

FROM FAMILIES FIRST OF MINNESOTA - START UP POLICY AND CONTRACT

This outline will help guide you as you create your written policies and procedures. Enforcing what is written will ensure a clear understanding and process. This is a living document and will change over time. Licensing requires information within this by MNRule9502, which governs the licensing of all MN family childcare homes. A complete copy of Rule 9502 is available for parents to read upon request. (9502.0405,Subp.2). A copy of MN Rule 9502 is available at <https://www.revisor.mn.gov/rule/?id=9502>

Creating a professional, simple, clear, and organized outline will help you enforce policies, and guide parents to a clear understanding of how you operate your program. Think of yourself as a business, use educational words, take your personal feeling out and note that you do not need to explain the "WHY" to your reason of why you need or require something. We use the term "DHS" throughout this document, so parents get some information about licensing requirements.

LET'S GET STARTED

HEADER

- Name of program, address, phone number, email etc.

WELCOME

- Bio of you and your family, education you may have, training you have done, any benefits or talents want to share that can support your work.

MISSION

- Why did you decide to go into this work...?
- How will you help promote the educational value... the development and growth ... social values... in all children?

Goal

- Share how you will create a safe atmosphere for learning that helps develop self confidence
- How will you help all children develop relationships?
- Share the importance of good communication and how this is a partnership for the success for their child's growth and learning

Mandated Reporting

- I am a legal mandated reporter and will report any suspected child abuse and neglect. You receive a copy of the mandated reporting policy for DHS in the orientation packet.
- Families have the right to report abuse while their child is in my care. My licensor contact information can be found on this paperwork.

DHS Licensing Paperwork for admission

- Before care can start, ALL forms are completed in full of required information and signatures. All fees and tuition paid prior to start date. **Missing information and fees can result in a delay of start.**
- Return these DHS forms:
 - Admission and Arrangement form – prior to care you are given in this policy handbook all information on: child rearing, sleeping, feeding and my behavior guidance policies.
 - Immunization form- prior to care; updated: infant every 6 months, toddler annually, preschool, every 18 months, school age, every 3 years
 - Permission to administer over the counter products
 - Authorization to Obtain Emergency medical care form
 - Liability Insurance form
 - Registration fee _____
 - First week of tuition _____ /applies to first week of care
 - Two- week deposit fee _____/ non-refundable, can be used for last two weeks when a two-week notice is given.

Forms to be used as circumstances require

- Infant form (those that apply) – Swaddling, Younger than 6 months, Alternative sleep position
- Permission to administer prescription medication
- Travel & Activity Authorization – this would be a form you create for things like field trips, having written permission, where, when, etc.
- Allergy form (if it applies)
- Wading pool/ swimming pool permission form
- Trampoline- you create permission form
- Injury/ Incident report form
- *Upon enrolling you are to give the parents a copy of: Your Policies / Contract, Rule 2, Mandated Reporting Policy*

Substitute

- Will you be using a sub? If so, list who it will be if possible and layout the training requirements they do.
- When do you notify them if it is not an emergency; like when you need to make a medical appoint for you?

Back up Care

- I will not provider back up care, you are responsible for finding care for your child when I go on vacation, become ill, or if I must close for any reason.
- When an emergency happens during my work hours I will....

Non-Discrimination Practices

- I do not discriminate in relation to admissions based on race, creed, color, national origin, religion, sex.

Liability Insurance

- I do carry Liability Insurance / I do not carry Liability Insurance
- DHS 9502.0355, subp4, B&C / read these rules if you do not have general liability for the steps you need to do

License Capacity

- I am licensed for ___ Infants (6 weeks-12 months) currently have ____/
____ Toddlers (12 weeks- 24 months) currently have ____ / Preschool (24 months -5 years) ___ School Age currently have _____

Hours of Operations

- I operate my program Monday through Friday.... from ____ to ____.
- Late fees do apply – (see fees)

Open Door Policy

- I have an open-door policy and families can pick up their child at any time.
- To ensure quality supervision and safety, during these hours _____ to _____ my doors will be locked. *To visit during these hours, call or text me ahead so I can unlock the door etc....*
- The lunch time form _____ to _____ and nap time from _____ to _____ are very busy times. I ask for you let me know prior if you need to pick up during these times to ensure a quiet pick up for those who may be napping/resting.

Pick up and Drop Off Policy / Authorized Person(s)

- The drop -off and pick-up times on your contract form are the designated hours your child will be scheduled to be in my care. Changes with a two -week notice is needed.
- A name and a photo ID are needed for anyone other than the parents who are listed under AUTHORIZED pick-up person(s).
- **Court papers will be needed if a parent is not allowed to be pick up their child.**
- I will only be able to release a child to others who have a car seat.

Rules of my home

- Any things would you like to mention here?

Communication

- Will you use a Facebook page?
- Will you send/ have a monthly newsletter?

- Additionally forms of communication such as text messages, emails and phone calls to keep in contact and to share important information. Please be sure you keep us aware of any changes in your contact information.

Grievance

- When you have a question or concern, please talk with me as soon as possible.
- Efforts to resolve concerns will be needed to be set up outside of business hours so quality of care can be in place.
- If we cannot come to a fair and reasonable outcome, you may contact my licensor at...

Data privacy

- I will do all that I can to protect your family's privacy and will abide by the state privacy laws.
- I will keep all records and information about your child and your family private and confidential unless I have your written permission to reveal specific information.
- I ask that you respect the privacy of my family by not sharing any information about my family without my written permission

Rates/ Fees

- Program rates – Full time, Part time, School age year & summer- 9 hours a day...

Full time 4-5 days	Part time 3-1 days	School Year / Summer
Infant		
Toddler		
Preschool		
School Age		

- Tuition rate is set for days, hours upon enrolling and are listed on your contract. All holidays and sick time are paid days.
- Deposit fee - last 2-weeks payment; nonrefundable
- Tuition is due Paying prior for care is recommended. Means of payment: I accept check, cash, credit card, Venmo...
- Late Fee of _____ will apply when tuition is late and when there is a late pick up. This will be paid on the next tuition payment when due.
- Registration Fee of _____ is charged and due when all enrolling paperwork is turned in.
- Holding fee of _____ (two weeks of tuition for age of incoming child) will be required for a slot for future care. No slots will be held unless this fee is in place. This fee will be applied towards the registration fee and tuition when the child starts, and adjustments made for balance. This a nonrefundable fee.
- NSF fee of _____ will be charged to covers bank fees. A "cash only" or "money order" policy going forward will be the only option for tuition payment.
- Long absence due to COVID-19 illness, program shut down due to COVID exclusions or a child illness... How will you handle these occurrences?

Trial period

- The first two weeks of care, I, the provider or you, the family can end the care and contract with no reason. Only days of care that are provided will be charged and paid for.

Probationary Period

- I have a _____month Probationary period that starts after the two-week trial period.
- (If you give families vacation time) Vacation time can be taken after the probationary period, and a _____notice is required.

Reason for removal

- I do not want to see a child leave my care, but there are cases in which they may be asked to be removed or I need to terminate the contract including but not limited to: non-payment, excessive late payments / pick-ups, non-compliance with policies, physical harm to another child or myself.
- If you decide to leave care for any reason, a two-week notice is required.

Holiday closings

- My program will be closed... New Year Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day etc.... *List any other holidays.* A yearly calendar of closing will be provided upon enrolling.
- Tuition payment is due on all holidays. for your schedule days the holidays fall
- If the holiday is on a Saturday I will be closed on Friday; if the holiday is on a Sunday I will be closed on Monday.

Family Vacation

- *Do you give your families any vacation days? If you do ... when do you need to know? How much time will you give them?*
- Vacation is taken in a full week (5 days) increments, no single days will be given / no roll overs
- Vacation can be taken after the probationary period

Provider Vacation and Professional Development

- *How much vacation time will you take? Will you take it all at once, single days etc....?*
- *Will you take any professional development day(s)?*

Illness Policy

- I will let you know when I or a member of my family is ill, and I will need to close for that period. I will reach out as soon as I know by phone, text ...?

- *Will you charge a family when you / your family are sick? Keep in mind that it is hard for parents to find replacement when you are not open and if you charge them.*
- When your child is ill, I ask for a call letting me know and what the illness is so I can “ALERT” the other families. Please review the Sick Child Policy to understand when your child may come back to childcare. Tuition for time out does apply.
- No personal toys or food will be allowed.

Sick Child Policy

- To provide a healthy childcare environment, please do not send your child if they are ill. **Masking your child’s symptoms with use of medications and bringing them to my home can result in termination.** Illness that prevents the child from participating comfortably in program activities or an illness that results in a greater need for care that I can provide without compromising the health and safety of the other children is a reason for the child to stay home.
- I will accept children that have colds or illness with mild discomfort after 24 hours of treatment.
- **Temporary Exclusion from my childcare program:** I will notify you immediately when your child develops any of the following symptoms:
 - Fever with an underarm temperature of 100-degree Fahrenheit or more, or an oral temperature of 101-degree Fahrenheit or more WITHOUT the use of medication.
 - Vomiting- if vomiting occurs two or more times in 24 hours, unless determined to be caused by non-communicable condition
 - Diarrhea- stool not contained in diaper, stools frequency exceeds two or more above the normal for that child, stools contain blood or mucus
 - Rash accompanied by fever or behavior change- may return upon when a physician has determined it is not communicable disease.
 - Mouth Soars- if drooling, physician determined it is not a communicable disease
 - Pertussis (whooping cough) – exclude until completion of 5 days of recommended course of antibiotics
 - Pink eye- exclude until examined for re-admission and treatment
 - Strep throat- untreated until after 24 hours of antibiotics treatment
 - Communicable disease (chicken pox, measles, mumps) – until all lesions have dried up and crusted, no new lesions appear in a 24 period
 - Lice – refer for treatment, and remit on completion of first treatment
- Parents are required to notify me if within **24 hours** if your child has been diagnosed with a serious contagious illness or parasitic infection. A list of these will be provided upon enrolling.

- You are expected to pick up your child promptly if these symptoms occur during my program hours. If unable to reach you, a call to your emergency contact will be done.

Administering Medication

- *You do not have to give medication to a child if you wish to protect yourself of liability. Or if you do decide to give medication, you can write the following: I will give prescribed medication when a doctor indicates that the child is no longer contagious. A signed release form from the physician and a written request and completed form on the medication to be given is needed.*
- The medicine must be in the original container, labeled with directions and child's name. This includes diapering products, sunscreen solutions, and insect repellents.
- Medications will be stored in a safe place inaccessible from children in my home. I ask that medications not be in a child's personal travel bag that comes and goes from home.
- Fever reducing medication will not be given. ONLY pain relief medications will be given for relief of discomfort for shots, ear infections, teething, etc.
- All medications will go home after the prescribed date.

Immunization

- State regulations require immunization records be on file prior to care and kept up to date. Infants: every 6 months/ Toddlers: Annually / Preschooler: every 18 months/ School Age: Every 3 years.
- My program requires families to be fully immunized. – *ask your licenser about religious exemptions and how to handle this if you choose.*

Program Schedule /Child's Birthdays

- Share your daily schedule

Curriculum/ Activities

My goal is to provide a well-rounded experience that will nurture enhance your child's development, by offering "Guided Play- Play Base / Or *whatever you call your curriculum* or approach. My activities will explore a child's physical, emotional, developmental, and social wellbeing. These are areas listed below.

- Fine motor skills- arts and crafts
- Large motor -outdoor games, music and movements, fitness fun
- Literacy and school readiness- story time, math, exploring science fun, conflict resolutions, parallel playing, list other areas
- Outings/ fieldtrips

Areas to address in this section.

What does your curriculum look like? How do you share this: monthly calendar, wipe it board, send home daily / weekly notes, apps?

- What you do for holiday celebrations? You many have some families that do not want to be a part of your celebrations, due to their faith, be ready to address this.
- What is your plan for a child's birthday? Can they bring a treat and is it healthy? Set your limits as some parents go overboard, while others may not have \$ to do anything.
- Outside time, field trips etc....?

Items your child will need

- Infants will need ... Labeled.... Where will these be stored/ can a parent get to these to switch out items?
- Toddler will need... Labeled.... Where will these be stored/ can a parent get to these to switch out items?
- Preschool children will need...Labeled... Where will these be stored/ can a parent get to these to switch out items?
- Outdoor play is an important part of a child's day and to the health of a child. Weather permitting, and the capability with the infants in my care, while following the weather State guidelines (chart posted) we try to get outside. Leaving seasonal clothing here will ensure that at any time we can go outside and explore. All children who are well enough to be in my care are expected to participate in outdoor activities.

Toilet training -DHS 9502.0395 Subpart 3

- I will use the following methods to help your child learn to use the toilet. The decision to start potty training needs to be a partnership.
- My methods are ... *What will this look like? Incentives, tools of teaching, what is needed, what words will be used. How will both side decide when it is the right time?*

Rest / Naptime

Infants Sleeping

- Share what the infant will be sleeping in: crib, portable crib, or mesh sided crib. What is provided: sheets and when they get washed.
- Infants will always be placed on their back to sleep, unless you provide a letter from your physician saying there is an alternative sleep position.
- Infants over six months will need a signed statement saying that you understand that their child when placed on their back regularly rolls over and then they will remain on the sleep position of choice.
- Licensing allows only a pacifier in the crib at nap time. Infants who do not roll over may be in a one-piece sleeper sack.. Swaddled style sleeping will require a form with written consent from the parents.

- Infants will be allowed to sleep on their own schedules.
- Infants are supervised with a monitor and I do a nap checks every _____

Toddlers/ Preschoolers

- Toddlers and preschoolers nap time each day is from _____ to _____. They are provided with a cot/ mat, bed, sleeping bag
- Children are supervised during the nap/rest time and check monitored _____? When awake they will go to the quiet play environment for activities until all children are awake.
- A child over a year of age may have a blanket or other security item for comfort. On Friday, the item will go home to be washed and brought back.

Non nappers/ School age

- Non-nappers and short nappers are required to having a 30-minute rest and after this time, they will go to the quiet environment area to do quiet activities to ensure all of the other children receive the time they require for a nap.

Child Guidance

I strive to maintain a positive approach to managing the behavior guidance while in my care. I will establish and enforce clear and consistent limits and expectations for appropriate behavior. When inappropriate behavior develops, I will use some techniques like modeling, distraction, redirection, adjusting the environment, cooperative problem solving and removal from the activity or area as a last resort.

When positive behavior is displayed, the result is participation and enjoyment of the activity. In the case of negative or inappropriate behavior I will follow this process for toddlers, preschoolers, and school age (see infants below):

- Reasoning: Efforts will be made to help the child understand the inappropriateness of the actions.
- Redirect: When reasoning has not been pursued and behavior has not changed, re-directing the child from the activity involved to another program space for an appropriate amount of time will take place.
- Parent conference and goal setting: When the behavior cannot be managed to ensure a safe place for children and myself, we will have a private conference to set up a written goal plan, with consequences that the child will need to work on, and in a fair amount of time.
- Reason for Removal: I do not want to see a child leave my care, but there are cases in which they may be asked to be removed, including but not limited to: non-payment, excessive late payments, non-compliance with policies, physical harm to another child,

or myself, or excessive late pick-ups. *If you decide to leave care for any reason, a two-week notice is required.*

- No child will be subject to corporal punishment or emotional abuse. "Corporal punishment" means the nonaccidental infliction of physical pain on a child by caregiver. Corporal punishment includes, but is limited to, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting and spanking. "Emotional abuse" means the infliction of verbal or psychological abuse on a child by a caregiver. Emotional abuse includes, but is not limited to, name calling, ostracism, shaming, derogatory remarks about the child or child's family, and threats which threaten, humiliate, or frighten the child. Food, light, warmth clothing or medical cannot be withheld from the child. Discipline and punishment shall not be delegated to another child. Separation of a child will be age appropriate to the age of the child and circumstance requiring the separation. The separation will be less than 10 minutes, and in an area that is well lighted, free from hazards, ventilated, and open to the view of myself. A child will not be placed in a locked room to separate. When the child is calm, they will be reintegrated back into play. Toileting accidents are a teachable time, building the child up to success. Infants are shown modeling of appropriated behavior and re-directed when needed and shall not be separated for disciplinary reasons.

Accident

When your child has a minor injury, I will:

- Do basic first aid to the area.
- I will fill out and give you an accident report, so you know what happened
- I will log it in my records and monitor the accidents to ensure a safe environment.

When your child has a major accident, I will:

- Call 911, perform immediate First Aid/ CPR, and then contact you when it is possible. If I cannot reach you, I will then call your emergency contact person on your form. I will let emergency responders decide what actions will be taken.
- If your child needs to be taken to the hospital, an ambulance will be called.
- Any child that is seen by a physician after hours due to a possible accident during childcare hours must notify me immediately. I have 24 hours to report this to licensing.

Emergency Plan/ Procedures

- A DHS written emergency plan will be provided upon starting my childcare. I will review this plan annually and you will receive one each year. The emergency plan has my location for evacuation and where to find us in the event of a fire.
- Fire drills are done monthly, teaching children how to get out of my home and where to go outside
- Tornado drills are done monthly, teaching children how to protect themselves and where in my home we will go

- I have _____ emergency bags with flashlights, first aid kits and items needed for emergencies
- I have posted important community numbers (police, fire, hospital etc.) and a contact list of all my family's emergency numbers. When these change, please supply them so we can update emergency contacts.

Meals

- *Are you on the State Food Program?* If not: All meals need to include servings from each of the basic food groups.
- *Do you post your weekly menu?*
- *When are meals being offered? What meals are you providing?*
- *This is where you talk about not allowing them to bring any food in /address birthday treats*

Infant feedings

- Infants will be held during bottle feeding times. Bottles need to be labeled and washed after used.
- Introduction to solid foods will be a discussion with the parent(s) before starting.
- *What does the parent bring? What do you supply?*
- Breast feeding. *Date it was pumped and labeled... parent welcome to come and feed.....*

Allergies

- If your child has allergies to food items a plan prior to starting will need to be put in place. *Need the DHS form "DHS 7736-Eng"*
- If your child has seasonal environmental allergies, bring these to my attention so a plan can be in place.
- If your child is allergic to bees, a written plan along with a written doctor's note and any necessary medication will be needed.

Pets

- *If you have pets, list them and vaccinations completed?*
- *Will children be around them?*

Smoking / Vaping

- Smoking/ Vaping is not allowed in the residence or in the garage during childcare hours.

Alcohol and Drug Policy

- I, employees, subcontractors, and any volunteers will never be under the influence of prescription medication or under the influence of a chemical that impairs the ability to provide service / care.

- If I suspect that a parent or anyone picking up your child is under the influence of drugs or alcohol, I will NOT release the child to that person.

Transportation

- *Do you transport? if so, what is your policy...* Each child will be fasten securely in an appropriate passenger restraint system as described by DHS licensing. Children will never be unattended in the vehicle.
- *If you do not transport, say that you do not*
- *Do you do field trips? Do you have a basic permission slip for parks, walks etc.? If you do not, state that you do not*

Other Things you may want to add:

- Supervision / Camara Use
- Water Hazards
- Health
- Special needs

Annual Date reviewed

- Date reviewed and sent back out _____

