



# Urban Ventures Cornwell Early Learning Center



**PARENT HANDBOOK  
POLICIES AND PROCEDURES**



# Urban Ventures Cornwell Early Learning Center

## Parent Handbook, Policies, and Procedures

### Welcome!

We are so pleased to have you and your child join us at the Urban Ventures Cornwell Early Learning Center! Here at Urban Ventures, we are committed to provide your child with the highest quality early education and to support your entire family in a holistic way.

High quality early education is the best investment you can make in your child's future. We look forward to working with you as your child learns, grows, and thrives, fully prepared to succeed in kindergarten and in life.

We also look forward to getting to know you. Our staff welcomes your comments, concerns, and ideas in how to best serve your child. My door is always open to you.

This will be a wonderful journey together. We can't wait to get started!

**MaryBeth Stotts**

Director, Urban Ventures Cornwell Early Learning Center

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# I. About Urban Ventures Cornwell Early Learning Center (UVCELC)

## Welcome

We are delighted that you have chosen the Cornwell Early Learning Center by Urban Ventures to provide for the needs of your growing child.

This parent handbook has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference.

Our staff would be glad to address any of your questions or concerns and help you make the early years of your child the most amazing and unforgettable. Once again, welcome!

## About Us

### **Vision**

A city without urban poverty.

### **Mission**

Educating children, strengthening their families, and building a healthy community.

### **Values**

Faith, integrity, empowerment, transformation, diversity, and sustainability.

As an important program within Urban Ventures, UVCELC plays a vital role in laying the foundation for achieving our big goal, “to prepare every child in our neighborhood for college or some other post-secondary education by 2040.” While Urban Ventures is proud to be a faith-based organization, UVCELC strives to make children of any faith (or no faith at all) feel welcome and supported.



## **Our Director and Staff**

Our Director and staff are early childhood and education experts dedicated to providing the best quality care and education for your child. We know that raising a child requires teamwork between parents, teachers and caregivers. Our goal is to provide the best quality program for your child *along with* support and education for your entire family. We have staff who are qualified to provide support services for your family and connect you with additional resources.

## **Our Promises to All Families**

Our promise to you is that UVCELCL will provide your child and family with:

1. Quality education and individualized attention
2. Clean, safe, and welcoming facilities
3. A focus on diversity and multiculturalism
4. Connections to free resources and year-round enrichment electives

## **Our License**

UVCELCL is licensed by the Minnesota Department of Human Services (DHS), Division of Licensing, St. Paul, MN (651-431-6500). Our license number is #1101596 and high standards have been met regarding program, equipment, food, space, and staff.

The UVCELCL is licensed to accommodate 84 children:

- 16 Infants (6 weeks to 16 months)
- 28 Toddlers (16 months to 33 months)
- 40 Preschoolers (33 months to 60 months)

## **Hours of Operation**

The Cornwell Early Learning Center is open Monday-Friday from 7:00 a.m. - 6:00 p.m. Care is provided year-round, except for scheduled holidays marked in the Center's calendar or for extreme weather-related closings or delays. (See School Closures, page 17)

## **Liability Insurance**

Please note, the CELC has liability insurance provided by Philadelphia Insurance Company, which auto-renews each year in February.

## II. Academic and Educational Philosophy

UVCELG is committed to creating quality play-based programming that provides each child with opportunities to explore and develop their social, emotional, intellectual, physical, and creative selves. Each age grouping has its own program plan that is available to parents upon request.

At UVCELG we have a commitment to educate the children with love and respect, modeling conflict resolution and kindness. Our children will leave UVCELG ready to succeed in kindergarten and beyond.

While Urban Ventures is proud to be a faith-based organization, UVCELG programming does not include any religious curriculum.

### **Program Plan and Curriculum**

At UVCELG, children are placed into age-appropriate classrooms. Our program combines both free-choice play as well as teacher-directed activities as opportunities for children to explore and learn in a loving environment. Through group play and individual learning, your child will learn and develop in language, listening and readiness, social/emotional maturity, and fine and gross motor skills. Our art activities and music instruction encourage creativity in various expressions.

The daily schedule and routine include at least 30 minutes of gross motor activity. Children will play outdoors, weather permitting, or in the indoor large muscle room where careful supervision ensures your child's safety as they play and develop.

#### **A. Program Plan**

UVCELG has a customized program plan based on the integration of four main components. In the event the program plan has been revised or updated, a new printed copy will be available at the Center for review and digital copies made available to all enrolled families.

#### **Physical Environment**

Each classroom is designed to offer a quality space with plenty of opportunities to learn and develop individual and fundamental skills. Our

classrooms comply with license requirements and take into consideration the guidance of National Association for the Education for Young Children (NAEYC) accreditation. They are set up with age-appropriate and carefully chosen manipulatives, toys, blocks, puzzles, etc., designed to stimulate your child's learning through active participation with their physical world. Each room also contains a library of multicultural books, providing a space where your child can have a quiet time and begin to develop early literacy and comprehension skills.

### **Play**

We understand the value of play for young children and encourage their imagination through the process of spontaneous choice while having fun. Adequate and varied equipment and materials are provided for indoor activities and sensory development. Our outdoor playground is designed to provide countless opportunities for gross motor development through physical activity. Using dramatic play material such as costumes and make-believe toys in everyday activities will help to develop a child's imagination, creativity, and self-esteem. Teacher-guided play includes materials to develop creative expressions through art, music and movement. Children are supervised at all times during every single activity (indoor and outdoor) to ensure their safety.

### **Planning and Assessments**

We are continuously studying and executing Teaching Strategies' Creative Curriculum for its optimal results. We structure daily activities and routines to ensure that the individual needs of each child are met. Themes are developed from conversations, observation and interaction with the children. The curriculum has been methodically developed and is reviewed and evaluated every year in writing by the Director, as required by licensing.

Weekly lesson plans are posted in classrooms and are available at any time for review and discussion with the Center's Director.

### **Role of the Parents**

Parent support is critical to our program. An enrolled child's parent or legal guardian is welcome to visit the Center and have access to their

child at any time while the child is under the Center's care. As such, effective communication with parents is a top priority. Through conversation with our staff, electronic messages, written notes, and bulletin board messages, you will receive the most up-to-date information regarding your child's daily experience at UVECLC. Family engagement events will be scheduled periodically throughout the year.

Individual progress related to the intellectual, physical, social and emotional development of every child enrolled in our program will be documented and conveyed to the parents during our biannual Parent Conferences held at the Center. Parents will be notified of the conferences in advance.

## **B. Curriculum**

UVCELCLC uses Teaching Strategies' highly regarded Creative Curriculum. They have 30 years of experience developing the best curriculum for early childhood development and their philosophy aligns perfectly with Urban Ventures' CELC philosophy: "The best and most powerful way to improve child outcomes is through effective teaching."

This curriculum is theme-based and has a holistic approach to learning based on experimentation, creativity and a fun environment.

As children develop on a continuum, the goals for specific ages may vary from child to child. Creative Solutions has evaluation and measurements tools (Teaching Strategies GOLD assessment tool) that allow us to understand each child's individual development and, if necessary, introduce modifications and adaptations that will benefit the child. This curriculum is also sensitive to each child's cultural and family background.

*By age group, our curriculum will help them to focus on the following developmental skills:*

- Social/Emotional Development  
(self and emotional awareness, self-management and social understanding)

- Approaches to Learning  
(engagement, persistence, inventiveness, organizing information)
- Mathematics  
(numbers, measurement, patterns, geometry, data analysis)
- Language and Literacy Development, multilingual  
(listening, speaking, emergent reading and writing)
- The Arts  
(exploring the arts, expressing ideas and emotions with art, self-expression)
- Social Systems  
(community, people, relationships, environment, economics, technology)
- Physical Development  
(gross and fine motor skills)
- Physical Health  
(including self-care and nutrition)
- Science and Inquiry  
(discover, act, and integrate)

In addition, children at UVCELC will have access to the Urban Ventures Music Academy, athletic program, and food and nutrition program. Parents will also have access to classes that will increase the early stimulation in each child.

We emphasize the importance of sound recognition and language learning as a brain stimulation component. Accordingly, we will incorporate the home languages of our families into our daily activities.

### **Child Assessments**

Children's development (intellectual, physical, social, and emotional) is assessed both formally and informally throughout the school year. The assessments take place within the classroom in a fun non-invasive manner, where teachers can evaluate children and document their progress in their natural environment. Our goal is to create an environment that nurtures each child's unique and special gifts and talents.

Formal assessments (GOLD assessments included with the Teaching Strategies curriculum) will be shared with the parents at individual

conferences in the fall and spring. At this time, your child's teacher will share your child's progress in person and through a written assessment of his/her intellectual, physical, social and emotional development.

Informal assessments will be made daily through conversations with the children and observations in the classroom, gross motor time, etc.

If a teacher suspects that a child may have a development delay or other special need, this information is communicated to parents in a confidential and supportive manner. Teachers will provide documented accounts for the concern and share next steps for evaluation or additional resources.

Teachers work closely with the Director during this time to encourage and assist families in obtaining any needed services.

### **Referrals and Interventions**

As early childhood educators, we continually monitor the development of all children in our care through ongoing observation and recording. We want the best outcomes for all children. Early childhood educators are considered a primary referral source for early intervention under the federal Individuals with Disabilities Education Act (IDEA) special education law.

We are required to refer a child in our program who has been identified as having developmental concerns or a risk factor that warrants a referral as soon as possible, but in no case more than seven days after the identification. While this is a mandate, we want to keep open the communication with parents and caregivers about their child and any concerns we have before the referral is made. We can assist the parent with the referral or partner with them in the referral process.

## **III. Enrollment and Tuition Terms**

While we are open to serve families from all Minnesota counties, Urban Ventures will prioritize serving families who live or work in the South Minneapolis area.



## Weekly Tuition Rates

Infants	(6 weeks to 16 months)	\$435
Toddler	(16 months to 33 months)	\$375
Preschoolers	(33 months to 60 months)	\$315

## Availability

Please let us know when you are expecting or adopting an additional child with as much notice as possible. We will make our best effort to accommodate your additional child in a timely manner.

When a waitlist is necessary, wait time can be difficult to predict. When a place becomes open, the administrative staff will contact families in the order they were added to the waitlist. If a family isn't available or has already resolved their childcare needs, then the next family on the list will be contacted.

## Reserve a Space

After confirming availability, an enrollment fee of \$75 per child is paid in July and in January to reserve the space. To hold an infant space for more than a month, a non-refundable week's tuition will be paid, applicable to the first week of enrollment. Upon submission of this fee, the following documents must be completed online or sent to the office: Emergency Card, Payment Contract, Enrollment Agreement, Health Care Summary, Immunizations Records, Child Information Form, and other authorizations and acknowledgements found in the enrollment materials.

## Scheduling Options

UVCEL C is a center that works for parents who need the full-time services of childcare education five days a week. The center will be open at 7:00 a.m. and close at 6:00 p.m., giving parents great flexibility to work full time. At this time, we offer full-time programming only.

## Transitions

The transition to the next classroom is based on chronological age, developmental readiness, state licensing requirements, and space availability. A classroom transition is a two-week period of moving children into a new



classroom. Transitions are determined and parents are notified in advance. The new tuition rate is effective the first day of the month after completing the classroom transition.

## **Attendance**

Payment in full is required to hold your child's space whether or not your child is in attendance. Tuition is not discounted and swapping days are not allowed for illness, holidays, staff development, or other missed days included in the school calendar, or due to special circumstances or weather conditions not previously scheduled. It is the parent's responsibility to notify the Center if a child will be absent on any given day.

## **Tuition Terms**

Payment is due in advance, weekly. If payment should become past due by more than two weeks, the child cannot attend UVCEL C until tuition plus any fees or additional charges are paid in full and if space is still available.

## **Termination of Care**

We require a two-week written notice for the termination of care. Email is preferable, directed to the Director of UVCEL C. Tuition is charged for 14 days after the written notice of termination is received. In the case of termination of care due to non-payment, UVCEL C reserves the right to notify commercial and financial entities or credit bureaus. Any unpaid balance will become collectable by any collection agency or action that UVCEL C in its right could execute.

## **Payment Methods**

Tuition may be paid by any of the following methods:

- ACH \* (electronic checks, direct account charges). Additional fees may be charged to cover processing costs.
- Automatic withdraws \* (recurring automatic payment plan)
- Credit Card \* (Visa, MasterCard, American Express, Discover). Additional fees may be charged to cover processing costs.
- Cash/check
- CCAP (county financial assistance). Families are responsible for cost differential and any applicable co-pays.

- Think Small Scholarship
- Urban Ventures Scholarship

*\* A completed ACH/credit card authorization form is required before making such payments.*

### **Late Pick-up**

There is a \$25 plus \$1/minute per child fee for arriving past closing time. This fee will be added to your next billing cycle. Calling to let us know you will be late is appreciated but does not pardon the fee. We close at 6:00 p.m., and staff begin cleaning and closing the classrooms at 6:00 p.m. Plan to pick up your child/children by no later than 5:45 p.m. to give them the time to transition out of their school day and calmly leave the Center before 6:00 p.m.

### **Other Fees (non-refundable)**

- Enrollment fee of \$ 75 per child, twice a year in July and January.
- \$25 for any returned ACH or declined credit card or returned check.
- Legal fees, collection fees or any other non-usual and/or extraordinary fees incurred by the Center with previous notification to parents. Such fees include, but are not limited to, field trips or special activities, etc.

### **Discounts**

UVCELC accepts any CCAP, childcare assistance, grants and other award funds as payment. Their assistance rates and additional required co-payment will be defined by those entities. If any supplemental funds are required to complete the regular tuition rate of UVCELC, it will be the responsibility of the parents or guardians. No other discounts or special pricing will apply to those families who receive state or government assistance.

### **Tuition Changes or Adjustments**

Any changes or adjustments to tuition based on schedule modification, general promotions or discounts, age transitions, new enrolled siblings or other factors will take place in full within the next billing cycle of the event.

## **School Closures**

### **Holidays**

Holidays are charged at regular rates to give our hard-working teachers the benefit of a few paid days off per year. All holidays are marked in our annual calendar. A monthly calendar will always be displayed at your children's classroom. An annual calendar will be sent to all parents. You will find the calendar in the CELC web page. During the holidays, the Center will remain closed, and no childcare or administrative activities will be performed. Commonly observed holidays: Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Juneteenth, and Independence Day. New Year's Eve we will close early.

### **Parent-Teacher Conferences**

UVCELC will be closed twice a year (one day in spring and one day in fall) for parent-teacher conferences. All teachers are present all day for these conferences, but childcare services are not provided. At these conferences, parents will be able to see the personalized curriculum for their child and ask questions and write goals with the teacher concerning their child's development. Conferences include a written assessment of each child's intellectual, physical, social, and emotional development.

### **Staff Development**

We have two days during the year for staff development. On those days, UVCELC will be closed. All days are scheduled and posted in the year calendar that you will find on the CELC webpage.

### **Severe Weather**

We will be closed under severe weather conditions. Urban Ventures Cornwell Early Learning Center will communicate to all parents via email or text message about these decisions as early as possible.

## IV. Safety and Security Policies and Procedures

### **Drop-off and Pick-up Procedures**

UVCELC becomes responsible for your child the moment the child enters the classroom and is checked in with our teachers. For safety reasons, parents must escort their children into and out of their classroom. Children must be under the direct supervision of an adult at all times while on the premises. There are seven designated parking spots for UVCELC use between the hours of 7:00 - 9:00 a.m. and 4:00 - 6:00 p.m. Please do not leave your car in the circle drive along any yellow striped sidewalk or it will be towed.

UVCELC only releases children to their parents or another authorized person. Photo ID will be required. Parents must designate and authorize the additional pick-up or drop-off person(s) in writing upon enrollment or as soon there is any change, by using the specific authorization form kept in the child's file. Families are responsible to provide updated information.

When dropping off and picking up children, we require a parent to log in and out on the computer system. To enter the building, you will have a security badge for the locked doors.

### **Unauthorized or Incapacitated Person**

If a non-authorized person arrives with the intention to pick up a child, we will immediately contact their parent(s). If we are unable to reach them, we will not release the child. No unauthorized person will be allowed to take a child from the Center under any circumstances.

In the event a parent or any authorized person picking up the child is considered incapacitated by the Center's staff responsible for the child, the staff member will ask for a name and number of someone who can transport them safely. If the person resists, staff members will call the police.

A person becomes incapacitated to transport a child if intoxicated or under influence of medication or other substances, if they are too young or too elderly to care for themselves, or if a person shows emotional instability or aggressive and careless behavior.

## **Custody Arrangements**

When parents do not reside in one household, the parent or guardian listed on the registration form will be considered the child's primary parent. UVCEL C will only communicate, release the child's information and discuss any matters regarding the child to the parent/guardian or parents and guardians listed on the registration form. In the case that both parents and/or guardians share custody, all parties must sign the enrollment form.

Requests for releasing a child's records must be made in writing. UVCEL C reserves the right to apply any administration fee at the time of the request. All subpoenas, court orders, etc., received by UVCEL C regarding parent custody or visit arrangements or any other parent/child living arrangements issues will be reviewed by UVCEL C's attorney and any legal fees incurred will be billed to petitioner parents or guardians.

The parent handbook will be available to parents or guardians separately and the acknowledgement form must be signed for each parent or guardian who has the joint custody. UVCEL C will reserve the rights of non-communication and/or deny the access to our premises to any parent or guardian until all forms are signed for all parties and forms are returned to our office. Parents will have five business days to submit their signed forms after the enrollment process is completed.

## **Building Safety, Common Areas, Parking Lot**

### **Building**

UVCEL C is located inside the Colin Powell Recreational Center on the second floor. The building is also shared with our partner organization, Cristo Rey Jesuit High School. Though the building is shared, UVCEL C has its own entry door (door B) and seven parking spaces allocated to drop-off and pick-up from 7:00 - 9:00 a.m. and 4:30 - 6:00 p.m.

To enter UVCEL C on the second floor, you can either take the elevator or use the stairs. To enter to classrooms, you will have to use your assigned security badge on the designated keypad. Children must be dropped off inside their classrooms. (See drop-off and pick-up procedures.) Parents are responsible for their children in the common areas of the building and premises prior to drop-off and after pick-up. We recommend that no



children be allowed to wander by themselves without parent or other adult supervision. The building has a closed-circuit camera system to ensure the safety of the persons in the area. However, UVCELC is not responsible for personal items that are misplaced or lost on site.

### **Common Areas**

Inside and outside of the premises, including common and public areas, the following are prohibited: use of all tobacco products (including smoking or vaping), pets (except service dogs), guns and/or harmful tools, liquids, chemicals and other banned items that are unsafe for children.

### **Privacy Policy**

At UVCELC, we do everything possible to protect the privacy of your child and your family. As a licensing requirement, your child's file is available to be viewed by childcare licensing and authorized administration staff only.

UVCELC will not share your contact information with other parents. We will host family events when you will be able to collect contact information from other parents if you would like to develop a relationship with them outside UVCELC.

In our enrollment application, we will ask your permission to take pictures or videos of your child or family and use them for marketing purposes. If you give permission, be assured that no publication, picture or video will be tagged or published with either name, family name codes or anything else that could allow identification of the minor involved.

Written parental permission will also be obtained prior to each occasion of research, experimental procedure, or public relations activity including your child.

Please know that the following agencies will be available to review our records if they require it: USDA Child and Adult Care Food Program, Department of Human Services, Department of Health and Welfare, and appropriate child protection government agency or authority. Most of the time, the information reviewed by these agencies does not include identifiable information and is just for statistical purposes. If protected information needs to be accessed, we will notify the parent in advance of the event and the specific reason for it.

## Visitors

For security purposes and to ensure the safety of all the children and staff of UVCELIC, all visitors, without exception, including parents/guardians, must first report to the front desk at the front entrance of UVCELIC.

All visitors need to announce their presence by telling the person in charge the reason for their visit. UVCELIC maintains records of all visitors other than the parents/guardians of enrolled children, including contractors, potential new families or tours, applicants and any other common business visitors. Their access is always limited to the purpose of the visit to ensure control and safety are maintained.

As mandated by licensing, the parents, legal guardians or the child's authorized representatives may visit UVCELIC any time during hours of operation. For all other visitors, we appreciate an appointment scheduled in advance to ensure minimum disruption to the Center's program.

### Classroom Observation

Visits to the school to observe classroom instruction are welcome. Either a parent/guardian or any external authorized evaluator during this type of visit must follow teacher and/or UVCELIC Director's instructions. This is necessary to minimize classroom interruptions or behavioral issues.

### Special Conferences

UVCELIC staff and the Director are always available for parents/guardians at any time. To ensure that parents/guardians are served with quality time to address their needs, any non-brief conversation or conference must be arranged in advance.

### Special Occasions/Activities

Special visits like having lunch with your child, a birthday party, or special drop-off or pick-up instructions should be arranged in advance. For birthday parties, we recommend making arrangements in advance. If additional visitors will be present, they must follow the above visitor instructions and restrictions given by the administrative staff of UVCELIC.

## **Volunteers**

UVCEL C has a staff member who manages all volunteers. All volunteers must pass a mandated background check and attend a volunteer orientation and training before they can begin to serve.

Volunteers must log in and out of our controlled system so that we can keep track of the times and hours of service. Volunteers at UVCEL C will provide support to various activities but will never be left alone with a child. Volunteers will assist the teacher in group activities, prepare or organize crafts, help serve meals, or accompany the group on field trips. Volunteers need to be 14 years or older. We welcome parents, grandparents or community members to join the volunteer team. Volunteers are not counted in child-to-staff ratios.

## **Employee After-hours Disclaimer**

UVCEL C does not authorize any member of their staff to work directly, exclusively and/or privately with families who have enrolled children at UVCEL C, regardless of the terms, position or activity. This includes baby-sitter, volunteer, companion or consultant with or without monetary or non-monetary compensation. Violation of this rule could lead to employee termination.

Note: For parents who choose to engage UVCEL C employees for private duties, under NO circumstances is UVCEL C responsible for their actions, errors or any other liability that they personally can incur outside the UVCEL C environment.

UVCEL C respectfully requests that parents/guardians refrain from soliciting our employees for any position or outside work that could conflict with their normal work schedule, their normal performance, their normal judgment, or could cause them to give up their position with UVCEL C.

## **Accident and Emergency Procedures**

In the event of an accident or injury requiring medical attention, parents will be contacted immediately. If the parents are unavailable, the child's additional emergency contacts will be called.

If an accident or medical situation is deemed to be life-threatening, staff will call 911 first, then parents. UVCEL C staff is certified in first aid and CPR

procedures. Staff will administer first aid and CPR according to their training and follow any instructions of the 911 dispatcher.

In the event of a non-life-threatening accident or incident, staff will administer first aid according to their training and create an accident report for parents for our records. Parents will be informed of any such incident at the end of the day. An accident/incident report will be completed for all injuries. A copy will be kept on site and given to the parents upon request. All staff are trained in pediatric first aid and CPR, OSHA, blood borne pathogens, and universal precautions regarding handling and disposal of bodily fluids prior to contact with children, and are trained annually or every two years after that.

The parent or guardian is responsible for keeping the child's emergency card information up to date. This information includes parent names, current work, home, and cell phone numbers and the names and phone numbers of two people authorized by the parent/guardian to act on their behalf in case UVCELC is unable to reach the injured child's parents or guardians. This form also contains specific instructions about doctors, preferred hospitals and authorizations or restrictions based on family, religious or other preferences.

### **Fire Evacuation Plan**

Children will leave the building immediately after the fire alarm goes off.

Monthly fire drills will be completed as required to ensure staff, teachers, and children are familiar with what to do if there is a fire in the building.

### **Severe Weather Action Plan**

In the event of severe weather, the children will be moved to the lowest floor of the building or an area that provides the best protection away from windows and doors. Monthly tornado drills will be conducted as required between April and October to ensure staff, teachers, and children are familiar with what to do if there is severe weather.

### **Missing Child or Missing Parent/Guardian**

If a child is reported missing while at UVCELC, the Director and staff will conduct a thorough search of the area (building and grounds). If child

can't be located within 15 minutes, the police and then the parents/guardians will be notified. If possible, a staff person will accompany the police to help identify the child. As mandated, licensing agencies will also be notified about the incident. During field trips or neighborhood walks, children will be constantly counted and observed at all times to prevent a lost child. During these activities, additional staff will be scheduled to support classroom teachers.

If a parent/guardian has not picked up their child by their regularly scheduled time and/or by the time UVCELC is scheduled to close, staff will attempt to contact them at home, work and/or on their telephone numbers listed on file. If UVCELC is unable to contact the parents/guardians, we will call the emergency contact persons and numbers listed in the child's file. If the emergency contacts listed can't be located or no message is returned within 30 minutes after closing time, the police will be notified to pick up the child as indicated by licensing and child protection agencies.

### **Field Trips and Neighborhood Walks**

Field trips are part of curriculum activities at the UVCELC and are planned according to the developmental needs of the children. The planned yearly calendar and field trip schedule will be available to parents at the time of enrollment and upon request or following any update thereafter but is subject to change. Field trip information will include the scheduled activity and the day, time, and place of the activity. Parents' written permission will be obtained before a child participates in each field trip. The Center will issue appropriate reminders in advance of each field trip. Non-participating children will stay at the Center engaged in their regular daily routines.

As part of our extra development curriculum, the entire class of preschoolers and toddlers will be able to walk to the Urban Ventures Farm and soccer fields, weather permitting. A notification of those days will be posted in our front entrance as the days may vary according per class. All children will walk together, and the teacher will make a count of children in various locations during the field trip. These walks are considered "on-site," and a separate written permission is not necessary.

The Urban Ventures Farm and soccer fields are all fenced, and no other groups will be using these areas at the time the children are there.

The Urban Ventures Farm and soccer fields are within a two-block radius of UVCELC.

## **Outdoor Play**

Outdoor play is vital to developing gross motor skills and strength and is a very important part of the overall development of a child. UVCELC has a safe and age-oriented playground installed for their use, as well as large muscle equipment. Regular maintenance and cleaning are done by the Urban Ventures janitorial staff as licensing mandates.

The toddler and preschool classrooms will all have daily outside large motor time, weather permitting. Children should have the appropriate gear for cold and hot temperatures, and a change of clothes to keep at school.

All children who are well enough to be at the Center will be expected to participate in outdoor play. Unless a child has a documented condition or limitation, all children will participate in this activity. Parents/guardians will notify UVCELC about any child's restriction.

## **Staffing Ratios Policy**

The infant ratio is a minimum of one care provider for every four infants between the ages of six weeks and 16 months.

The toddler ratio is a minimum of one care provider for every seven toddlers between the ages of 16 months and 33 months.

The preschool ratio is a minimum of one care provider for every 10 preschoolers between the ages of 33 months to kindergarten.

## **Behavior Guidance Policy**

Bumps, bruises and scrapes are an inevitable part of childhood. Please understand that although we strive to create the safest and most peaceful environment possible, accidents do happen. It is common and normal for young children to explore their independence and space by pushing, hitting, and/or biting. If your child has been hurt by another child, or by any accident, we will give you a written report of the incident for you to sign. If your child is exhibiting



aggressive behavior toward the other children, we will let you know so that together we can make efforts to correct it.

At UVCELC we believe in positive behavior guidance. All our staff are trained to emphasize and teach conflict resolution, taking responsibility, expressing empathy, communicating correctly, apologizing, and negotiating.

At no time and under no circumstance will punishment that is humiliating or frightening be used on a child. This includes, but is not limited to hitting, slapping, shaking, striking with an object, pinching, or inflicting any other form of corporal discipline. Mental or emotional punishment, chemical or physical restraints are all prohibited. UVCELC will not accept parental permission to use any of the forms of punishment listed above and cannot allow parents to use these on the premises.

To appropriately manage toddler and preschool behaviors, UVCELC's priority is to promote respect, listening, sharing, and using words as the most important way to teach children effective ways of interacting with their peers. We teach children words to describe their emotions and ways to get what they need without hurting anyone.

Redirection, that is, guiding the child to a constructive activity away from the source of tension, is the second technique we use when a toddler is causing conflict.

Conflict resolution is modeled at both toddler and preschool levels, so the children may learn to be independent in looking for solutions to conflicts that arise. Children are given the opportunity to choose appropriate alternatives in solving issues. This builds their self-esteem and gives them the tools to build friendships and mutual respect.

Quiet-time and separation from the group are only used when a child is hurting others or is in imminent danger of hurting him/herself or another child, and the first three behavior modification techniques have been ineffective. If a child is separated from the group eight or more times in two weeks, the teacher will document the occurrence and recurrence of the behavior in the child's file and parents will be contacted to develop an appropriate plan of action to redirect the undesirable behavior.

UVCELC understands that appropriate care for children with challenging or disorderly behavior is needed immediately when all the resources and Center/family collaborative plans have failed. UVCELC has a Behavior Incident Report Plan for those cases that are persistent and unacceptable and will require an increased amount of staff guidance and time. Childcare services may be discontinued if the Director determines that a child's behavior poses a persistent safety risk to him or herself, other children or UVCELC staff.

When exclusionary measures must be taken, UVCELC will support the family by offering different resources to find information on other centers that may be a better fit for the child and family.

### **Nap and Rest Policy**

As part of healthy child development, children need time to rest and take a nap during the day. Rest and/or nap time is part of our daily activities and is in accordance with licensing regulations. Nap time is generally from 1-3 p.m. We will provide soothing music and a relaxing atmosphere to ensure children are comfortable enough to fall sleep and get the rest they need.

A child who has completed a nap or rested quietly for 30 minutes will not be required to remain on a cot or mat or in a crib. Teachers will invite and allow them to participate in quiet activities so other children will be able to sleep peacefully until nap time is over.

### **Cots and Sheets**

Infants – UVCELC will provide crib sheets for each child. These sheets will be changed and washed at our facilities once a week or as necessary if they get wet or soiled.

Toddlers and Preschoolers – UVCELC will provide cots for each child as local licensing requires. Parents are welcome to bring a blanket from home, or we will provide one. We will ask parents to take their blanket home for washing on a weekly basis or whenever it gets wet or soiled. Please be sure blankets are labeled with your child's name.

## **Placement of Equipment and Classroom Set Up**

Our classrooms are designed to have a relaxing atmosphere and down lighting while children are sleeping, with a selection of soft and relaxing music playing during this time. Cribs and cots must be placed so there are clear aisles and unimpeded access for both adults and children. Cribs and cots must be placed directly on the floor and must not be stacked when in use.

## **Infant Sleep Policies**

Crib standard: A crib must be provided for each infant for which the center is licensed to provide care. The equipment must be of safe and sturdy construction that conforms to federal crib standards under Code of Federal Regulations, title 16, part 1219 for full-size baby cribs, or part 1220 for non-full-size baby cribs. See Minnesota Statutes, section 245A.146, for additional crib safety standards including routine crib inspection requirements. Reduction of risk of sudden unexpected infant death: Pursuant to Minnesota Statutes, section 245A.1435: The license holder must place each infant to sleep on the infant's back, unless the license holder has documentation from the infant's physician directing an alternative sleeping position for the infant. The physician directive must be on a form approved by the commissioner's Physician's Directive for Infant Sleep Position form 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. To meet these requirements, it is recommended that you use the sample form titled: Optional form for parent statement; infant less than six months of age regularly rolling over. The license holder must place each infant in a crib 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. The license holder 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. If an infant falls asleep before being placed in a crib, the license holder must move the infant to a crib as soon as practicable and must keep the infant within sight of the license holder until the infant is

placed in a crib. When an infant falls asleep while being held, the license holder 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. 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 one-piece sleeper equipped with an attached system that fastens securely only across the upper torso, with no constriction of the hips or legs, to create a swaddle. 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 approved by the commissioner on Parent Consent for Swaddling and prepared in partnership with the Minnesota Sudden Infant Death Center.

UVCELC's staff is trained on Sudden Unexpected Infant Death (SUID, SIDS) to reduce the risk of Sudden Unexpected Infant Death as mandated by licensing.

For infants, UVCELC will follow the individual child's pattern of sleeping and waking for each infant under our care, as mandated by licensing statutes:

- While sleeping, the infant must be under visual and auditory supervision. This constant supervision is also mandatory for older children.
- We will not allow parents to bring any stuffed animals, blankets, quilts, pillows, etc., for infants, as we will not put those items into the cribs. Pacifiers are OK.

### **Diapering and Toileting Policy**

UVCELC follows the diapering policies established by the Department of Health and regulations made by Minnesota Rules. The UVCELC diapering procedure has been reviewed and approved by our health consultant and is posted in each diaper changing area. All diaper changes and its results will be noted and reported to parents on daily basis. Each classroom where children are using

diapers or are going through toilet training have their own and exclusive dedicated area for that purpose.

No food storage, preparation or eating are allowed in these areas, nor are other items such as toys, pacifiers, blankets, and bibs.

Children with diapers are checked every two hours and diapers are changed as needed. No child or infant will go to nap or home without being changed. Both the staff's and the child's hands are washed after every diaper change using appropriate techniques. All surfaces used for diapering are disinfected before and after each use.

- Our toilet training procedures stress cooperation with the parents. Children who are in the process of being toilet trained will be offered frequent opportunities to use the bathroom facilities.
- Toilet training will begin when appropriate according to the child's age and stage of development. UVCELC staff will respond to a child's interest in such training and in accordance with a parent's plan to create the most effective and positive experience during that transition. Parents are asked to share toilet training expectations with the staff to ensure consistency for the child. Children are also guided in their toileting and hand washing to promote healthy practices.

## Maltreatment of Minors Mandated Reporting

This form may be used by any provider licensed by the Minnesota Department of Human Services, except family childcare. The form for family childcare providers can be found in eDocs#7634C.

### What to Report

- Maltreatment includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, and mental injury. For definitions, refer to Minnesota Statutes, section 260E.03, and pages 3-6 of this document. Maltreatment must be reported if you have witnessed or have reason to believe that a child is being or has been maltreated within the last three years.

### Who Must Report

- If you work in a licensed facility, you are a "mandated reporter" and are legally required (mandated) to report maltreatment. You cannot shift

the responsibility of reporting to your supervisor or to anyone else at your licensed facility.

- In addition, people who are not mandated reporters may voluntarily report maltreatment.

### **Where to Report**

- If you know or suspect that a child is in immediate danger, call 911.
- Reports concerning suspected maltreatment of children, or other violations of Minnesota Statutes or Rules, in facilities licensed by the Minnesota Department of Human Services, should be made to the Licensing Division's Central Intake line at 651-431-6600.
- Incidents of suspected maltreatment of children occurring within a family, in the community, at a family childcare program, or in a child foster care home should be reported to the local county social services agency at 612-348-3552 or local law enforcement at 612-673-5730.

### **When to Report**

- Mandated reporters must make a report to one of the agencies listed above immediately (as soon as possible but no longer than 24 hours).

### **Information to Report**

- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the maltreatment (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected maltreatment occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

### **Failure to Report**

- A mandated reporter who knows or has reason to believe a child is or has been maltreated and fails to report is guilty of a misdemeanor.
- In addition, a mandated reporter who fails to report serious or recurring maltreatment may be disqualified from a position allowing direct contact with, or access to, persons receiving services from programs, organizations, and/or agencies that are required to have individuals complete a background study by the Department of Human Services as listed in Minnesota Statutes, section 245C.03.



## **Retaliation Prohibited**

- An employer of any mandated reporter is prohibited from retaliating against (getting back at):
  - An employee for making a report in good faith.
  - A child who is the subject of the report.
- If an employer retaliates against an employee, the employer may be liable for damages and/or penalties.

## **Staff Training**

- The license holder must train all mandated reporters on their reporting responsibilities, according to the training requirements in the statutes and rules governing the licensed program. The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

## **Provide Policy to Parents**

- For licensed childcare centers, the mandated reporting policy must be provided to parents of all children at the time of enrollment and must be available upon request. The definitions section (pp. 3-6) is optional to provide to parents.

## **Internal Review**

- When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care.
- The internal review must 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.
  - There is a need for corrective action by the license holder to protect the health and safety of children in care.

## Primary and Secondary Person or Position to Ensure Reviews Completed

- The internal review will be completed by the UVCELC Director. If this individual is involved in the alleged or suspected maltreatment, the UVCELC Assistant Director will be responsible for completing the internal review.

## Documentation of Internal Review

- The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

## Corrective Action Plan

- Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan to correct any current lapses and prevent future lapses in performance by individuals or the license holder.

## Definitions

Found in **(Minnesota Statutes, section 260E.03)**

### Egregious Harm (Minnesota Statutes, section 260E.03, subd. 5)

"Egregious harm" means harm under section 260C.007, subdivision 14, or a similar law of another jurisdiction.

"Egregious harm" means the infliction of bodily harm to a child or neglect of a child which demonstrates a grossly inadequate ability to provide minimally adequate parental care. The egregious harm need not have occurred in the state or in the county where a termination of parental rights action is otherwise properly venued. Egregious harm includes, but is not limited to:

- Conduct toward a child that constitutes a violation of sections 609.185 to 609.2114, 609.222, subdivision 2, 609.223, or any other similar law of any other state.
- The infliction of "substantial bodily harm" to a child, as defined in section 609.02, subdivision 7a.
- Conduct toward a child that constitutes felony malicious punishment of a child under section 609.377.
- Conduct toward a child that constitutes felony unreasonable restraint of a child under section 609.255, subdivision 3.

- Conduct toward a child that constitutes felony neglect or endangerment of a child under section 609.378.
- Conduct toward a child that constitutes assault under section 609.221, 609.222, or 609.223.
- Conduct toward a child that constitutes solicitation, inducement, or promotion of, or receiving profit derived from prostitution under section 609.322.
- Conduct toward a child that constitutes murder or voluntary manslaughter as defined by United States Code, title 18, section 1111(a) or 1112(a).
- Conduct toward a child that constitutes aiding or abetting, attempting, conspiring, or soliciting to commit murder or voluntary manslaughter that constitutes a violation of United States Code, title 18, section 1111(a) or 1112(a).
- Conduct toward a child that constitutes criminal sexual conduct under sections 609.342 to 609.345.

### **Maltreatment (Minnesota Statutes, section 260E.03, subd. 12)**

"Maltreatment" means any of the following acts or omissions:

- Egregious harm under subdivision 5.
- Neglect under subdivision 15.
- Physical abuse under subdivision 18.
- Sexual abuse under subdivision 20.
- Substantial child endangerment under subdivision 22.
- Threatened injury under subdivision 23.
- Mental injury under subdivision 13.
- Maltreatment of a child in a facility.

### **Mental Injury (Minnesota Statutes, section 260E.03, subd. 13)**

"Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.

### **Neglect (Minnesota Statutes, section 260E.03, subd. 15)**

"Neglect" means the commission or omission of any of the acts specified under clauses (1) to (8), other than by accidental means:

- Failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health, medical, or other care

required for the child's physical or mental health when reasonably able to do so.

- Failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect.
- Failure to provide for necessary supervision or childcare arrangements appropriate for a child after considering factors such as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child's own basic needs or safety, or the basic needs or safety of another child in their care.
- Failure to ensure that the child is educated as defined in sections 120A.22 and 260C.163, subdivision 11, which does not include a parent's refusal to provide the parent's child with sympathomimetic medications, consistent with section 125A.091, subdivision 5.
- Prenatal exposure to a controlled substance, as defined in section 253B.02, subdivision 2, used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child at birth, medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder.
- Medical neglect, as defined in section 260C.007, subdivision 6, clause (5).
- Chronic and severe use of alcohol or a controlled substance by a person responsible for the child's care that adversely affects the child's basic needs and safety.
- Emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Nothing in this chapter shall be construed to mean that a child is neglected solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.

This chapter does not impose upon persons not otherwise legally responsible for providing a child with necessary food, clothing, shelter, education, or medical care a duty to provide that care.

### **Physical Abuse (Minnesota Statutes, section 260E.03, subd. 18)**

"Physical abuse" means any physical injury, mental injury under subdivision 13, or threatened injury under subdivision 23, inflicted by a person responsible for the child's care on a child other than by accidental means, or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized under section 125A.0942 or 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by section 121A.582.

For the purposes of this subdivision, actions that are not reasonable and moderate include, but are not limited to, any of the following:

- Throwing, kicking, burning, biting, or cutting a child.
- Striking a child with a closed fist.
- Shaking a child under age three.
- Striking or other actions that result in any nonaccidental injury to a child under 18 months of age.
- Unreasonable interference with a child's breathing.
- Threatening a child with a weapon, as defined in section 609.02, subdivision 6.
- Striking a child under age one on the face or head.
- Striking a child who is at least age one but under age four on the face or head, which results in an injury.
- Purposely giving a child:
  - Poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner in order to control or punish the child.
  - Other substances that substantially affect the child's behavior, motor coordination, or judgment; that result in sickness or internal injury; or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances.

- Unreasonable physical confinement or restraint not permitted under section 609.379, including but not limited to tying, caging, or chaining.
- In a school facility or school zone, an act by a person responsible for the child's care that is a violation under section 121A.58.

### **Sexual Abuse (Minnesota Statutes, section 260E.03, subd. 20)**

"Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child, or by a person in a current or recent position of authority, to any act that constitutes a violation of section 609.342 (criminal sexual conduct in the first degree), 609.343 (criminal sexual conduct in the second degree), 609.344 (criminal sexual conduct in the third degree), 609.345 (criminal sexual conduct in the fourth degree), 609.3451 (criminal sexual conduct in the fifth degree), or 609.352 (solicitation of children to engage in sexual conduct; communication of sexually explicit materials to children).

Sexual abuse also includes any act involving a child that constitutes a violation of prostitution offenses under sections 609.321 to 609.324 or 617.246. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes child sex trafficking as defined in section 609.321, subdivisions 7a and 7b.

Sexual abuse includes threatened sexual abuse, which includes the status of a parent or household member who has committed a violation that requires registration as an offender under section 243.166, subdivision 1b, paragraph (a) or (b), or required registration under section 243.166, subdivision 1b, paragraph (a) or (b).

### **Substantial Child Endangerment (Minnesota Statutes, section 260E.03, subd. 22)**

"Substantial child endangerment" means that a person responsible for a child's care, by act or omission, commits or attempts to commit an act against a child under their care that constitutes any of the following:

- Egregious harm under subdivision 5.
- Abandonment under section 260C.301, subdivision 2.
- Neglect under subdivision 15, paragraph (a), clause (2), that substantially endangers the child's physical or mental health, including a growth delay, which may be referred to as failure to thrive, that has been diagnosed by a physician and is due to parental neglect.
- Murder in the first, second, or third degree under section 609.185, 609.19, or 609.195.



- Manslaughter in the first or second degree under section 609.20 or 609.205.
- Assault in the first, second, or third degree under section 609.221, 609.222, or 609.223.
- Solicitation, inducement, and promotion of prostitution under section 609.322.
- Criminal sexual conduct under sections 609.342 to 609.3451.
- Solicitation of children to engage in sexual conduct under section 609.352.
- Malicious punishment or neglect or endangerment of a child under section 609.377 or 609.378.
- Use of a minor in sexual performance under section 617.246.
- Parental behavior, status, or condition that mandates that the county attorney file a termination of parental rights petition under section 260C.503, subdivision 2.

### **Threatened Injury (Minnesota Statutes, section 260E.03, subd. 23)**

"Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury.

Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care, as defined in subdivision 17, who has:

- Subjected a child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm under subdivision 5 or a similar law of another jurisdiction.
- Been found to be palpably unfit under section 260C.301, subdivision 1, paragraph (b), clause (4), or a similar law of another jurisdiction.
- Committed an act that resulted in an involuntary termination of parental rights under section 260C.301, or a similar law of another jurisdiction.
- Committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative under Minnesota Statutes 2010, section 260C.201, subdivision 11, paragraph (d), clause (1), section 260C.515, subdivision 4, or a similar law of another jurisdiction.

A child is the subject of a report of threatened injury when the local welfare agency receives birth match data under section 260E.14, subdivision 4, from the Department of Human Services.

This reporting is required by law, and it is our obligation to make a report to the appropriate state authorities if our staff has a reasonable cause to believe or suspect a child is suffering from abuse or neglect. The state child protective agency involved will determine appropriate action and may investigate. UVCELG will fully cooperate with any investigation and will maintain this process and investigation confidentiality at all times.

For reports of suspected abuse or neglect within a family or the community, call local child protection: 612-348-3552. Both the UVCELG Director and Assistant Director are designated to do an internal review when the Center has reason to know that an internal or external report of alleged or suspected maltreatment has been made.

## Pet and Animals Policy

From time-to-time enrolled children will have the great experience of seeing and/or interacting with live animals. Parents will be informed ahead of time when UVCELG activities will include a special visit of animals from our farm or a student's home.

## Food, Nutrition and Safe Eating

### **Breakfast, Lunch and Snack**

UVCELG offers breakfast, lunch and snacks to all children. These are provided through a specialized catering service that is bonded and insured and follows guidelines for providing food for children under six years of age. The menu will be posted in each classroom and in the lobby.

The staff is trained on handling and serving food and snacks according to the codes and portion specifications required by licensing and the food and beverage establishment's authority. We follow all federal requirements for accommodating children with special dietary needs. Parents must provide an appropriate medical statement before dietary modifications can be made. Special diets and other medical statements are provided by the center. UVCELG reserves the right to determine what dietary accommodations can be reasonably provided if such accommodations are not related to a diagnosed disability.

We will ensure that all food served that is not prepared on site or by UVCELC staff is in compliance with Department of Health standards. Breakfast, snacks, and lunch will be catered by a professional licensed and insured service. All meals comply with the United States Department of Agriculture (USDA) requirements. Meals are served in a combination of pre-plated and family style meals, and our staff and volunteers sit alongside the children.

	INFANTS (solid food only)	TODDLERS	PRESCHOOL
Breakfast	8:30-9:00 a.m.	8:30-9:00 a.m.	8:30-9:00 a.m.
Lunch	11:30 a.m.-noon	11:30 a.m.-noon	11:30 a.m.-noon
Snack	3:00-3:30 p.m.	3:00-3:30 p.m.	3:00-3:30 p.m.

NOTE: Infants who are not yet on a solid food diet will be fed based on age, weight and/or family or pediatrician instructions.

Children who arrive after the end of serving time will not be able to participate in meals. We recommend that parents plan accordingly by providing their children with food before dropping them off at UVCELC.

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by either:

Mail: U.S. Department of Agriculture  
 Office of the Assistant Secretary for Civil Rights  
 1400 Independence Avenue, SW  
 Washington, D.C. 20250-9410

Fax: 202-690-7442  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)  
This institution is an equal opportunity provider.

### **Special Diets and Allergies**

All allergies and special diets for each child must be documented in writing from the child's health care provider. Parents need to give notice to UVCELC before their first day of attendance or immediately after they become aware of any food limitation. If the child has non-medical diet specifications based on family preferences, they do not need a health care provider's documentation, but parents must also submit specifications on a program-provided dietary preference statement in writing at the time of enrollment.

Any special diet, food limitation, allergy or family preference will be posted in the kitchen and child's classroom as indicated by licensing.

### **Prohibited Foods**

None of the following foods shall be served to any child under four years of age: hot dogs • whole grapes • tree nuts or peanut butter • popcorn • raw peas • hard pretzels • chunks of raw carrot • meat chunks larger than can be swallowed whole • hard candy or gum.

### **Common Allergens**

Allergic reactions in children are common. These reactions could range from a mild rash to anaphylactic shock. Nearly any food can cause an allergic reaction, although only eight foods are recognized as allergens and produce up to 90 percent of all food-allergic reactions in the United States.

We protect children with food allergies by limiting most of those dangerous allergens in our food menu. No peanuts, tree nuts, fish and shellfish are served at UVCELC. We are a nut free zone.

### **Infant Feeding – Milk and Soft Food**

## **Breastfeeding**

Our guidelines for the handling of breast milk comply with the guidelines and standards of the United States Department of Agriculture and the National Association for the Education of Young Children.

A refrigerator is available inside the infant classroom to store breast milk and freshly prepared formula. Parents are responsible to ensure that their infant will have sufficient breast milk or formula each day. Quantities could range from 12 to 24 ounces or more depending on infant age and appetite.

- We require all breast milk bottles be labeled with your child's first and last name and date. Glass bottles are not permitted.
- Breast milk must be transported in an insulated bag with an ice pack.
- We will store breast milk in a refrigerator no longer than 48 hours or no more than 24 hours if it was previously frozen. Breast milk cannot be refrozen after thawing. Each child will have his/her own labeled tray in the refrigerator.
- We will discard the breast milk one hour after it is served and not completely consumed. We will not reheat or refrigerate it after use.
- We do not microwave breast milk. The use of a microwave is prohibited to warm or heat up milk formula or any food for infants or small children. We will warm breastmilk using warm water.

We believe that attachment during breast feeding is important for child development, so you are welcome at the Center to breast feed your baby in our private nursing rooms.

If your child drinks formula, we will provide Similac Advance Formula. If you want to provide a substitute formula, you must sign a Dietary Request form, and label the original formula container with your child's first and last name, which must remain at the Center.

## **Milk and Food for Infants**

Health professionals recommend that no solid foods be introduced until after six months of age, although parents may introduce foods at home at the age they choose. UVCELC will provide Gerber 2<sup>nd</sup> Food purees

when a child is introduced to solids, after a child has been introduced to a food at home.

Parents should consider the following guidelines about infant food:

- Food for infants six to nine months of age should be pureed.
- Food for infants nine to 12 months of age is slightly textured and served in pea-sized pieces the baby can pick up.
- Food served is no bigger than one-quarter inch square for infants older than 12 months and one-half inch square for toddlers.

Transition from breast feeding to bottle and formula to milk is based on parent decision. Parents must communicate to UVCELC their choices as soon they are taken or changed. UVCELC will be sure that appropriate amounts of milk and purified water are offered to the children while they are at UVCELC.

### **Prohibited Foods for Any Child Under 12 Months of Age**

The following are prohibited foods due to the high risk of choking or developing allergic reactions:

Raw fruits and vegetables except bananas • honey or any product that contains honey or substitutes • eggs • peanuts • peanut butter or tree nuts • cow's milk • strawberries • blackberries • raspberries • citrus fruits • raisins or other dried fruit • sugar • chocolate • candy or gum.

## **Health Policies and Procedures**

### **Health Consultant**

As mandated by licensing, UVCELC contracts with a licensed health consultant who helps UVCELC review and update all our health policies, safety procedures and sanitization practices. Our health consultant helps with prevention of possible outbreaks and assists with compliance on reports of contagious illness as specified by the Minnesota Health Department.



## Health and Immunization Records

The State Department of Human Services requires each enrolled child to have immunization records up-to-date and on file prior to the child's first day of school.

If a family does not participate in regular immunization schedules, a written notice with notarized signature will be required to keep the child enrolled. This requirement is for the health and safety of our entire community and was created under the advisement of our public health consultant.

It is parents' responsibility to keep UVCELIC informed and provide upon request written updates on any changes regarding children's health and immunization records. The health records at UVCELIC are kept in a confidential file that can only be accessed by authorized staff, the child's parents or legal guardians, and legal authorities upon request.

A Health History and a Health Care Summary must be on file for your child to start at UVCELIC. The Health History is for staff information to get to know your family. The Health Care Summary must be signed by your child's medical provider and be a report of child's current physical health. This will need to be redone annually for children under 24 months, and whenever a child moves to an older classroom.

## Care for Ill Children

One of UVCELIC's priorities is to keep a healthy Center as much as possible. Children with light coughs, common colds, and common mild ailments can receive care from UVCELIC. However, if a child becomes ill while at UVCELIC, parents will be notified immediately to pick up the child.

Parents will have one hour to pick up the sick child from UVCELIC. Sick children will wait for their parents, under supervision, in a separate room other than their classroom until they are released from UVCELIC. The staff will do everything possible to provide the sick child with a comfortable and caring experience while waiting to be picked up.

If a child has any of the following symptoms or illnesses, we will not be able to provide care until the child receives a doctor's note stating the health of the

child and that it is safe for them and the other children for the child to return to the Center and participate in regular daily activities. Please see the following pages for the specifics of the symptoms listed below:

- Fever of 100 degrees F or higher within the past 24 hours
- Vomiting or diarrhea within the past 24 hours
- Rash, other than mild diaper or heat rash
- Significant respiratory distress
- Head lice
- Vaccine-preventable diseases
- Other communicable disease

For the protection of all enrolled children, the above-described illness policy will be firmly enforced. We appreciate parental cooperation and understanding in this especially important matter.

### **Required Illness Notification**

Parents are required to provide a doctor's diagnosis to UVCELC within 24 hours of an illness when present. UVCELC will communicate to the health consultant and, if necessary, to the Health Department any reportable conditions.

After knowing about any possible illness your child may have been exposed to, an informational note will be posted in your child's classroom or will be communicated directly to parents to make them aware about their child's possible exposure to the illness. Personal information of the ill child and their family that can make them identifiable will not be shared.

### **Medical Emergency Notification**

In the event of a medical emergency, emergency medical responders (911) will be called first and the Emergency Medical Authorization form on file will be pulled so that staff and medical personnel are aware of and can follow any special instructions. Parents or legal guardians will be notified next and without delay.

### **Exclusion Policy**

Below are definitions and conditions of exclusion, as mandated by licensing and information from the Infectious Diseases in Childcare Settings and Schools

Manual of Minnesota. The content helps administrators, childcare providers, caregivers, parents and guardians, and school health staff to know about specific infectious disease problems they may encounter in the childcare setting. The following information is designed to provide specifics about disease prevention and control guidelines which are consistent with the national standards put forth by the American Public Health Association and the American Academy of Pediatrics.

**Illness:** Any child with a reportable illness or condition as specified by the health department that is contagious and a physician determines that the child has not had sufficient treatment to reduce health risks to others.

**Fever:** Temperatures of 100 degrees F or greater without fever-reducing medication. In the event of a fever, the child must stay home for 24 hours fever-free. The child may return to the Center with a written note from a physician stating that the fever is not the result of a contagious illness, and the child is well enough to return to their normal/regular activities.

**Signs of Possible Severe Illness:** Including unusual lethargy, irritability, persistent crying, difficulty breathing and/or uncontrolled coughing. The child may return to the Center with a note from a physician stating the illness is not contagious and is well enough to return to the Center.

**Uncontrolled Diarrhea:** Defined as an increased number of bowel movements (three or more compounded with the child's normal pattern) that are excessively watery evacuations of fecal material. The child must stay home for 24 hours symptom-free and may return with a written note from a physician stating that the child is not contagious and is well enough to return to UVCEL.

**Vomiting:** Two or more times within the previous 24 hours unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration. The child must stay home for 24 hours symptom-free or return with a written note from a physician stating that the child is not contagious and is well enough to return to UVCEL.

**Mouth Sores:** Children with mouth sores accompanied by drooling must stay home unless the child's physician provides a written statement that the child is not contagious and is well enough to return to UVCEL.

**Rash:** A child with a skin rash or visible skin irritation or sores may attend UVCELC with a written note from a physician stating that the rash and/or sores are not the result of a contagious illness, and the child is well enough to attend.

**Conjunctivitis (Pink Eye):** Symptoms usually include matted eyelids after sleep and include eye pain or redness of the eyelids and the skin surrounding the eye. Children must see a physician and cannot return to UVCELC until an antibiotic treatment has started or 24 hours after regular treatment begins. Parents must provide a written statement from the physician that notes the date either treatment began and the date the child is able to return to UVCELC.

**Lice Infestation:** Children with lice cannot return to the Center until the child has been treated for lice and all lice and lice eggs have been removed from their hair, skin, clothing, etc.

**Tuberculosis (TB):** TB is a highly contagious disease and can be potentially fatal if not treated. Treatment consists of antibiotics prescribed by a physician. Children who contract TB cannot return to UVCELC until the child's physician provides a written statement that the child has been treated, is not contagious, and is able to return.

**Impetigo:** Crusted, itchy sores that usually appear around the nose, arms, legs, or mouth. Children with impetigo cannot return to UVCELC until 24 hours after treatment begins. Parents must provide a written statement from the physician that notes the date treatment began and the date the child is able to return to UVCELC.

**Chicken pox:** Chicken pox is a rash illness caused by a virus that is transmitted in the air. Once a person is exposed to the virus, it takes between two and three weeks before the symptoms appear. Children with chicken pox may return to UVCELC when they have no fever, and all sores are crusted over.

**Ringworm:** Ringworm is a fungus infection that causes severe itching, redness, irritation and unsightly skin flaking and scarring. Children who contract ringworm cannot return to UVCELC until after treatment has been administered and the affected area has been bandaged/covered.

Hepatitis A: Children who contract Hepatitis A cannot return to UVCELC until one week after the onset of the illness or until immune serum globulin has been given to appropriate children and staff in the program.

Measles, Mumps or Rubella: Measles is a viral infection that is accompanied by a rash that is red, blotchy and occurs on the forehead and face, then neck and trunk, working down to the feet over three days. The rash tends to last about three days in each site. It is contagious until 10 days after the rash began. Mumps is a viral infection, which typically causes enlargement of the two salivary glands in the cheeks at the angle of the jaw. It is infectious from two or three days before the swelling appears until eight or 10 days after that day. If the pain is severe, consult your doctor. For measles and mumps the child must be excluded for at least six days after a rash appears, and mumps for nine days after onset of parotid gland swelling. The child's physician must provide a written statement that the child is not contagious and is well enough to return to UVCELC.

Whooping Cough: Whooping cough or pertussis is an infection of the respiratory system caused by bacteria. The first symptoms of whooping cough are similar to those of a common cold: runny nose, sneezing, mild cough and low-grade fever. After one to two weeks, the dry, irritating cough evolves into coughing spells that can last for more than a minute. During a coughing spell, the child may turn red or purple. At the end of a spell, the child may make a characteristic whooping sound when breathing in or may vomit. Between spells, the child usually feels well. Children diagnosed with whooping cough cannot return to the Center until five days after treatment has been completed. The child's physician must provide a written statement that the child is not contagious and is well enough to return to UVCELC.

Scabies: Scabies is an infestation of the skin by a microscopic mite known as "*Sarcoptes Scabby*." Scabies spreads rapidly under crowded conditions where there is frequent skin-to-skin contact between people, such as in hospitals, institutions, childcare facilities, and nursing homes. The child cannot return to UVCELC until after treatment has been administered. The child's physician must provide a written statement that the child is not contagious and is well enough to return to UVCELC.

Influenza: Please note that young children are especially susceptible to catching influenza. The virus concentration in respiratory secretions is usually highest two to three days before a person develops symptoms of illness. Viruses continue to be present in respiratory secretions for two to three days after symptoms begin. The child's physician must provide a written statement that the child is not contagious and is well enough to return to UVCELC.

Cold: You should use your best judgment before sending your child to UVCELC with a cold. Children who are visibly ill may not be left in class.

For all illnesses: We will follow most recent Minnesota Department of Health (MDH) recommendations for people in schools, youth, and childcare programs.

It is each parent's responsibility to assist in helping us keep all our students and staff healthy. Disregard for this policy may result in termination of childcare services.

## Medication Administration Policy

UVCELC staff will be able to provide medication to a child only by complying with the following policy:

- BEFORE any prescribed medication is administered, the center must have the Consent for Medication Administration form signed by the parents and the physician. The pharmacy label must indicate the physician's instructions.
- No prescribed medication will be given without a doctor's prescription or written authorization from the doctor.
- All medicine must be kept in its original container and have a legible label that notes the child's first and last name and current prescription information. All medication will be kept in a locked area of the classroom in a covered, labeled container.

### Prescribed Medication

UVCELC will follow written instructions from a licensed physician or dentist when administering prescription medication. The medicine container is labeled



with the child's name, current prescription information and administration instructions, including possible reactions or allergic information.

### **Non-prescription Medication (OTC)**

Non-prescription medicines, diapering products, sunscreens, and insect repellents must be administered according to the manufacturer's instructions (based on applicable age, weight, or other applicable physical characteristics or charts if present) unless there are written instructions for their use by a licensed physician or dentist.

### **Other Special Treatments**

UVCELG will help parents and families with the administration of nebulization medication. Parents and staff members will work together in this matter. Parents must provide a written note with a specific Plan of Care signed by the doctor or health provider. A Plan of Care needs to be updated at least every 12 months or when changes to the prescription happen.

Any other specific medication that needs to be administered as an emergency procedure due to severe allergic reactions, rapid increase or decrease of blood sugar (insulin), or epilepsy, must have a formal Plan of Care signed by the doctor or health provider. This Plan of Care must be provided before enrollment or as soon as a child or their parent/guardian receives the diagnostic. This type of Plan of Care must be updated every 12 months or upon changes made by physician.

### **Allergies**

At the time of enrollment or as soon they are alerted, families will notify UVCELG of any food or environmental allergies their child may have.

If a child is diagnosed with severe allergies or asthma, the parents are required to provide a detailed individual allergy or asthma action plan signed by the child's physician. This document is posted in the child's classroom and common areas as well as the kitchen to alert staff about correct actions in case they need to intervene. An extra copy will be saved in the child's file.

Children with severe allergies or asthma without proper medication or an updated plan of action who do not bring their medication or action plan on the first day of class cannot stay at UVCELC or receive care until they comply with this mandatory requirement.

## **Handwashing and Brushing Teeth**

As we prepare the children to be responsible and healthy, UVCELC staff will help the children develop the healthy habits of washing their hands and brushing their teeth appropriately.

At UVCELC, handwashing is required at the time the child enters their classroom, before and after eating, after bathroom visits or after we change their diaper, when returning from indoor or outdoor play. Signs with handwashing techniques will be posted in the sink area.

## **Clothing**

Active and hands-on learning is essential for the development of children. Crawling, jumping, working with paint, sand or other natural elements, etc., will be part of our curriculum. Please be aware that your child may get messy through the course of the day and clothes will become soiled. Comfortable loose clothes are best for daily wear and will provide the freedom to experiment and enjoy the many opportunities for learning and play. Sandals with an open toe are not allowed. Instead, parents should send their child in comfortable tennis shoes or similar footwear that will make active play in the gym and playground safer and more enjoyable.

Children must dress accordingly for the weather. For example, in the winter, snow boots, gloves, hats and other warm clothes will be required. On a rainy day, children should bring a raincoat or something similar to protect them and keep them dry.

UVCELC will provide children with field trip T-shirts that will be used during those special days and visits. UVCELC will wash the T-shirts and re-use them, as needed.

## **Children's Personal Belongings**

All children must bring at least one change of clothing (pants, shirt, underwear and socks) and a blanket for nap time at UVCELCE.

All the child's personal belongings must be clearly labeled with the child's full name. In case an item has no name on it, the parent/guardian must give their authorization for UVCELCE staff to label it.

When extra clothes or items have been used or are gone, parents/guardians need to replace them without delay. If extra clothes are needed, UVCELCE has a box of donated clothes that can be used until the parent/guardian brings their own, but the parent/guardian must return the temporary item washed and clean.

UVCELCE does not approve of sharing personal belongings, designated materials or other accessories between children.

## **V. Parent/Family Communication and Participation Opportunities**

UVCELCE staff believes that a cooperative relationship is essential between the Center and parents/guardians. We are eager to work with all parents/guardians to ensure a quality program is provided for all our enrolled children. For that reason, all resources for open communication are welcome in our program.

### **Information for Parents/Guardians**

As required by licensing, UVCELCE must provide the following information to parents and guardians at the time of a child's enrollment, and then UVCELCE should keep this information available for already-enrolled families:

- General information about UVCELCE such as capacity, hours of operation, schedules and other options and information related to UVCELCE's operation.
- Information about the educational program such as evaluation, parent-teacher conferences, general child performance and development, and behavioral guidelines.
- Information about health and safety procedures.

- General Information about the procedures and policies that regulate normal operations of UVCEL C.

All this information has been organized and presented to you through this updated Parent's Handbook.

The enrollment information you provided is handled confidentially to protect your privacy. Access to your child's records is limited and only available to employees to provide the best care possible. Some records are also available upon request to the following agencies and for effective supervision and operation of UVCEL C: Department of Human Services (DHS) or appropriate regulatory government agency, their Licensing Inspector and/or Commissioner.

UVCEL C doesn't share or communicate any of the enrollment information provided to other third parties unless the parents/guardians or legal child representative has given written consent or otherwise required by law.

As mandated by licensing, a specific and separate written permission from parents/guardians is required before a child is involved in any experimental research or public relations activity while the child is at UVCEL C. Permissions are kept in the child's file.

Failure to provide enrollment information before any child starts in our program could delay, prevent or stop a child's registration or enrollment, which will consequently affect the child's attendance in our care program.

Individual parent conferences are planned and offered by program staff twice a year. Also, as requested by licensing, the Center provides daily electronic or written reports to parents/guardians of infant and toddler activities, a child's food intake, elimination, sleeping patterns, and general behavior.

During the rest of the year, the Program Director, operations, administrative staff, and/or teachers are available by appointment for a conference by appointment.

### **Communication with Parents and Guardians**

UVCEL C Director, administrative staff, and teaching staff are available at any time during the day to communicate with parents and attend to their needs.

To communicate with parents/guardians, UVCEL C will use regular written notes and letters. UVCEL C will also use electronic ways to keep in contact with parents/guardians such as e-communication, email, social media updates, and other communication/sharing technology. Our main goal is to use any channel or resource available to keep open communication and information between parents/guardians and UVCEL C.

If a parent/guardian needs to inform UVCEL C of a change or update in their daily schedule, attendance, pick-up time, or authorized pick-up persons, the communication should be given in advance and preferably in writing. Communication will be made directly through the Administrator's Assistant for properly handling or through a dedicated direct phone line.

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

Open communication between families and UVCEL C staff is essential for when concerns arise. A problem should be brought first to the classroom teacher, who will attempt to work through the problem. If additional communication is necessary, parent should discuss concern with the Center Director. If necessary, the situation can be taken to the CEO of Urban Ventures, and ultimately to the Board of Directors. Urban Ventures will respond to the initial parent grievance within seven business days.

### **Parent Support: Community Engagement and Participation**

UVCEL C will open their doors to parents any time they would like to visit. Parents are welcome to attend the following activities:

- Reading time
- Their own child's birthday celebration
- Enrichment activities like Spanish and yoga
- Field trips to the UV Farm and soccer fields

If you are planning to attend, a notification to the teacher must be made a least one day in advance.

### **Me and My Baby! Classes**

UVCEL C provides different opportunities for parents to create memorable times with their child and create strong bonds of attachment and early

stimulation. Our ongoing classes are scheduled during the day, evening or weekends. Some classes have a cost; families attending UVCELC have a 25 percent discount. Schedule of classes will be posted in the lobby. Examples of the classes are:

- Baby massage and relaxation
- Breast feeding techniques and support
- Brain Stimulation
- Parent/Child Zumba

### **For Your Family – Free UVCELC Events**

UVCELC recognizes the value of building community and friendships between families at the Center. There are regular family events for children and families to come together. Examples include:

- Hot chocolate and conchas day (Mexican sweet bread)
- Fall Festival
- Winter Beach party
- End of Summer picnic
- Movie nights

If you have an idea for a family event or would like to volunteer your time to help coordinate an event, please reach out to a staff member.



# PARENT REMINDERS AND CHECK LIST

## Before Your First Day:

You and your family are encouraged to visit prior to your first day of enrollment to meet your teacher and give your child the opportunity to become acquainted with her/his classroom.

## Reminders:

- Up-to-date immunization records
- An action plan from your physician if your child has allergies or asthma
- Prescription medications: labeled with your child's first/last name and dosing schedule
- A completed emergency contact form

## CONTACT INFORMATION AND IMPORTANT NUMBERS

Urban Ventures Cornwell Early Learning Center  
2924 4<sup>th</sup> Ave. S. Minneapolis MN 55408  
Main Phone: 612-.545-9840  
Fax: 612-823-4141

Hours and Days of Operation  
Monday-Friday 7:00 a.m.- 6:00 p.m.

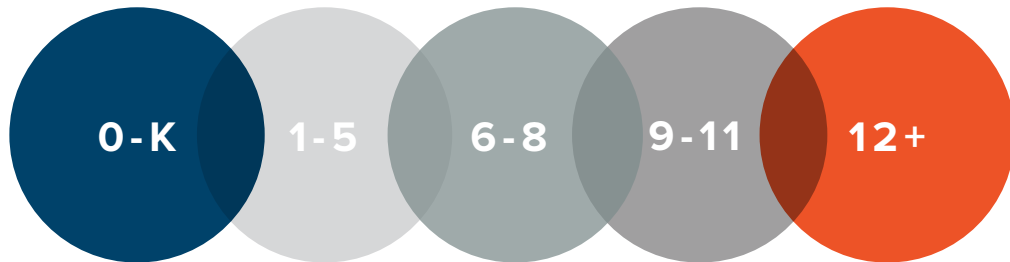
For a list of dates the Center will be closed, please review the holiday and payment calendar. You can find it on the CELC webpage in the parent section [www.cornwellearlylearningcenter.org](http://www.cornwellearlylearningcenter.org)

Director – MaryBeth Stotts, 612-545-9841  
Front Desk – 612-545-9840  
Urban Ventures main office: 612 -638-1000



# PROGRAMS FOR YOUR ENTIRE FAMILY

FROM CRADLE TO CAREER



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# Urban Ventures Cornwell Early Learning Center



**PARENT HANDBOOK  
POLICIES AND PROCEDURES**