

MAG
Childcare Center
Handbook

Dear Parent,

This handbook contains general information regarding MAG Childcare program. The goal of our program is to provide a safe, fun, loving environment in which children explore the world around them, form friendships, and develop a strong foundation for future learning.

We encourage you to visit our childcare center to see what a valuable experience this will be for your child. Please feel free to visit any time during the hours of operation. Upon request, you are welcome to review our program plan.

We are currently licensed to care for 14 school-age, 30 preschoolers, 30 infant/toddler combinations, not to exceed 16 infants or 22 toddlers, Monday through Friday between the hours of 6AM and 6PM. To contact the MN Department of Services concerns about your child's care call 651-296-3971. Our license number is 1011527.

In Christ's service,

Joan Hall
Director, MAG Childcare
Maranatha Assembly of God

Contact Information

MAG Childcare Center
24799 Forest Boulevard
Forest Lake, Minnesota 55025
Mrs. Joan Hall, Director

Reception Desk: 651-797-7400
Direct Line to Childcare: 651-797-7392
Mrs. Hall's office: 651-797-7400 ext. 123
Email: joan@realchurch.org
Web: magchristianschool.org

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MAG Childcare Program Plan

Philosophy

MAG Childcare Center uses a Christ-centered, faith-based curriculum. We believe that Biblical instruction and Christian principles give children a firm foundation for life.

Eligibility

MAG Childcare admits students of any race, color, national ethnic origin, or religious affiliation to all the rights, privileges and programs and activities generally accorded or made available to children at the childcare center. We do not discriminate on the basis of race, color, national, ethnic origin, or religious affiliation in administration of admission policies or any other childcare administered programs.

Enrollment Requirement

Children 2 months of age to 12 years of age are eligible for enrollment. When all openings have been filled, names and dates will be placed on a waiting list and called, as openings become available. MAG Childcare is licensed for 74 children.

Children with Special Needs

If your child has special needs, please advise the director before enrolling him/her.

Fees, Tuition, and Scheduling

Enrollment Fee.....	\$100/family
As of June 1, 2007 the following fees will apply for full time childcare:	
Infants (2 mos. – 16 mos.)	\$205/week
Toddlers (16 mos. – 33 mos.)	\$180/week
Preschool (33 mos. –1 st day of Kinder.)	\$165/week
School-age (1 st day of Kinder. – 12 years).....	\$135/week

For a current price list or partial week options, please check with the childcare director.

An enrollment form must be filled out each year to ensure all information is current.

MAG Childcare is open from 6:00AM – 6:00PM Monday through Friday except for the following holidays: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Holiday (Thursday and Friday), Christmas Eve and Christmas Day.

Any change in schedule requires a minimum **24 hours notice** and a Change of Schedule Form. If your child(ren) are not full time or on a fixed Schedule a Schedule Form must be turned in each week.

A "late pickup" fee of \$25.00/15 minutes will be charged for any child not picked up by 6:00PM.

A two week notice in writing must be given before discontinuing our services.

Arrival and Departures

Please enter through the northeast door when bringing or picking up your child. The doors will be open from 6:00 AM until the last child is picked up for the day. Please park in marked parking spaces when dropping off or picking up your child(ren). Do not park along the curb in front of the entrance. This creates a visual hazard and compromises the safety of our all children.

Goals

It is our goal to provide learning activities in a safe, positive environment, that will nurture, educate and train children, thereby, contributing to their over all physical, social, academic, and spiritual development.

Objectives

The children will receive opportunities to:

- Be introduced to developmentally appropriate concepts and skills
- Develop large and small motor movements
- Experience relationships with adults other than parents
- Express their creativity and individuality
- Grow in self-confidence
- Increase language skills
- Engage in art activities that utilize a wide array of materials and sensory media
- Learn about Jesus and His love for us
- Learn about the community in which we live
- Participate in a variety of art, music and movement activities
- Play with other children
- Promote math skills through the use of manipulatives
- Share, take turns and cooperate with others

Conferences

Parent/Teacher conferences will be offered twice a year in April and October. Your child's cognitive, physical, social, and emotional progress will be discussed and documented in their record. Please feel free to call the director anytime to discuss concerns or questions you may have.

Field Trips

At this time, we do not participate in any field trips.

Daily Schedule

6:00-8:00	Arrival/ breakfast/Free play
8:00-8:30	Centers
8:30-8:45	Circle Time - Calendar, Weather, Devotions
8:45-9:00	Music time
9:00-9:30	Science and Cooking
9:30-9:45	Free play
9:45-10:00	Snack
10:00-10:30	Math Activities
10:30-10:45	Language and/or Art
10:45-11:30	Large Motor/Outside
11:30-11:45	Get ready for lunch
11:45-12:15	Lunch
12:15-12:30	Clean up
12:30-12:45	Large Motor/Outside
12:45-2:45	Nap/Rest time
2:45-3:15	Snack
3:15-4:00	Centers
4:00-5:00	Outside time/Large Motor time
5:00-6:00	Clean up, get ready to go home

****Infant schedules vary according to individual needs.****

Children are supervised at all times.

Playtime

We will play outside each day as the weather permits. During cold or rainy days, the children will enjoy active play in our large muscle room or the school gymnasium.

Show and Tell

Children will have an opportunity, on a rotational basis, to bring something to share with their classmates. The rotation will be determined and directed by the teacher. Please assist your child in their selection.

Photos/Video

Periodically, we may take pictures of the children during their activities to display on the bulletin boards, on the website, or other promotional materials. Names will NOT be attached to any pictures used for the website or promotional materials. Written parental permission is obtained as part of the application process.

Transportation

It is the parents' responsibility to provide transportation to and from childcare. Please let the childcare supervisor or director know if someone other than the parent or usual person will be picking up your child. The staff cannot provide transportation.

Behavior Guidance Policies

Guidance

The following are guidelines for encouraging acceptable behavior:

- Children will be treated with dignity and respect.
- Staff will model positive, kind, thoughtful, and acceptable behaviors.
- Behavior expectations will be consistent with the developmental level of the children.
- Children will be redirected to alternative, constructive activities if behavioral problems arise.
- Children will be taught acceptable alternatives to problem behavior.
- Protecting the safety of children and staff is of primary importance.
- Immediate and directly related consequences of a child's misbehavior will be provided.

If unacceptable behavior persists, it will be recorded, and the parent will be notified and consulted to determine a further plan of action.

This plan **will not** include:

- Corporal punishment
- Emotional stress
- Complete separation from the group. If a child needs time to regain self-control, they may be asked to do so in a location slightly removed from the group, but not out of sight of the teacher.
- Withholding food.

A written log will be kept of all such events.

The only acceptable physical restraint will be to physically hold the child to protect the child or others from harm.

Emergency and Accident Policies

First Aid/ Emergency

If a child is injured at the center, a childcare staff member will administer first aid. Teachers are CPR and first aid certified. For any serious injury, the 911 service will be called and the injured child will be brought by ambulance to Fairview Hospital in Wyoming, MN. Cost of transportation by ambulance will be the responsibility of the parents.

If a poisoning occurs, the center for poison control will be contacted and their recommended emergency procedures, if any, will be implemented while awaiting ambulance transportation.

Inclement Weather

MAG Childcare Center will make every effort to be open regardless of weather. But should any announcement regarding closing need to be made, it will be broadcast on WCCO, 830 on your am dial or channel 4 on your TV.

If a snowstorm warrants an early closing of the center, parents will be notified to pick up their child(ren). A staff person will stay with any child whose parent was unable to be reached until that parent arrives.

Fire and Tornado Safety

In the event of fire, we will exit through the closest fire exit. Fire drills will be held and fire safety measures will be reviewed monthly with the children. In the event of a tornado, we will proceed to designated storm shelters. Tornado drills will be held monthly from April through September with the children.

Missing Child

In the event a child would be missing within the Childcare Center, available personnel would immediately lock-down the building so that no one would be able to enter, do a full building page so that all staff on site are aware of the situation, and begin a systematic search of the facility. If the child is not located at the end of the search, the authorities would be notified at that point.

Unauthorized, Late, or Incapacitated Pick-ups

No student will be released to any person unless the person is authorized in the child's records. If the pick-up person is new to the staff, they will be required to present a state-issued photo ID. A parent may add or subtract from their authorized pick-up list as needed in writing.

If by 7:00PM, a parent has not picked up their child and/or has not communicated with the staff, the Chisago County Child Protection Agency will be notified.

Staff will not release a child to any person who is visibly incapacitated.

Health Policies

Health Regulations

The MN Department of Human Services requires that we have on file a current immunization record and health care summary for each child. **These completed forms must be stamped by your doctor or clinic and be in our files on the first day of enrollment in childcare. If you reject immunizations on the premise of conscientious objection, the form must be notarized.**

Parents are required to inform the childcare within 24 hours when a child has a contagious and/or reportable disease (i.e. lice, scabies, impetigo, ringworm, chicken pox, etc.) so that we can inform other parents of their child's exposure. If your child has been exposed to a communicable disease, the director will notify you by written notice, email, or phone within 24 hours of the exposure.

Pandemic planning: MAG Childcare Center will, upon request, cooperate with state and local government officials and disaster planning agencies to prepare for or react to emergencies presented by a pandemic outbreak.

Prescription and over-the-counter medications **will** be administered upon the written request of the parent. Prescription medication must be clearly labeled in a pharmaceutical container. Non-prescription medication must be in the original container and be accompanied by a note from the child's physician indicating what the medication is for, how much to administer and how often. Medication will be kept in a secured cabinet.

Illnesses

Many parents are frequently concerned about when children should stay home or attend childcare. The following information may help with this decision:

- If child has had a fever of greater than 100 degrees axillary, the child should stay home for 24 hours after the temperature returns to normal without medication.
- Children with low grade fever caused by ear infection, vaccinations, or teething may attend childcare unless there is some other symptom present (ex: vomiting or diarrhea) or if the child is too listless to function in a group.
- If a child has vomited more than once or had two or more diarrhea stools, it is strongly encouraged that the child stay home until 24 hours after the last episode to prevent the spread of disease.
- If a child has expressed that they do not feel well and is not able to participate in normal daily activities or if the child is listless and requires more care than the program staff can provide without compromising the health and safety of the other children a parent will be notified and requested to pick up their child.
- If a child has any rash that could be disease-related or is of unknown origin, check with your family physician before sending the child to childcare.
- If your child should display symptoms of illness (i.e. a temperature >100 degrees or repeated vomiting or repeated diarrhea etc.) while in childcare, a parent will be notified and requested to pick up their child immediately. The child will be asked to lie down on a cot in the classroom and made as comfortable as possible while awaiting parental arrival. The child will be supervised at all times.

Diapering Procedures

All of our staff is fully trained in proper diapering procedure to prevent the spread of germs and bacteria.

Parents need to bring an adequate supply of diapers and sanitary wipes for each child in diapers. It is recommended you bring in a full package of diapers and a full container of wipes and label the packages with your child's name. You will be notified when your supply is running low. If your child needs a diaper cream or ointment, please label the container.

Infants will be diapered at least every two hours or more frequently as needed. Toddlers will be diapered at least every three hours or more frequently as needed.

Meals and Snacks

Infant Food Policies

Infants are fed according to their individual feeding schedules as determined by the parents. Parents will provide enough breast milk or formula in bottles for each day. The individual bottles must be labeled with name and date.

As solids foods are introduced into the child's diet, parents will also need to supply whatever foods are to be given each day.

Medically required special diets, formulas, or food supplements shall be given to children only after obtaining written instructions from the child's parent(s) and registered dietitian or physician.

Toddlers, Preschool, and School Age Food Policies

Children will sit at tables in age-appropriate chairs while eating any food.

Staff wear sanitary gloves at all times when preparing or serving meals and snacks.

If your child comes to the childcare center before 8:30 AM, they may eat breakfast after arriving. We will provide milk for drinking or for cereal, but you must bring all other breakfast items. We ask that healthy foods be sent such as: cereal, oatmeal (in individual packets), breakfast bars, granola bars, or fruit. You are welcome to send a box of cereal to be kept at the center marked with your child's name and the date. **If your child arrives after 8:30 AM, please make sure they have eaten breakfast at home.**

We provide lunch, for toddlers, preschoolers, and school age children who are in childcare during the lunch period. This is included in their weekly tuition. A menu is available each month. Please inform the director if a health, religious, or cultural issue requires that your child have a special diet, in which case you will need to bring a lunch from home that contains a meat or meat alternative, a vegetable or fruit, and a grain or bread.

A healthy snack will be provided in the mid-morning and after rest time. If your child is enrolled in MAG Preschool or Kindergarten Readiness, they will need to bring their own snack to be eaten during class time.

Clothing

- Please dress your child in comfortable, washable clothing. Children wear smocks during messy art activities but spills do happen!
- We will go outside whenever weather permits. Please mark all outerwear clothing with your child's name.
- Please send an extra set of clothing for your child that includes socks and undergarments to be left at the center. Place them in a Ziploc bag with your child's name on it. If your child needs to use the second set of clothing, any soiled or wet clothes will be sent home in a bag.
- A fresh change of clothing must replace the used set on the next day they come to childcare.

Birthdays

Birthdays are special days. We will celebrate the children's birthdays with a special recognition. The child may bring special treats, but, because of allergy potentials, no home baked items can be brought into childcare.

Pets

Due to animal dander allergies, bringing a pet to the center requires the clearance of the administration. If we have a pet come to visit childcare, parents will be given prior notification.

Rest/Napping Policies

Rest Time

Infants will be napped according to their individual schedules. All other ages will have a rest/nap time beginning shortly after lunch and active play time. Each child will have a cot labeled with their name. Blankets and pillows can be brought from home and left at the center. Even children who no longer nap will be expected to rest. Those who do not fall asleep will be allowed to get up and play quietly in another area after a half hour of rest time. Naps will not exceed two hours.

Please bring blankets home weekly to launder.

Grievances

Grievance from a Parent/guardian or authorized child representative

If there is a grievance with the childcare program, a complaint should be made to the teacher. If a satisfactory answer is not reached, the individual should set up a meeting with the director.

Grievance over a staff member

All grievances must be brought to the attention of the director who will set up a meeting with all parties involved. If a mutual understanding/satisfaction cannot be arrived at, the director will return a written response within thirty (30) days of the original grievance.

If the complaint is about the director and cannot be resolved internally, then the director's superior will be notified of the situation.

Grievance over facility or equipment

For grievances about the facility or equipment, the director should be consulted and the director will take immediate steps to contain any safety issues and begin the process to correct or repair the situation.

MALTREATMENT OF MINORS MANDATED REPORTING POLICY

The following is policy all Childcare centers are required to follow according to guidelines set down by the MN Department of Human Services, division of Licensing:

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 651-297-4123.
- 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 Chisago County (651-213-0324) or local law enforcement at Wyoming, Minnesota (651-462-0577).
- 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 651-296-3971.

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 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:

1. related policies and procedures were followed;
2. the policies and procedures were adequate;
3. there is a need for additional staff training;
4. the reported event is similar to past events with the children or the services involved;
and
5. 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 Mrs. Joan Hall. If this individual is involved in the alleged or suspected maltreatment, Pastor Carol Morley 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.

The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.

This form is reprinted from the official form published by the MN Department of Human Services, Division of Licensing, January 8, 2008.

