



Policy Information for Parents

LICENSE

Gaetz Kiddie Kare, Inc. is licensed by the state of Minnesota Department of Human Services and complies with Rule 3 regulations. KIDDIE KARE is licensed for 30 preschoolers including 10 school aged children ages 33 months to school age, 14 toddlers ages 16 months to 31-33 months, and 8 infants ages 6 weeks to 16 months. KIDDIE KOVE is licensed for 30 preschoolers including 10 school aged children ages 33 months to school age, 21 toddlers ages 16 months to 31-33 months, and 8 infants ages 6 weeks to 16 months.

HOURS OF OPERATION

We are open Monday through Friday from 6:30am to 6:00pm.

LATE PICK UPS

Late pick up fees will be assessed when a child is picked up after 6:00pm. A family's first occurrence is billed at the rate of \$5 per 10 minutes or fraction thereof per child. Any additional occurrences will be \$5 for the first 10 minutes and then \$1 per minute for each additional minute per child. If the child is not picked up by one hour after closing and every effort has been made to contact the parents and alternate pick up persons, Gaetz Kiddie Kare, Inc. will be required to call the St. Cloud Police Department for assistance.

CHILD CARE PROGRAM

Our facility hires new employees and admits children to its program without respect to race, creed, age, color, or gender. We are a non-denominational, non-partisan daycare center. Our general education method is that of a child development philosophy promoting education. We aim to educate the whole child: physically, intellectually, socially and emotionally. Parents may review our program plan and any other center policies at any time by talking with the director.

OUTDOOR PLAY

In accordance with our licensing regulations, outdoor play is part of our daily program (weather permitting). Parents are responsible for appropriate dress of child.

NAP AND REST POLICY

Every child must either nap or rest per state guidelines. Parents will inform staff as to which their child needs. Each child is given their own cot or crib that is washed weekly. Parents have the option to bring a blanket from home or the center will provide one for children over 1 year of age. We encourage parents to provide infant sleep sacks for children less than 12 months. Children are supervised at all times during nap and rest periods. To view our complete nap and rest policy, please request it from the director.

CONFERENCES AND WRITTEN ASSESSMENTS

A written assessment is sent home twice yearly evaluating your child's physical, intellectual, social and emotional development. A copy is kept in your child's file for reference. Private conferences are offered at any time upon request.

CENTER ENTRANCE EXAMINATION

A health care summary, filled out by a physician, is required of every child entering our center within **30 days** of enrollment. A signed statement verifying your child's immunization record must be provided by parent **on or before the first day** of enrollment. This form must be signed by a physician for children under 15 months of age.

ILLNESSES

Please do not send your child to school if there are symptoms of illness, such as cough, fever, nausea, etc. Use your good judgment in this regard as we wish to take precautions that communicable diseases are not spread around. If your child becomes ill at school, we will make every effort to notify you immediately. You will be asked to take your child home or to the doctor for medical attention, if needed. We will promptly notify parents of infectious diseases that are reported to us by posting signs in the affected classrooms. We adhere to the state definition of a "sick child" which includes being symptom free for 24 hours before being allowed to return to school.

PARENTS, PLEASE CALL IF YOUR CHILD WILL NOT ATTEND FOR ANY REASON

www.gaetzkiddiekare.com



Gaetz Kiddie Kare, Inc.

1227 4th Ave S ~ St. Cloud, MN 56301

(320) - 253 - 1967

1325 Northway Dr ~ St. Cloud, MN 56303

(320) - 255 - 5522

ACCIDENTS, FIRST AID AND EMERGENCY CARE

If any accident occurs with your child during the day, such as a scratch, bump, bruise, etc., an accident report is filled out to inform you what happened. In an emergency situation, the school needs to know how to reach parents quickly; therefore, we require that every parent fill out *Emergency Information* and *Absent Parent Permission* forms for his/her child and return it prior to first day of enrollment. This is kept on file so that parents can be contacted immediately. If emergency treatment is needed and the parent cannot be reached, we ask your permission to call a doctor and ambulance at your expense. We use Gold Cross Ambulance and the Saint Cloud Hospital for emergencies. **ALL STAFF ARE TRAINED IN CPR AND FIRST AID.**

MEDICATION

No medication should be sent to school with the child, and no medication will be given at school, unless it is absolutely necessary for the child's welfare and health. In these special situations where medication is required 3 or more times each day, parents must fill out the proper form giving instructions on dosage, time of medication, name of medication, as well as any special instructions. The medication must be brought to school in an original container that is clearly labeled and has proper dosing instructions. The medication should be given directly to the child's teacher. No medication is to be left in diaper bags or back packs.

PERMISSIONS

We require written parental permission to take your child on any field trips

We require written parental permission before each occasion of research, experimental procedures, or public relations activities involving your child

MEALS, SNACKS AND TREATS

We provide breakfast, lunch and an afternoon snack at designated times. Meals are served at the following approximate times: breakfast at 8:30am, lunch at 11:45pm and snack at 3:15pm. City Health Department regulations state that no home-baked goods may be brought into school because of health reasons. If your child wishes to treat his/her classmates on a special occasion, we suggest you bring commercially prepared non-sweet treats such as crackers, pretzels, and/or fruits. **Please no nut products.**

FAMILY TRADITIONS, CUSTOMS AND DIETARY NEEDS

We are open to accommodating any special family traditions, customs and dietary needs into our program providing we are able to do so while remaining in compliance with licensing regulations. If your child has any special needs or food allergies, arrangements and documentation with the center must be filled out so that appropriate provisions can be made.

BEHAVIOR GUIDANCE

We believe in the philosophy of positive guidance of children. We do so by providing a model of appropriate behavior, setting clear expectations and redirecting children to avoid problems and reduce conflict. Children will not be subjected to corporal punishment or emotional stress; they will not be mechanically restrained. In accordance with licensing regulations, children are not physically restrained other than to hold a child where containment is necessary to protect the child or others from harm. Children are not punished for any lapses in toileting, nor are food, light or warmth withheld as a form of punishment. If a child's behavior remains disruptive, he/she may be separated from the group until his/her behavior is brought under control. We discourage aggressive play and ask for your help that you not permit your child to bring toy guns, swords, monsters, etc., to school.

BITING POLICY

While biting is a natural developmental stage that many children go through, the safety of all children enrolled at Gaetz Kiddie Kare, Inc. is a top priority. If we are unable to resolve any biting issues after working with parents, we reserve the right to withdraw the child. When possible, a two week notice will be given, but the center reserves the right to issue an immediate or shorter notice of withdrawal as deemed necessary.

PETS

We do not allow pets in the daycare setting with the exception of small daycare pets such as fish or educational visits from organizations such as the humane society.



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VISITORS

Our school allows visitors at any time during our hours of operation. There is no need to call in advance. However, please consider that the children become used to their routine and when they see a parent/guardian come through the door they may think it is time to go home and won't understand when you leave without them.

INSURANCE

Our facility carries liability to the limits dictated by the Department of Public Welfare. **Please note: This is not hospitalization insurance. You must use your own insurance to cover injuries your child may incur at our center or on our playground.**

DROP OFFS AND PICK UPS

Parents MUST walk their child into the classroom and check in with a teacher before leaving. Children cannot be dropped off in the entryway. This is to ensure your child's safety. Anyone picking up your child besides the parents must be listed on the authorized pick up list. They must present a valid ID and staff must be notified **prior** to pick up.

PROGRAM GRIEVANCE

We encourage parents to speak with their child's teacher regarding any concerns relating to a classroom situation, occurrence, or other issue with the child. Parents may also contact the director to discuss their concerns. The teacher and director will work to develop a suitable solution for any issues or concerns while maintaining compliance with licensing.

WITHDRAWALS

If it becomes necessary to withdraw your child from your daycare center (for any reason) a *WRITTEN TWO-WEEK NOTICE* must be given notifying the school of your intentions. Failure to comply will result in an additional *TWO-WEEK CHARGE*. The contract you sign (covering our withdrawal policy) is legal and binding and indicates your agreement with all of our parent policies.

GAETZ KIDDIE KARE, INC. RESERVES THE FOLLOWING RIGHTS:

1. To suspend or withdraw a child for unmanageable behavior;
2. To suspend or withdraw a child with educational or medical needs for which the school does not have the expertise or resources to manage;
3. To discontinue service to a family if we feel we are unable to satisfy their expectations;
4. To discontinue service to a family when financial obligations are not met on a timely basis; or
5. To discontinue service to a family if we feel they have shown disrespect/disregard of any staff member.

**When possible, the Center will provide a two-week notice to parents, but reserves the right to issue an immediate or shorter notice of withdrawal as deemed necessary. In such situations, tuition will not be refunded.

ALL GAETZ KIDDIE KARE, INC. STAFF ARE MANDATED REPORTERS OF MALTREATMENT OF MINORS

The Department of Human Services Division of Licensing phone number is (612) 431-6500.

PARENTS, PLEASE CALL IF YOUR CHILD WILL NOT ATTEND FOR ANY REASON

Gaetz Kiddie Kare ~ 1227 4th Ave South (320) 253-1967

Gaetz Kiddie Kove ~ 1325 Northway Drive (320) 255-5522



Maltreatment of Minors Mandated Reporting Policy

WHO SHOULD REPORT CHILD ABUSE AND NEGLECT:

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years, you must immediately (within 24 hours) make a report to an outside agency.

WHERE TO REPORT:

- If you know or suspect that a child is in immediate danger, call 9-1-1
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency or local law enforcement.

St. Cloud Police: (320) 251-1200

Benton County: (320) 968-5087

Stearns County: (320) 656-6225

Sherburne County: (763) 765-4000

- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the child care facility, you should call the Department of Human Services, Licensing Division at (651) 431-6500.

WHAT TO REPORT:

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (MN Stat. Sect 626-556)
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

FAILURE TO REPORT:

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed personal care provider organizations.

RETALIATION PROHIBITED:

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.