees that are 4 weeks past due will be submitted to a collection agency.
- Late charges of \$25/child will be added to my weekly fee if my child is picked up after 5:30pm and \$15/child for every 15 minutes thereafter.
- A \$25.00 fee will be added to any account that is returned as nonpayment.
- A half rate charge is charged for any vacation time used.

How often will a payment be deducted?

Weekly _____ Bi-weekly _____ Monthly _____

Amount that will be paid _____

Childcare Assistance Families

Amount of monthly Co Pay _____ Name of caseworker _____

Creative Beginnings Daycare will increase rates from time to time with advance notice.

Please forward all questions and concerns to DeAnn Casavant, Director, Kristie Root, Assistant Director or Kari Hayes, Owner so we may provide the best possible program for your childcare needs.

By signing this contract, parents/guardians and Creative Beginnings Daycare Center agree to abide by the written policies as stated in the handbook and agree to all terms of this contract.

Please sign _____

Date _____