



"Growing to our full potential"

## **Parent Handbook**

For Infant, Toddler, Preschool, and School-Age Child Care

Address:

Belgrade-Brooten-Elrosa Elementary School  
PO Box 39, 250 2<sup>nd</sup> Avenue  
Brooten, MN 56316

Phone: (320) 254-8211 Ext. 1219

Fax: (320)346-2589

Email: [hweller@bbejaguars.org](mailto:hweller@bbejaguars.org)

# Jaguar Kid Connection - Parent Handbook

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## MISSION:

The mission of the Jaguar Kid Connection Child Care Program, Preschool, and School Readiness Program is to provide children of all ages and developmental stages with a safe, developmentally appropriate environment to grow to their fullest potential.

## PHILOSOPHY:

We are committed to nurturing individual differences and the growth of the whole child: physically, socially, emotionally, and cognitively. We make every effort to keep parents/guardians informed about what happens at the Center concerning your child and appreciate receiving information about your child's activities and progress at home. We believe the stronger the communication at home and the Center, the better the experience for both the child and parents/guardians.

## PROGRAM ACTIVITIES:

During the early years infants are learning to trust their world, actively explore their environment, and do things for themselves. Staff show respect for children and interact with them in caring ways. An infant lesson plan is developed each week for the classroom and individual activities are planned for every child. These activities center on daily routines: morning and evening transitions, diapering, feeding, eating, and napping. Staff also introduce infants to a variety of experiences; including art, outdoor/gym time (large motor), playing with toys, infant sign language, looking at books (pre-reading), singing songs (musical), exploring water play (sensory), and more.

For toddlers, staff plan a variety of fun activities to help them solve, predict, plan, share, cooperate, empathize, and understand how to get along with their world. Again, the focus is on maximizing play and learning experiences in daily routines. In the weekly lesson plan, staff incorporate art (fine motor), outdoor/gym time (large motor), stories and reading, songs, sand and water play (sensory), food projects, creative movement, imitating, and pretending. Staff promote positive self-esteem and self-help skills.

For preschoolers, our goals are similar to those indicated for toddlers, although we focus more on pre-reading and pre-math skills. A few examples are sorting, patterning, color awareness, calendar activities, classification, estimating, number and letter recognition and naming, rhyming, picture naming, alliteration and letter sounds. In our weekly lesson plans we also include art (fine motor), outdoor/gym time (large motor), stories and reading, songs, sand and water play (sensory), food projects, creative movement, imitating, and pretending. Staff promote socialization skills by concentrating on manners, privacy rules, non-violent conflict resolution, empathizing, sharing, imagining, and communication skills.

For school-age children, our goal is to provide a safe environment where children learn and play. There is a time provided for snack, to complete homework, and for participation in activities throughout the classroom. Staff continue to provide socialization skills appropriate for the school-age child. Outside and gym time is utilized when weather permits and space is available. During the school year, we offer before school and Monday care for school-age children.



**PROGRAM ENRICHMENT:**

We are a Parent Aware rated program. Parent Aware ratings are based on demonstrated use of best practices that prepare children for kindergarten. Our program goes above and beyond Rule 3 requirements to provide quality care for infants, toddlers and preschoolers. Check out our star rating at [www.parentaware.org](http://www.parentaware.org).

We are also a Minnesota Reading Corps site. We have staff and community members that incorporate reading and literacy strategies in our preschool classrooms. Minnesota Reading Corps is an initiative that provides evidence based interventions, literacy and data based assessments for children. You will hear more about your preschooler’s assessments at the parent conferences.

**CLASSROOM SCHEDULE POLICY:**

Toddler, Preschool, and SR rooms will have a classroom schedule made available to parents/guardians. A structured daily schedule is crucial for creating a positive and predictable environment, supporting your child's development and learning experiences. Consistent routines contribute to a sense of security and help children transition smoothly between activities. All children attending our daycare center must be capable of following the classroom schedule.

**LICENSED CAPACITY:**

12 Infants (6 weeks to 16 months)	Ratio: 1 adult per 4 children
14 Toddlers (16 months to 33 months)	1 adult per 7 children
14 Toddlers/Preschoolers (16 months to Kindergarten)	1 adult per 7 children

*\*\*Toddler 2 serves a combination of toddlers and preschoolers depending on center needs.*

**LICENSED-EXEMPT CAPACITY:**

60 Preschoolers (33 months to Kindergarten)	1 adult per 10 children
30 School-age (Grades K-6)	1 adult per 15 children

Children will be supervised at all times.  
State of Minnesota DHS Licensing (651)431-6500

**LOCATION:**

The Center is located at 250 2<sup>nd</sup> Avenue in the south wing of the Belgrade-Brooten-Elrosa Elementary School in Brooten. Our telephone number is (320)254-8211 Extension 1226.

**HOURS OF OPERATION:**

The Center is open Monday-Friday from **6:45am-5:15pm**. The Center is closed on the following holidays (or additional days as needed):

New Year’s Day	Labor Day	Christmas Day
Memorial Day	Thanksgiving Day	Good Friday
Juneteenth	the day after Thanksgiving	1 Floating Holiday
Independence Day	Christmas Eve	



The Center will be closed for the week between Christmas Day and New Year's Day; you will NOT be charged for this week of services. The Center will also be closed the week prior to Labor Day; you will NOT be charged for this week of services. We may be closed a few days during the year for cleaning and training purposes. Dates for such events will be posted. No additional credits will be given in these cases.

*\*JKC reserves the right to not open or to close early due to low numbers of children. (A general guideline will be 25 children.)*

#### FACILITY CLOSURE POLICY:

In the event that the daycare center experiences a shortage of staff that could compromise the safety and well-being of the children, we reserve the right to temporarily close the facility. Our priority is to minimize the impact on families. Every effort will be made to affect the lowest number of families possible if a closure becomes necessary. If multiple closings occur in one year due to staffing shortages, we will strive to ensure that the same family is not affected more than once whenever possible. In the event of a facility closure due to low staffing levels, families will not be charged for the days the daycare center is closed.

#### PRE-ENROLLMENT:

To assure the best possible experience for children and parents/guardians, we recommend a pre-registration interview with the Director and a tour of the Center. You may make appointments by calling 320-254-8211 Ext. 1219. We will provide a registration packet at that time. All children ages 6 weeks to Grade 6 are welcome at our Center regardless of race, color, national origin, and sex.

#### CHILD INFORMATION FILES AND HEALTH RECORDS:

At the time of registration, you will be given a packet with important forms that will need to be completed before your child is officially enrolled in the Center.

Each child's file will contain a registration form, emergency card, health care summary, immunization statement or card, and parent/guardian consent forms. All completed forms are to be submitted before a child can attend the program. **File information is required to be updated annually or when a child transitions to a new classroom within the Center.**

All records on children are kept confidential and are disclosed only to parent/guardians, permanent staff or officers of the law or other constituted agencies as required. Written permission must be given by a parents/guardian before a child is involved in research or public relations activities while at the Center.

#### PROGRAM OPTIONS:

You will be given the opportunity to choose from the following program options:

1. **Year-round contract**: This means you contract for services year-round for your infant, toddler, or preschooler. Your weekly payment will remain the same for your entire contract. Within your year-round contract you can choose 2-day, School Day (only days school is in session), and 5-day services. To end this yearly contract you will be required to submit a



2-week written notice with full payment. Changes can only be made when slots are available. There will be no reduction in fees due to center closures or child absences of any kind.

2. School-year contract: This means you contract for services for the length of the school year for your infant, toddler, or preschooler. Your weekly payment will remain the same for your entire contract. Within your school-year contract you can choose 2-day, School day (only days school is in session) or 5-day services. To end this school-year contract you will be required to submit a 2-week written notice with full payment. Changes can only be made when slots are available. There will be no reduction in fees due to center closures or child absences of any kind. A \$150.00 holding fee for each child is required to hold your contracted slot during the summer months. Children entering Preschool 2 will NOT be charged a summer holding fee.
3. School Readiness contract: This means you may choose a 2-day contract Tuesdays/Thursdays or Wednesdays/Fridays or a School Day contract (only days school is in session) for preschool services. The weeks of services will follow the BBE Schools calendar. Your weekly payment will remain the same for your entire contract. There will be no reduction in fees due to center closures or child absences of any kind. To end this School Readiness contract you will be required to submit a 2-week written notice with full payment. Changes can only be made when slots are available.
4. School-age contract: This means you contract before school care on school days. If you choose to send your child to school-age care on non-school days during the school year, you must register one week prior and pay a daily fee. There will be no reduction in fees due to center closures or child absences of any kind.
5. Drop-in rate: This means we will provide drop-in services for children on a space-available basis. Children will need to have all registration forms and updated immunization records on file before attending. The daily tuition must be paid in full the day of service.

#### TUITION, FEES, AND ATTENDANCE:

A \$35.00 registration fee per child is required upon registration and admission. This is a one time fee for uninterrupted services at the Center. If you choose to leave the Center and then return you will have to re-pay the registration fee. All School Readiness children will pay a \$35 registration fee as well.

#### Payment Process:

Automatic withdrawal is mandatory for all families. We require weekly pre-payment for all children. Automatic withdrawal payments will be taken out on the Monday of services from your checking or savings account. The child will automatically be scheduled at the contracted time each day. A two-week notice is required to stop or change charges/contracts.

Late Payments: A \$25.00 late fee will be charged **each week** for tuition payments not received prior to services or if there are insufficient funds in your account prior to services. Consistent late payment may result in termination of daycare services.

Parents/guardians will be notified of any future rate change or fee related policy.



<b>Jaguar Kid Connection Weekly Rates</b>	2 Days	3 Days (includes Monday)	School Days	5 Days	Drop-in
Infant (6 weeks - 16 months)	\$76	\$110	\$134	\$161	\$38
Toddler (16 months - 33 months)	\$73	\$110	\$125	\$148	\$38
Preschool (33 months - PreK)	\$76	\$110	\$131	\$152	\$38
School-Age (K-6) *See below for more information			Before school: \$6/day		Non-school days: \$38

*\*The Director must be notified by the Wednesday prior to services if School-Age students will be coming on non-school days or before school. If school is 2 hours late or is closed early, an additional \$6 charge will be added for care that day.*

**Vacation/Sick Days:** There will be no reduction in fees due to holidays, center closures, or child absences of any kind.

**Absenteeism:** Parents/Guardians must notify the Center by 8:30am or earlier if their child will be absent. Please contact your child's teacher or call the office at 320-254-8211 ext. 1218. This information is used when planning daily staff schedules, transportation and food service, and allows the staff to be informed of your child's whereabouts.

**Online-Learning Days:** BBE School has planned several e-learning days. JKC will be open on these days. If you have questions regarding your care on e-learning days, please contact the director.

**Extended Leave:** Families choosing to be gone from the Center for a long period have the following options:

1. Reserve the current slot in the Center by making full tuition payments throughout the leave period. Tuition may be paid weekly or in one lump sum in advance. All late payment policies will apply.
2. Submit a 2-week notice and withdraw from the Center and submit a new \$35 registration fee for placement on the waiting list. (Re-admission will be on a space available basis.)
3. Go to a half-time slot and attend the Center on a part-time basis. (Re-admission for the full-time slot will be on a space available basis.)
4. If the child is on a school-year contract (summer off) the parents/guardians will pay a \$150 summer holding fee for each child to reserve their spot. \*Children entering School Readiness will NOT be charged a summer holding fee.

**Maternity Leave:** There is no maternity leave rate for siblings of the newborn. Their option may be to go to a part-time contract during the time of the leave. (Re-admission for the full-time slot will be on a space available basis.)



Waiting List: When an opening occurs, the Director will call the first full-time person on the waiting list.

As openings in the Center occur, enrollment of a child in one of the age groups is determined by the following priority criteria:

1. Internal movement – moving a child from a younger group to older group on the basis of the child’s age, individual readiness, and available openings.
2. Previously enrolled child returning from an approved leave of absence.
3. Sibling of a child currently enrolled.
4. Center waiting list. (Full-time contracts will be prioritized.)

Wait lists are maintained in those age groups in which no openings are currently available. Names and dates are recorded to ensure accuracy of wait lists.

New Infants: To reserve a slot for your baby, parents/guardians will pay the \$35 registration fee and the first week’s tuition to hold their spot. This down payment will be used for the first week’s tuition. This down payment is non-refundable.

Withdrawal: A two-week written notice is required for withdrawal. Parents/Guardians will be charged for the two weeks following this notice whether their child is present or not.

#### PERSONAL ITEMS:

Children’s Belongings: Children will be assigned an individual space to put their belongings. We discourage children from bringing toys from home, unless it is “share day” as determined by individual classroom teachers.

#### What to bring:

Infants: A family picture, 2 sets of extra clothing (pants, shirt, onesie, socks) in a 1 gallon Ziploc bag, sunscreen, diapers, wipes, formula, 4 bottles, sippy cup, diaper rash ointment, and Puffs Plus Lotion tissues. If needed, please bring bottle liners, pacifier, unopened baby cereal, baby snacks, and baby food. Per our licensing, infants under the age of one are not allowed to have a blanket or soft toy in the crib with them.

Toddlers: A family picture, extra clothing (pants, shirt, socks, underwear) in a 1 gallon Ziploc bag, sunscreen, clorox wipes, 1 box of tissues, water bottle, weather-appropriate apparel (including mud boots) for outdoor play and a blanket for nap time. If needed, please bring diapers, wipes, and diaper rash ointment.

Preschool: A family picture, extra clothing (pants, shirt, socks, underwear) in a 1 gallon Ziploc bag, sunscreen, clorox wipes, 1 box of tissues, inside shoes, backpack, a folder, 1 lined-spiral notebook, 1 pack washable markers, 2 bottles of school glue, crayons, water bottle, weather-appropriate apparel (including shoes with backs) for outdoor play and a blanket for nap time. If needed, please bring diapers, pull-ups, wipes, and diaper rash ointment.





School Readiness: A family picture, extra clothing (pants, shirt, socks, underwear) in a 1 gallon Ziploc bag, sunscreen, 1 box of tissues, inside shoes, backpack, a 3 ring binder, 1 lined-spiral notebook, 1 folder, 1 pack washable markers, 4-pack glue sticks, Crayola brand crayons, Clorox wipes, blunt-end scissors, water bottle, weather-appropriate apparel (including shoes with backs) for outdoor play and a blanket for nap time.

**\*Please label all of your child's belongings with his/her name!**

#### MEALS:

Meals and snacks are provided by the center under the CACFP food program. No cold lunches/meals from home are allowed. All families are encouraged to complete a Free and Reduced Lunch Application upon enrollment. An application form is attached to the back of this handbook.

Breakfast is served at 7:45am in the Infant, Toddler, and Preschool 1 rooms. School Readiness children eat breakfast in the cafeteria at approximately 8:15am. Lunch is served at approximately 10:45am in the Infant, Toddler, and Preschool 1 rooms. School Readiness children eat lunch in the cafeteria at approximately 11:50am. Snacks are served at approximately 2:00pm.

#### DROP OFF / PICK UP POLICY:

When dropping off your child at the Center, parents/guardians must walk their child into the room so staff knows their child is present. Only authorized parents/guardians and provided emergency contacts are allowed to pick up a child from the Center. Parents must notify the Center if someone from their authorized list will be picking up their child. The person must be listed as authorized to pick up on the child's registration form, or the parent must write it in the child's form. In an emergency situation a fax or email will be accepted as a one time only written notice. All pickup and drop off contacts must be 13 years of age or older. The person picking up their child must show a picture ID to the staff person in charge. If a staff person determines that a child could be in danger if allowed to leave with someone who is not in a position to adequately supervise and care for that child (either mentally or physically), the staff person will call an emergency contact to pick up the child. If the person insists on taking the child against the recommendation of staff at the center, the staff will call 911 for police assistance to do what is necessary to protect the child from any perceived threat of danger. By law children must be released to either legal parent/guardian. Court documentation must be provided and on file.

If your child is not picked up at closing time, you will be charged \$1 per additional minute of service. If your child is not picked up 30 minutes after closing time and the attempts to reach the parents and emergency contacts are unsuccessful, staff will notify law enforcement personnel. Consistent late pickup may result in termination of daycare services.



PARENT COMMUNICATION:

Childcare Program Plan: As required by the State of Minnesota Licensing, our Childcare Program Plan is available for parental review. If you wish to review this document, please contact the Director.

Conferences: The Jaguar Kid Connection welcomes parents to visit at any time. Conferences will be scheduled to discuss each child's individual growth and development twice a year. Written assessments will be done concerning each child's intellectual physical, social and emotional development. These will be discussed at the conferences and kept in each child's file. If a conference is desired at any other time during the year, please contact classroom staff to arrange one.

Daily Reports: Reports for infants and toddlers will be sent home to allow parents to view their child's daily meals, diaper changes, napping times, and activities.

Special Events: If you would like to celebrate your child's birthday with a special snack, please discuss it with a staff person in your child's room ahead of time due to potential allergies. Our licensing requires us to only serve pre-packaged, store-bought food.

PARENT VISITATION:

Parents of enrolled children may visit the center anytime during the hours of operation of 6:45-5:15pm.

WEATHER CLOSING POLICY:

If the Center is closing during the workday because of severe weather conditions, all parents/guardians will be notified.

- The center **will open at 7:30 am** if BBE Schools are opening late.
- If school closes early, we will **remain open until 4:30 pm** unless the weather deems closing earlier for safety reasons.
- When school is closed, JKC will be **open for child care from 7:30-4:30 pm** unless notified otherwise.

For School Readiness children riding the BBE Schools bus school closings and/or late starts will be announced over WCCO Radio; TV stations KCCO and KSAX in Alexandria and KMSP and KARE 11 in Minneapolis are also notified. Please watch the BBE website ([www.bbejaguars.org](http://www.bbejaguars.org)) or BBE Schools social media sites for further notifications. In the case of closings related to inclement weather and/or other acts of God, no further discount will be applied.

BUILDING AND PHYSICAL PREMISES:

The center will ensure the premises are clean and all equipment is in good repair. Furniture and equipment will be appropriate to the size and age of the child in that classroom. Hazardous items (sharp objects, medicines, cleaning supplies, poisonous plants, chemicals, etc.) will be out of reach of all children.



## SECURITY CAMERA POLICY:

(Adjusted from Policy 712 VIDEO SURVEILLANCE OTHER THAN ON BUSES)

Security cameras are used in early childhood classrooms, outdoor play areas, and hallways to enhance the overall safety and supervision of our facility.

### Purpose:

-Enhanced Security & Supervision: Security cameras will provide an additional layer of security and supervision, allowing us to monitor and respond promptly to any situation.

-Staff Support: The cameras support our dedicated staff by promoting a culture of accountability, ensuring that we maintain the highest standards of care at all times.

### Placement:

-School district buildings and grounds may be equipped with video cameras.

-Video surveillance may occur in any school district building or on any school district property.

### Use of Video:

-Video will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.

-A video will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and the rules and/or regulations promulgated thereunder.

-A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.

### Security and Maintenance:

-The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g, and the rules and/or regulations promulgated thereunder.

-The school district shall ensure that video recordings are retained in accordance with the Minnesota recommending state's records retention schedule.

### Respecting Your Privacy:

The cameras are strategically placed to capture general activities while avoiding private spaces, such as toileting/diapering areas. It's important to note that parents will not have access to daily recordings, ensuring the privacy and well-being of all children in our care.

## EMERGENCY POLICY:

Emergency, Injury, or Illness: In the event of an emergency, serious injury, or illness requiring medical attention at the center, the staff will contact the parents/guardians. If staff cannot reach the parents/guardians, they will call the person(s) listed on the child's emergency card. If emergency contacts are unavailable, staff will call 911 for further assistance. In cases of



life-threatening emergencies, Jaguar Kid Connection staff will immediately call 911. The doctor and dentist information listed in your registration packet may also be utilized if necessary. The center will safely handle and dispose of bodily fluids and other infectious fluids while using gloves, disinfecting surfaces, and disposing of bodily fluids in secure sealed bags.

Missing Child: If a child is missing, the teacher will stay with the children. The aid or assistant teacher will immediately alert other staff and administrative personnel present in the building. Staff and other personnel will start a search of the building and outside areas. If the child is not found after a thorough search of the property, law enforcement will be called to assist and parents will be notified.

#### DRILL POLICY:

Fire Drills: Fire drills will be held monthly and recorded with the time and date. Staff and children will utilize the evacuation routes that are posted in each classroom.

Tornado Drills: Tornado drills will be held during the months of April through September. Staff and children will follow the evacuation routes that are posted in each classroom.

Lockdown Drills: Lockdown drills will be held 5 times during the year. Staff will follow the Belgrade-Brooten-Elrosa School District procedures.

#### NAPS AND REST POLICY:

Confinement limitation: A child in a licensed classroom who has completed a nap or rested quietly for 30 minutes must not be required to remain on a cot or in a crib.

Placement of equipment: Naps and rest must be provided in a quiet area that is physically separated from children who are engaged in an activity that will disrupt a napping or resting child. Cribs and cots must be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment. Cribs and cots must be placed directly on the floor and must not be stacked when in use.

Bedding: Separate bedding must be provided for each child in care. Bedding must be washed weekly and when soiled or wet. Blankets are sent home at the end of the week for parents to launder.

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 the Code of Federal Regulations. Cribs will be inspected monthly to ensure safety standards. Cribs are also checked annually to be sure they have not been recalled. Each infant must be placed in a crib directly on a firm mattress with a fitted crib sheet that fits tightly on the mattress and overlaps the mattress so it cannot be dislodged by pulling on the corner of the sheet. Pillows, quilts, comforters, sheepskin, pillow-like stuffed toys, or other soft products must not be placed in the crib with the infant. (Minnesota Statutes, section 245A.1435)



Infant sleeping position: Pursuant to Minnesota Statute, section 245A.1435, each infant must be placed on the infant's back, unless the center has documentation from the infant's physician directing an alternative sleeping position for the infant. The physician's directive must be on a form approved by the commissioner and must remain on file at the license location. If an infant rolls over in the crib, staff members will place the infant back on his or her back unless staff has a permission form from the parents allowing the child to remain in whichever position the infant puts himself or herself in.

#### SAFETY INFORMATION:

The Jaguar Kid Connection strictly prohibits the possession of weapons of any type to be brought to the center. No toy guns or weapons will be allowed on any day. Children building guns from blocks or legos will be redirected to build something more appropriate. Balloons are not allowed in the Center.

#### SUPERVISION POLICY:

Children will be actively supervised on the playground at all times. Regular maintenance will be performed to ensure the facility is in good repair. The play area will be enclosed with a fence to ensure children are not running onto Highway 55.

The outdoor play equipment will be monitored periodically to ensure safety is a priority. The equipment will be age-appropriate for the kids using the playground and will have rubber mulch or poured rubber to absorb child falls. Staff will be trained on active supervision on the playground. The equipment will be in good repair and appropriate for the age level using it. Staff will be trained on active supervision to ensure child injuries are minimized.

Outlet covers must be used in all unused outlets in the classrooms, hallways, and spaces used by the children.

Staff will count the children frequently throughout the day, especially before and after transitions. Head counts will be posted on the classroom doors and will also be done during every drill. Staff will communicate the numbers of children they have and will position each other with one staff at the front and one staff at the end of the group.

There are no bodies of water around the center at this time. We will ensure staff are not around standing water on the playground after heavy rains.

#### PET POLICY:

Pets will be only allowed in the Center with 1 week prior approval by the Director. Parents will be notified by a note home with the details.

#### OUTSIDE POLICY:

Children at the Center will be expected to participate in outdoor activities unless the temperature (including wind-chill) falls below 10 degrees Fahrenheit for preschoolers and 15 degrees Fahrenheit for toddlers. Each child should come to the center with the proper winter attire. This includes a hat, mittens, a coat, snow pants, and boots.



## FIELD TRIP AND RESEARCH PERMISSION POLICY:

No child will be involved in any research, experimental procedure, or public relations activity at the Jaguar Kid Connection without written permission from parents. Children will be allowed to accompany staff on field trips only with a permission slip signed by parents/guardians.

## BEHAVIOR POLICY:

### Behavior Guidance Policies and Procedures

General Requirements: Staff must provide children with a positive model of acceptable behavior. Staff must utilize behavior guidance techniques appropriate for the developmental level of each child. Staff must redirect children and groups away from problems toward constructive activity in order to reduce conflict. Staff must discuss the behavior in a non-threatening, non-humiliating manner with the child and teach children how to use acceptable alternatives to problem behavior in order to reduce conflict. The safety of children and staff must be protected at all times. Staff must provide immediate and directly related consequences for a child's unacceptable behavior while offering alternative solutions to the situation. In severe out-of-control situations where a child's behavior is threatening the well-being of staff or other children, staff will use appropriate techniques to keep the child and others safe. Parents must be notified immediately of any case of out-of-control behavior. Separations will be used only as a last resort and will be documented in a separation log. Separation logs will be used for our licensed program only.

Persistent Unacceptable Behavior: If a child's inappropriate behavior is consistent, an Individual Plan of Action must be written with parents. (Inappropriate behavior that is considered consistent is parents sharing a behavior concern, a child repeating an incident more than 3 times in a day or 5 times in a week) Staff must observe and record the behavior of the child and the staff response to the behavior. Staff must develop a plan to address the documented behaviors in consultation with the child's parent and with other staff persons. Written procedures developed should be individualized to focus on the specific recurring behavior and to meet the needs of the child. The focus is to work with the child and the child's family and to have a positive impact on the behavior. If the plan for addressing persistent unacceptable behavior is unsuccessful in changing the child's behavior, the center should make appropriate referrals to obtain professional assistance in determining an effective plan for the child. Consistent unacceptable behavior may result in termination of daycare services.

### Prohibited Actions:

The following actions are prohibited:

- Subjection of a child to corporal punishment. Corporal punishment includes, but is not limited to: rough handling, shoving, hair pulling, ear pulling, shaking, kicking, biting, pinching, hitting, or spanking.
- Subjection of a child to emotional stress. Emotional stress includes, but is not limited to: name calling, ostracism, shaming, making derogatory remarks about a child or the child's family, or using language that threatens, humiliates, or frightens the child.
- Separation of a child from the group, except as indicated in Minnesota Rule #3 (9503.0055 subpart 4)
- Punishment for lapses in toilet habits.



- Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
- The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm.
- The use of mechanical restraints, such as tying.

Separation from the Group:

No child may be separated from the group unless:

- Other less intrusive methods of guidance have not been effective.
- The child's behavior threatens the well being of the child or other children in the program.
- Documentation of the separation must be indicated on separation log.

A child who requires separation from the group must:

1. Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person;
2. The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation; and
3. The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.

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

Separation Report: Staff will document each individual separation on the Separation Log. The Separation Logs must be on-site and accessible to licensors. Notations on the Separation Log will include the child's name, staff person's name, time, date, and information indicating what less intrusive methods were used to guide the child's behavior and how the child's behavior continued to threaten the well being of the child or other children in care. Staff must observe and record the behavior of the child and the staff response to the behavior. If a child is separated from the group three or more times in one day, the child's parent shall be notified and the parent notification shall be indicated on the daily log.

**HEALTH POLICY:**

One staff in the center at all times will be Infant/Child CPR certified and all teachers in the center will be First Aid certified. Jaguar Kid Connection requires an immunization record for each child at the time of enrollment and a Health Care Summary (filled out by a health provider) within 30 days of the child's first day of attendance.

**WATER ACCESSIBILITY:**

All children will have a water bottle labeled with their name on it. Children will be encouraged to drink water throughout the day. All water bottles will be washed weekly.

**FIRST AID POLICIES AND PROCEDURES:**

Procedures for administering first aid:

Bumps and Bruises

1. Apply ice pack/paper towel wet with cold water to the affected area.



2. For blows to the head, apply cold compress. Call parent, describe incident, ask them to come to the center and call their health care provider. Watch child for unresponsiveness, drowsiness, and uneven pupil size. Report any of these to parent when they arrive.
3. For bumps or cuts of mouth or tongue, have child rinse mouth with cold water, and suck on a popsicle if necessary.

### Small Cuts/Scrapes/Abrasions

1. Wear gloves.
2. Wash the area with soap and water, pat dry.
3. Cover with band-aid if child desires.

### Bleeding Control (Deep Cuts)

1. Wear gloves.
2. Apply direct pressure to the wound with a clean cloth or gauze.
3. Elevate the wounded limb.
  1. Apply pressure to the appropriate pressure point (with flat fingers on the arm, heel of the hand on a leg).
  2. Add more cloth if needed.
  3. If bleeding does not stop, call 911 for emergency assistance, call parents, and if not started, treat for shock.
  4. For puncture wounds, report to parents in case anti-tetanus shots are needed.

### Nosebleeds

1. Wear gloves
2. Seat the child leaning forward or at least with the head forward.
3. Pinch both nostrils against the bridge of the nose.
4. If bleeding continues and/or if there is another nasal injury, call parents and request they come immediately to the center.

### Bites

1. People Bites
  - a. Wear gloves
  - b. Immediately wash the bite with lots of soap and warm water.
  - c. People bites frequently swell, so you may apply cold compress as well.
2. Bee Stings
  - a. Remove the stinger by scraping it away with a plastic driver's license or I.D. Card.
  - b. Wash wound.
  - c. Check child's registration for notes about allergic reaction.
  - d. Apply cold pack.
  - e. Watch for signs of allergic reaction, call parents anyway.
3. Wood Ticks
  - a. Remove wood tick by pulling out, making sure to grasp tick immediately next to skin to pull out head.
  - b. Wash area well with soap and water.





- c. Tape the tick to the accident report for the parent, so they can have it for their own identification and information.
4. Bug Bites
  - a. Wash with soap and water, apply cold compress to welts.

#### Objects in the Eye

1. Dissuade or prevent the child from rubbing the affected eye.
2. Flush the eye with lots of warm water.

#### Slivers

1. Remove sliver with tweezers.
2. Wash area with soap and water.
3. Apply band-aid if child wants.

#### Sunscreen

1. Apply sunscreen at least 20 minutes before children go outdoors.
2. Sunscreen will be reapplied every 2 hours.
3. Children do not apply their own sunscreen.

#### Poisoning

##### **-Call Poison Control 1-800-222-1222**

1. Swallowed
  - a. Remove anything in the mouth.
  - b. Medicine- call the Poison Control Center for further instructions.
2. On the Skin
  - a. Remove contaminated clothing.
  - b. Flush entire area with running water.
  - c. Save the container of substance.
  - d. Call the Poison Control Center for further instructions.
3. In the Eye
  - a. Flush eye with lukewarm water poured from the inside corner of eye (next to nose) to outside (so the poison won't be spread to the other eye) for 10-15 minutes; you should gently hold the eyelid open.
  - b. Save the container of substance.
  - c. Call the Poison Control Center for further instructions.
4. Inhaled
  - a. Get child to fresh air as soon as possible (rescuer is also at risk).
  - b. Seal and save container if appropriate.
  - c. Call the Poison Control Center for further instructions.

#### Shock

1. Call 9-911 for emergency assistance.
2. Have the victim lie down.
3. Control any external bleeding.



4. Help the victim maintain normal body temperature. If the victim is cool, cover him/her with a blanket to avoid chilling.
2. Try to reassure the victim.
3. Elevate the legs 12 inches unless you suspect head, neck, or back injuries or possible broken bones involving the hips or legs. If you are unsure of the victim's condition, leave him or her lying flat.
4. DO NOT give the victim anything to eat or drink.

### Vomiting

1. Help child get to the bathroom to finish vomiting.
2. Soothe child- oftentimes they haven't thrown-up before, and the experience is frightening.
3. Reassure them that their stomach needs to get rid of something.
4. Tell the child it is normal, you have done it, and they will be okay.
5. Contact parents- make child comfortable until parents arrive (laying on cot with pail).
6. If child can, allow them to rinse mouth, but do not give them water to drink.
7. Wash face and hands, and help change child's clothes if necessary.

### Choking

Staff will be trained in keeping the size of playthings age appropriate. Toys in the infant and toddler rooms will not be able to fit inside a choke tube. Infant bottles will not be propped up. Environment regulations will prohibit the putting of small objects in the mouth. Infant food must be cut into small pieces no larger than ¼ inch cubes. Toddler food must be cut into small pieces no larger than ½ inch cubes. Foods posing a choking risk must not be served, including: nuts, hard candy, chewing gum, spoonfuls of peanut butter, and large chunks of meat. Round solid foods like hotdogs and grapes will be cut in half. All bones will be removed from meats.

### Sick Child

If a child becomes sick at the center, parents will be called immediately. The Minnesota Department of Human Services Rule 3 Guidelines require the center to enforce the following health exclusions. A child will not participate in regular classroom activities while waiting to be picked up due to illness. **The Center must exclude a child:**

1. with a reportable illness or condition that the Commissioner of Health determines to be contagious and a physician determines the child has not had sufficient treatment to reduce the health risk to others;
2. with chicken pox until the child is no longer infectious or the lesions are crusted over;
3. who has vomited 3 or more times since admission that day;
4. who has had 3 or more abnormally loose stools since admission that day;
5. who has contagious conjunctivitis (pink eye) or pus draining from the eye;
6. who has streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy;
7. who has unexplained lethargy;
8. who has lice, ringworm, or scabies, that is untreated and contagious to others;
9. who has 101 degrees Fahrenheit or higher temperature of undiagnosed origin before fever reducing medication is given;



\*Your child can return to the Center when they are fever free (without fever reducing medication) for 24 hours.

10. who has an undiagnosed rash attributable to a contagious illness or condition;
11. who has significant respiratory distress;
12. who is not able to participate in child care program activities with reasonable comfort;
13. who requires more care than the program staff can provide without compromising the health and safety of other children in care.

\*We cannot care for your child at the Center if s/he is ill. Please keep your child home. If your child is sick at the center, we will contact parents immediately and the child will be isolated and supervised until the parent arrives. The Jaguar Kid Connection will notify parents when their child has been exposed to a contagious illness by posting a notice. If your child is diagnosed (by his/her source of medical or dental care) as having a contagious reportable disease, you must contact the Center within 24 hours so that we can notify others at the Center. The center will report any infectious diseases to prevent outbreaks in the center and community.

#### ALLERGY POLICY:

All food allergies are posted in the individual child's classroom and the kitchen. The center will require documentation of any known allergies from a child's parent/guardian prior to admitting for care. Current allergy information will be kept in the child's file and will include a description of the allergy, specific triggers, avoidance techniques, and symptoms. Procedures for responding will also be needed, including medication, dosages, and doctor information.

Staff will be informed and trained on child allergies in the center. Updates will be made at least annually to all records and files. Documentation will be kept for updated staff training on current allergies in the center. A child's allergy information must be available at all times. Food allergy information will be made available to staff in the kitchen.

#### MEDICATION POLICY:

Jaguar Kid Connection staff will administer medications (prescription and non-prescription including Tylenol) at the center only when the following procedures are followed:

1. The parents have filled out a Permission to Administer form from the classroom teacher;
2. Parents have completed the JKC Registration packet, giving permission to use diapering products, sunscreen lotion, and insect repellent;
3. The prescription or medicine is in the original container with the child's first and last name on it, only given to the child with the name on the label, and not given after the expiration;
4. There is a doctor's written instruction or order with the medicine.
5. All medicine must be sent home with the parent daily. No medications of any type, including Tylenol, will be kept at the center. There must be a new doctor's order and instruction written for each time any type of medication is administered.
6. All prescription and non-prescription medications will be administered according to the manufacturer's instructions unless provided written instructions by a licensed health professional to use a product differently.



7. The center will document in the child's record the administration of medication, including: first and last name, name of the medication, date/time/dosage, and name and signature of the person who administered the medication.
8. The center will store medicines, repellents, and diapering products according to the directions on the original label.

#### TRANSPORTATION POLICY:

The center will not transport children at any time.

#### MANDATED REPORTING:

Center staff is legally responsible for reporting any child abuse/neglect to the local Social Service Agency or local Law Enforcement Center. This includes child endangerment due to driving while under the influence of a mind-altering drug including alcohol. Staff are also mandated to report seatbelt neglect. Minnesota State Law states that all children must be buckled in while riding in a vehicle. Children who are both 8 years old and shorter than 4'9" must be in a child restraint system (car seat) appropriate for their age and size.

The center will report to the Commissioner within 24 hours of:

1. The death of a child in the program;
2. Any injury to a child in the program that required treatment by a physician.

#### 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 911.
- 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 at (320) 656-6000 or local law enforcement at (320) 346-2200.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the 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 (Minnesota Statutes, section 626.556) and should be attached to this policy.
- 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.

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 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:

- (i) related policies and procedures were followed;
- (ii) the policies and procedures were adequate;
- (iii) there is a need for additional staff training;
- (iv) the reported event is similar to past events with the children or the services involved; and
- (v) 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 Internal Reviews are Completed: The internal review will be completed by the Center Director. If this individual is involved in the alleged or suspected maltreatment the Superintendent will be responsible for completing the internal review.

Documentation of the Internal Review: The facility must document completion of the internal review and provide documentation of the review to the commissioner 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 designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

Staff Training: The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). 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.

### Definitions

As used in this section, the following terms have the meanings given them unless the specific content indicates otherwise:

(a) "Family assessment" means a comprehensive assessment of child safety, risk of subsequent child maltreatment, and family strengths and needs that is applied to a child maltreatment report that does not allege substantial child endangerment. Family assessment does not include a determination as to whether child maltreatment occurred but does determine the need for services to address the safety of family members and the risk of subsequent maltreatment.

(b) "Investigation" means fact gathering related to the current safety of a child and the risk of subsequent maltreatment that determines whether child maltreatment occurred and whether child protective services are needed. An investigation must be used when reports involve substantial child endangerment, and for reports of maltreatment in facilities required to be licensed under chapter 245A or 245B; under sections [144.50](#) to [144.58](#) and [241.021](#); in a school as defined in sections [120A.05, subdivisions 9, 11, and 13,](#) and [124D.10](#); or in a nonlicensed personal care provider association as defined in sections [256B.04, subdivision 16,](#) and [256B.0625, subdivision 19a.](#)

(c) "Substantial child endangerment" means a person responsible for a child's care, and in the case of sexual abuse includes a person who has a significant relationship to the child as defined in section [609.341](#), or a person in a position of authority as defined in section [609.341](#), who by act or omission commits or attempts to commit an act against a child under their care that constitutes any of the following:

- (1) egregious harm as defined in section [260C.007, subdivision 14](#);
- (2) sexual abuse as defined in paragraph (d);
- (3) abandonment under section [260C.301, subdivision 2](#);
- (4) neglect as defined in paragraph (f), 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;
- (5) murder in the first, second, or third degree under section [609.185](#), [609.19](#), or [609.195](#);
- (6) manslaughter in the first or second degree under section [609.20](#) or [609.205](#);
- (7) assault in the first, second, or third degree under section [609.221](#), [609.222](#), or [609.223](#);
- (8) solicitation, inducement, and promotion of prostitution under section [609.322](#);
- (9) criminal sexual conduct under sections [609.342](#) to [609.3451](#);
- (10) solicitation of children to engage in sexual conduct under section [609.352](#);



(11) malicious punishment or neglect or endangerment of a child under section [609.377](#) or [609.378](#);

(12) use of a minor in sexual performance under section [617.246](#); or

(13) parental behavior, status, or condition which mandates that the county attorney file a termination of parental rights petition under section [260C.503, subdivision 2](#).

(d) "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, as defined in section [609.341](#), or by a person in a position of authority, as defined in section [609.341](#), subdivision 10, to any act which 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), or [609.3451](#) (criminal sexual conduct in the fifth degree). Sexual abuse also includes any act which involves a minor which constitutes a violation of prostitution offenses under sections [609.321](#) to [609.324](#) or [617.246](#). Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which 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).

(e) "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.

(f) "Neglect" means the commission or omission of any of the acts specified under clauses (1) to (9), other than by accidental means:

(1) 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;

(2) 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;

(3) failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors 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;

(4) 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](#);

(5) nothing in this section 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; except that a parent, guardian, or caretaker, or a person mandated to report pursuant to subdivision 3, has a duty to report if a lack of medical care may



cause serious danger to the child's health. This section 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;

(6) 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;

(7) "medical neglect" as defined in section [260C.007, subdivision 6](#), clause (5);

(8) chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child's basic needs and safety; or

(9) emotional harm from a pattern of behavior which 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.

(g) "Physical abuse" means any physical injury, mental injury, or threatened injury, 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 [121A.67](#) or [245.825](#).

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which 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](#). Actions which are not reasonable and moderate include, but are not limited to, any of the following that are done in anger or without regard to the safety of the child:

(1) throwing, kicking, burning, biting, or cutting a child;

(2) striking a child with a closed fist;

(3) shaking a child under age three;

(4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age;

(5) unreasonable interference with a child's breathing;

(6) threatening a child with a weapon, as defined in section [609.02, subdivision 6](#);

(7) striking a child under age one on the face or head;

(8) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child; or other substances that substantially affect the child's behavior, motor coordination, or judgment or that results in sickness or internal injury, or subjects the child to medical procedures that would be unnecessary if the child were not exposed to the substances;

(9) unreasonable physical confinement or restraint not permitted under section [609.379](#), including but not limited to tying, caging, or chaining; or

(10) 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](#).





(h) "Report" means any report received by the local welfare agency, police department, county sheriff, or agency responsible for assessing or investigating maltreatment pursuant to this section.

(i) "Facility" means:

(1) a licensed or unlicensed day care facility, residential facility, agency, hospital, sanitarium, or other facility or institution required to be licensed under sections [144.50](#) to [144.58](#), [241.021](#), or [245A.01](#) to [245A.16](#), or chapter 245D;

(2) a school as defined in sections [120A.05, subdivisions 9](#), 11, and 13; and [124D.10](#); or

(3) a nonlicensed personal care provider organization as defined in sections [256B.04](#), subdivision 16, and [256B.0625, subdivision 19a](#).

(j) "Operator" means an operator or agency as defined in section [245A.02](#).

(k) "Commissioner" means the commissioner of human services.

(l) "Practice of social services," for the purposes of subdivision 3, includes but is not limited to employee assistance counseling and the provision of guardian ad litem and parenting time expeditor services.

(m) "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.

(n) "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 paragraph (e), clause (1), who has:

(1) subjected a child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm, as defined in section [260C.007, subdivision 14](#), or a similar law of another jurisdiction;

(2) been found to be palpably unfit under section [260C.301](#), subdivision 1, paragraph (b), clause (4), or a similar law of another jurisdiction;

(3) committed an act that has resulted in an involuntary termination of parental rights under section [260C.301](#), or a similar law of another jurisdiction; or

(4) committed an act that has 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 responsible social services agency receives birth match data under paragraph (o) from the Department of Human Services.

(o) Upon receiving data under section [144.225, subdivision 2b](#), contained in a birth record or recognition of parentage identifying a child who is subject to threatened injury under paragraph (n), the Department of Human Services shall send the data to the responsible social services agency. The data is known as "birth match" data. Unless the responsible social services agency has already begun an investigation or assessment of the report due to the birth of the child or execution of the recognition of parentage and the parent's previous history with child protection, the agency shall accept the birth match data as a report under this section. The agency may use either a family assessment or investigation to determine whether the child is safe. All of the provisions of this section apply. If the child is determined to be safe, the agency shall consult with the county attorney to determine the appropriateness of filing a petition alleging the child is



in need of protection or services under section [260C.007, subdivision 6](#), clause (16), in order to deliver needed services. If the child is determined not to be safe, the agency and the county attorney shall take appropriate action as required under section [260C.503](#), subdivision 2.

(p) Persons who conduct assessments or investigations under this section shall take into account accepted child-rearing practices of the culture in which a child participates and accepted teacher discipline practices, which are not injurious to the child's health, welfare, and safety.

(q) "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:

(1) is not likely to occur and could not have been prevented by exercise of due care; and

(2) if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence or event.

(r) "Nonmaltreatment mistake" means:

(1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minnesota Rules, part 9503.0045;

(2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years;

(3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years;

(4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and

(5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident.

This definition only applies to child care centers licensed under Minnesota Rules, chapter 9503. If clauses (1) to (5) apply, rather than making a determination of substantiated maltreatment by the individual, the commissioner of human services shall determine that a nonmaltreatment mistake was made by the individual.

#### DRUG AND ALCOHOL USE:

Employees and volunteers are prohibited from being under the influence of any controlled substance or alcohol, including prescription medications. Any use of medication that could impair the person's ability to provide care for children enrolled in the Jaguar Kid Connection is prohibited.

#### PARENT GRIEVANCE POLICY:

If a parent/guardian has a grievance with a staff member or policy, s/he should talk to the staff member and try to resolve any issues. If there is no resolution, the parent/guardian should bring his/her concern to the Director.

If a parent/guardian has a grievance with the Director, s/he should talk to the Director and try to resolve any issues. If there is no resolution, the parent/guardian should bring his/her concern to the Community Education Director or BBE School District Superintendent.



## EARLY CHILDHOOD SCREENINGS:

The early childhood years from birth to the start of kindergarten are an important time of rapid learning and growth.

Screening is a brief, simple procedure used to identify potential health or developmental problems in infants and young children who may need a health assessment, diagnostic assessment or educational evaluation. Screening in early childhood supports children's readiness for kindergarten and promotes positive child health and developmental outcomes.

Early Childhood Screening or evidence of a comparable screening by non-school provider (e.g., Head Start, Child & Teen Checkups/EPSTDT or health care provider) is required for entrance in Minnesota's public schools or within 30 days of enrollment into kindergarten.

### School Contact Information:

#### Early Childhood & Developmental Screenings: Vision, Dental, Hearing and Social Emotional Screening: Mental Health

Jesi Halvorson 320-254-8211 ext. 1211 [jhalvorson@bbejaguars.org](mailto:jhalvorson@bbejaguars.org)

#### Early Childhood Special Education

Amber Deters 320-254-8211 ext. 1306 [adeters@bbejaguars.org](mailto:adeters@bbejaguars.org)

#### Early Childhood Family Education

Josie Dingmann 320-254-8211 ext. 1319 [jdingmann@bbejaguars.org](mailto:jdingmann@bbejaguars.org)

Malari Funk 320-254-8211 [mfunk@bbejaguars.org](mailto:mfunk@bbejaguars.org)

Carin Hagemeyer 320-254-8211 [chagemeyer@bbejaguars.org](mailto:chagemeyer@bbejaguars.org)

## FAMILY SUPPORTS:

### Child Care Assistance Program

It is important to know that your child is well cared for while you are at work or going to school. One of the most important decisions you will ever make as a parent or guardian is choosing quality, affordable child care. Children are special and unique and deserve the best start possible so that they are ready to learn when they enter school.

Minnesota's Child Care Assistance Program (CCAP) can help to make quality child care affordable for income-eligible families. All families will have a copayment based on their gross income and family size.

The Child Care Assistance Program can help families pay child care costs for children through age 12, and for children with special needs through age 14. Child care costs may be paid for qualifying families while they go to work, look for work or attend school. To qualify for CCAP, families must comply with child support enforcement if applicable for all children in the family. Care must be provided by a legal child care provider over the age of 18.

Minnesotans in need of child care assistance should contact their county human services office to apply for the Child Care Assistance Program (CCAP). See below for contact information.



Minnesota Family Investment Program

Minnesota Family Investment Program (MFIP) is Minnesota’s cash assistance program that helps families become self-sufficient. MFIP Child Care Assistance can help families who participate in MFIP pay for child care while they look for work, or attend training or school need to prepare to work as directed in their MFIP Employment Plan.

If your family receives MFIP benefits, contact your county’s human services office to find out more about MFIP Child Care Assistance. See below for contact information.

Medical Assistance

Medical Assistance (MA) is the largest of Minnesota’s publicly funded health care programs. It provided coverage for a monthly average of 733,000 low-income people in state fiscal year 2012. Three-fourths of those were children and families, pregnant women and adults without children. The others were people 65 or older and people who have disabilities. Adults without children with incomes at or below 75 percent of poverty became eligible for MA in March 2011. Most enrollees get their health care through health plans. The rest get care on a fee-for-service basis, with providers billing the state directly for services provided.

MA is Minnesota’s Medicaid program, funded with state and federal funds. The Minnesota Department of Human Services oversees the program statewide. Eligibility is administered by county offices. The federal Centers for Medicare and Medicaid Services oversees Medicaid nationally.

County human service offices process MA applications. Applicants can apply online or fill out a paper application. See below for contact information.

In some cases, MA can pay for medical bills going back three months from the date the county receives the application. If the applicant’s income is too high, they may still qualify if they have enough medical bills to meet a spenddown (similar to an insurance deductible).

Local County Human Service Offices

<p>Stearns County Social Services 705 Courthouse Square PO Box 1107 St. Cloud, MN 56302-1107 (320) 656-6000</p>	<p>Pope County Family Services 211 East Minnesota Ave, Suite 200 Glenwood, MN 56334 (320) 634-5750</p>	<p>Kandiyohi County Family Service Dept. 2200 23rd Street NE, Suite 1020 Willmar, MN 56201 (320) 231-7828</p>
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Public Health

Public Health staff educate families about comprehensive screening at regular age intervals through reminder letters, home visits, and phone contacts. Staff may also assist with appointments, transportation, interpreter, and other services necessary to access health care. The program also provides community outreach, technical assistance, and training to medical providers.



Stearns County Human Services Public Health Division 705 Courthouse Square, 2nd floor PO Box 1107, St. Cloud, MN 56302 Phone: 320-656-6000 Fax: 320-656-6134	Pope County Public Health 130 East Minnesota Avenue, Glenwood, MN 56334 Phone: 320- 634-5720 Fax: 320- 634-0159	Kandiyohi County Public Health 2200 23rd Street NE Suite 1080 Willmar, MN 56201 Phone: 320-231-7860 Fax: 320-231-7888
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**SCHOLARSHIP INFORMATION:**

Pathway 1 – Early Learning Scholarship can help you pay for high-quality child care and early education to help your child get ready for school. The scholarship money will be paid directly to the child care or early education program of your choice. A scholarship may be used at a program participating in Parent Aware, which is a rating tool to help parents select high-quality child care and early education programs. For more information about Parent Aware, go to [www.parentaware.org](http://www.parentaware.org). Under the learn tab of Parent Aware there are many resources for parents and caregivers. There is a wide range of topics to explore. Some examples are health and safety during the pandemic, information on food and nutrition programs, low income support and housing assistance. Please check it out today!! These scholarships are available for eligible families. Please see the Director for more information and the application. For specific information regarding the Pathway 1 Scholarships, please contact Mindy Hortsch, the Regional Administrator, at 320-251-5081.

Pathway II - Early Learning Scholarship can help you pay for high-quality child care and early education to help your child get ready for school. For specific information regarding Pathway II Scholarships, contact Heidi Weller at 320-254-8211 ext. 1219.

School Readiness Scholarships and sliding fees are available for eligible families. Please contact Heidi Weller regarding these funds at 320-254-8211 ext. 1219.

