Parent Handbook

Lauri’s In-Home Childcare
6118 Kahl Ave NE
Albertville, MN 55301
Home: 763-497-9776
Cell: 612-363-7743
Email: tylermegan50@gmail.com
Dear Parents,

I want to welcome your family into my In-Home Childcare. To help my In-Home Childcare business operate smoothly, you will need to comply with my policies and contract which are in this parent folder. Please look them over carefully as it is important that you are aware of all my policies. I want you to be able to make your decision about Childcare based on the terms that I provide.

A Little About me…My name is Lauri Ellison and I am very happily married to my husband Marv for the past 18 years. We together have 2 children…Tyler (17 years) and Megan (13 years). I started out in the Childcare field in 1996 as a preschool teacher in a childcare center. I received my CDA (Child Development Associate) in 1998. After working as a preschool teacher for 2 years I was than promoted as an Asst. Center Director and moved on to a Center Director. I worked as a Center Director for 4 years. After working in a Childcare Center for awhile I decided I wanted to open my In-Home Childcare in 2003. Working in a Childcare Center gave me the knowledge to open a great In-Home Childcare.

I will use my knowledge to offer stimulating, developmental activities when your child is ready for them. They include music, movement and outdoor play. In addition I will provide practical life and sensory activities, arts and crafts, pre-reading and pre-math skills. I also have quiet story and sharing times, manipulatives, dramatic play and lot’s of laughter. I strive to meet your child’s physical, intellectual, social, and emotional needs. I feel children learn best in a loving, organized, natural learning environment. Your child will learn important values such as patience, sharing, responsibility, compassion for self and others, communication and teamwork. They will also learn the basics of education such as recognizing his/her alphabet, numbers, colors, shapes, name and how to paint, play with dough, cut with scissors, color with crayons, and the beginning stages of reading and writing.

My commitment to you starts with your commitment to me. For this support system to thrive, we must have open, honest communication. Please feel free to share with me your concerns, problems, and situations that will affect your child.

To help my In-Home Childcare business operate smoothly, you will need to comply with my policies and contract which are in this parent folder. Please look them over carefully as it is important that you are aware of all my policies. I want you to be able to make your decision about Childcare based on the terms that I provide.

I am looking forward to working with you to provide the best possible care for your child.

Yours Truly,

Lauri Ellison
**Curriculum**
We use Fireflies’ Preschool Curriculum from Funshine Express.

**Overview**
- Fireflies is a high quality, professionally designed early learning program that helps create enthusiasm for learning and build school readiness skills.
- Activities and assessment materials aligned with early learning standards
- Strategies to include children with various developmental needs, experience, and culture.

For more information please visit [http://www.funshineexpress.com](http://www.funshineexpress.com)

We also use a program called Handwritting without Tears / Get Set For School
For more information please visit [http://www.hwtears.com](http://www.hwtears.com)

Each day will contain a variety of activities both caretaker directed and child-initiated. These activities are designed to foster large and small group interaction and individual skill development. The curriculum also involves the use of cognitive and hands on activities, which include music, art, sensory stimulation, imaginative play, and manipulative.

For active large muscle play, each day’s schedule incorporates the use of outdoor play or a large muscle activity if weather is bad.

Since we strive to go outside each day I ask that you provide appropriate clothing for outdoor play.

What your child will need for the different seasons…
- Summer …. Extra set of summer clothes, Sun Screen and swim suit.
- Fall…. Extra set of fall clothes and light weight jacket
- Winter…Extra set of Winder clothes, Winter coat, mittens or gloves, hat, snow pants, boots
- Spring…Extra set of clothes and light weight jacket.

Every day you will receive a “what we did today” note that will be placed in your child’s art folder. I strive to get these done for you as this will inform you of what your child did for the day. There are some days that you will not receive one but I will have “what we did for the day” written on the wipe off board located by the entrance.

**Occupancy and Open Door Policy**
My home is licensed for up to 12 children, and I am available to provide care for children 6 weeks to 11 years old. I have an open door policy for all parents. This means you can stop by during business hours unannounced. Of course, for safety purposes, my door will be locked. Parents are also free to call and check on their child at anytime. Please leave a message if I didn’t answer, and I will return your call in a timely manner. Another way to get a hold of me is through my cell phones. Some parents have text me with questions and that to works real well.

Enrollment Requirements
By MN Law, all of the following forms including up to date immunizations must be submitted and completely filled out before a child enters my care. All forms will be on a yearly renewal and kept up to date.
Forms needed...

- Signed parent handbook and contract
- Child’s health information
- Immunization history (this must be updated with every shot child receives
- Infant Feeding Guide
- Travel and activity authorization
- Permission to administer prescription and non-prescription medication
- Food program form
- Emergency medical authorization form

Immunization History – A signed, notarized statement of parental objection to immunizations or form must be on file at the time of enrollment when, for any reason, all immunization are not current.

I reserve the right to make changes to the policies and procedures, contract or forms as I deem necessary. You will be notified in writing of any changes that may occur.

Adjustment Period
All children enter my Childcare on a two week trial basis. This can be a stressful transition for your child if he/she has never been in Childcare. Your child may cry when being dropped off with me. This change can take some time for your child to get used to. I will do my absolute best in making this time easier for you and your child. (If your child is enrolled part time this adjustment period might even take longer.) Cancellation of Childcare services in the first two weeks of care may be given without notice if it does not work out for either party.

Hours
The Childcare is open all year, from 6:30 am to 5:00 pm. Please phone if you will be late in arriving or absent for the day.

Arrival and Departures
Children are to arrive clean and ready for the day.
It is normal for some children to have difficulty separating from parents. Please make your drop off brief, the longer you prolong the departure, the harder it gets. A smile, cheerful good-by kiss, and a reassuring word that you will be back are all that is needed. Children are always quick to get involved in play or activities as soon as parents are gone.
Please be brief at pick up times as well. This is a time of testing, when two different authority figures are present (parent and provider). All children will test to see if the rules still apply.
Please be in control of your child during these times. Because of my licensing rule… “All children under the age of school-age must be within sight and or sound of the provider and or parent / guardian. If we are inside please do not allow your child to go out the door without you. If we are outside please do not allow your child to go out of the gate without you. I also ask that your child stays by you while walking to the car. Drop-off and pick-up times are not a good time to discuss serious problems. Little ears and minds hear and understand everything. I am not comfortable discussing a child in the presence of anyone, but their parents. Topics that concern day-to-day events or light-hearted discussions are fine.

Parents are required to inform me in person and or in writing if someone other than parents are picking up. The authorized person to pick up must show their I.D. and be of 18 years are older before I will release the child into their care.
Changes in Your Child’s Schedule:
If you need to bring your child into Childcare later than your scheduled time or if you will be picking him/her up between 11:30 and 3:00, please let me know. While I want to encourage you to visit any time during the day, I need to know if children will be arriving or leaving during mealtime, naptime, or activity time. I have found that if parents schedule well baby/child doctor visits early in the morning or later in the afternoon, the children's routine is not disrupted as much as those mid-day appointments. Tell me as soon as you know there will be a change in your schedule, so we can find the best way to accommodate that change. Please write down doctor appointments and other planned absences for me. For unplanned absences, please call the night before or at least 1/2-hour before you child’s scheduled arrival time.

Childcare Tuition and Fees
Payments are due weekly, no later than Friday, or the last day of attendance of that week. A late fee of $10.00 will be added for each day late. It is not the responsibility of the provider to remind the parents when payment is due. If tuition and fees are not received when due, it will be caused for suspension of services until full payment is made. Should daycare be closed for a holiday on your pay date all payments must be received the day before by 5:00pm. If your child is absent on your pay-date, you are still required to make your payment. Late fees will include Saturday and Sunday. I will take all outstanding accounts to court and collections.
Your specific rates will be outlined in the Childcare Contract. I reserve the right to change rates with a two week notice. Depending on which payment schedule is approved (weekly, bi-weekly, or monthly), all payments must be collected as stated on the contract. I accept cash, as well as, personal checks, cashier’s check / money orders.
Due to limited spaces available, weekly payments are based on using or holding your slot, not on the child’s attendance. No refunds are given for late arrivals / early departures, parental vacations or exclusion due to illness.

Late Pick Up
Any parent picking up their child/ren after the designated time will be charged $15.00. There will be an additional charge of $5.00 for EVERY 15 minutes past the designated pickup time. This amount will be due at the time you pick up your child/ren.

Return Checks
Personal checks are accepted. However, there will be a $30.00 charge for all checks returned N.S.F plus any other charges incurred to myself and/or the bank. Parents who have two N.S.F’s checks will be required to pay by cash or money order thereafter.

Because I have reserved a space in my Childcare for your child, there are NO REFUNDS in tuition or fees for absences due to a child’s illness, vacation, or any other reason. Fees are required regardless of whether or not your child attends. I will not substitute for hours or days missed.
**Holiday's**
The following days will be closed holidays with pay…..
- New Years Eve
- New Years Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving and the day after
- Christmas Eve and Christmas Day

*Please note: If the above holiday falls on a Saturday I will take the Friday before off. If the holiday falls on a Sunday, I will take the Monday off.*

**Vacation Days**
I the provider receive one weeks paid vacation and 4 personal days throughout the contracted year. (Contracted year runs Sept – Sept) I will try to provide you with as much notice as possible as to when I will be taking time off.

**Alternative Caregiver**
Although I will make every attempt to be available each day, there will be occasions when another family member or I are very ill and I am unable to provide service. You will be notified as soon as possible if this occurs. I would strongly suggest that you have some kind of back up childcare lined up for these times. If you need help finding a back up childcare provider please let me know.

**Discontinuation of Services**
- Parental Decision – A parent may decide to withdraw the child for any reason. I require a two-week written notice before discontinuation of services. If a two-week notice is not give, tuition will be due for two weeks from the date written notice was received.
- Delinquent Account- An account is considered delinquent if the payment for the week is not paid by Friday or the last day of attendance.
- Persistent late pick-ups – Children being picked up later than their scheduled time on a repeated basis may have services terminated.
- Inability to meet the needs of the child – I will strive to provide for the needs of all children, however, in some instances, a child’s needs may not be able to be met by my Childcare setting.
- Abusive behavior by a child- Children who are persistently abusive towards other children, myself or property will be dis-enrolled. This will only occur when all other available methods of intervention have been exhausted.

**Subs**
I am VERY LUCKY to have some wonderful subs available. Jerry is one of my subs that comes in one / two days a month. She has over 20 plus years of childcare experience. Bridget is another sub that comes in from time to time. She has over 15 plus years of experience.

Also, should the need arise, I have substitute care givers. Please be assured that they have all had background checks done on them. All will be introduced to the children. They are: My husband, Marv, my Mom JoAnn.
Meals
Meals are included in the weekly cost for the children over 12 months of age or children who are able to eat what is on the regular lunch menu.
Meals and snacks to be served….
  • Breakfast 7:00 – 8:00
  • Lunch 11:00 – 12:00
  • PM Snack 3:00-3:15
These times are approximate and subject to change according to daily activities. If your child prefers certain foods over what is being served here, you are welcome to bring in a bag lunch. I do, however request it be healthy food, no candy, chips, ect. All foods and bottles brought from home must be labeled with child’s first and last name.
I am on the Childcare Choice Food program. The child and Adult Care food Program (CACFP) is a United States Department of Agricultural (USDA) program that provides reimbursement for serving nutritious meals to children that are in Childcare settings. Through nutrition education the CACFP also helps to develop positive eating habits for young children enrolled in family Childcare homes and centers across the nation. In MN, the CACFP is administered by the Department of Children, Families and Learning.

Confidentiality
Due to confidentiality issues, information regarding children and their family’s health, property, behavior, or any other information is considered confidential and will only be shared with licensing and my childcare subs. I will at no time share any of the above information to any parent.

Nap and Rest Time
A scheduled rest time will be provided to each child from 12:00pm – 2:30pm. Within the time, a 30 minute rest period is required for all children.
For children who do not sleep regularly they will be allowed to engage in a quiet activity following the 30 minute rest period, until rest time is over. I will provide a mat and a travel size pillow for each child. Children can bring a blanket and or stuffed animal to sleep with.

Toilet Learning
Toilet learning will be initiated by the parent or child. If and when the child can successfully use the toilet at home for an extended period of time I will than continue toilet learning in the Childcare setting. The child will wear a diaper or pull up until he/she becomes fully trained.
Note: Per Licensing, I cannot rinse or wash soiled clothes. They will be sent home in baggies.

Emergency Information Updates
Parents must submit in writing any changes of employment, home address, phone numbers, physicians and dentists, and names and information of alternate emergency contacts. I will require all emergency information to be updated yearly. This is extremely critical for the safety and well being of your child.

Illness Exclusion
I follow the MN licensing rule on exclusion of ill children. If, at any time I feel a child is too sick or contagious based on the guidelines to participate in activities, the parent will be notified immediately so that arrangements may be made for the child to be picked up. Parents or authorized persons are required to pick up a sick child within one hour of notification that the child is being excluded from daycare. Sick children will be placed on a mat within sight and sound and will be comforted until the parent or authorized person arrives.
Upon pick up I will give the child’s parent or authorized person an exclusion form and information regarding the conditions. The exclusion form identifies the specific guidelines determining exclusion, and also list symptoms and other observations made by myself prior to pick up. This form is particularly helpful to physician if the child is taken to the clinic. If the child does seek medical attention the parent is encouraged to have the physician fill out the bottom portion of the form explaining his or her diagnosis, treatment, and recommendations for further exclusion. In some cases, this form will be required for the child to return to daycare. If the child’s physician verifies that child has contagious condition, his or her parents are asked to notify myself as soon as possible, but within 24 hours. I will let the other parents know of the contagious condition and they will be able to have the opportunity to be alert for similar symptoms in their own child. If a parent feels that his or her child is not well enough to participate in all activities, including outdoor play, I require that they stay at home until they have fully recovered.

The Health Department regulations prohibit the admittance of any child into a family Childcare home that exhibits any of the following symptoms:

- Fever (100 f. or higher) – child needs to be fever free for 24 hours
- Diarrhea – child must be symptom free for 24 hours
- Vomiting – Child must be symptom free for 24 hours
- Runny Nose with colored discharge – check with Doctor
- Rash – Check with Doctor
- Discharge from eyes or ears
- Lice – child needs to be treated before return (NO NITS AT ALL)
- Communicable diseases – Chicken pox, measles, mumps, conjunctivitis (pink eye), influenza, etc. The child may return when the incubation and contagious period is passed and the child is well enough to resume normal Childcare activities.

I have the right to refuse to care for a sick child.

Allergies
Please let me know on your child’s emergency form if he or she has any allergies of any kind, and what medications are required (with your written consent) for treatment. If medications must be carried with your child at all times, it is your responsibility to provide and extra prescription for me to keep in my home.

Rates as of 9/1/2011

<table>
<thead>
<tr>
<th></th>
<th>Full Time</th>
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<tbody>
<tr>
<td>Infant (6 week’s – 18 months) -</td>
<td>$160.00</td>
</tr>
<tr>
<td>Toddler (18 months – 30 months)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Preschool (30 months- Kindergarten)</td>
<td>$140.00</td>
</tr>
<tr>
<td>Kindergarten- (Summer &amp; School year)</td>
<td>$120.00</td>
</tr>
<tr>
<td>School Age (Summer)</td>
<td>$120.00</td>
</tr>
<tr>
<td>School Age (School year)</td>
<td>$70.00</td>
</tr>
<tr>
<td>School Age  NON School day add an additional $9.00 a day.</td>
<td></td>
</tr>
</tbody>
</table>
**Donations**
One way parents are able to keep the tuition as low as possible is to look for ways to keep the operating cost of the daycare to a minimum. Families that have extra items that we may be able to use are encouraged to speak with me. The daycare can always use paper (new or used, white or colored), markers, art supplies, sensory items, games, new or used toys, and outside or inside large muscle equipment.

**Medication, First Aid and CPR**
All prescription medicines must have written permission and instructions from the child’s parents, physician, or dentist prior to administering the medication. **All medication must be in its original container.** The container should have the child’s name and expiration date on the label. NOTE: All chemicals will be in a locked cabinet or out of the reach of children. Safety is number one priority!

For children who sustain a minor injury that does not require medical attention, I will take the following steps:
1. First Aid will be administered, as necessary;
2. The parents will be contacted for more serious injuries, as necessary;
3. An accident report will be completed, with one copy to you and one copy placed in your child’s file.

For children who sustain a minor injury that may require medical attention, I will take the following steps:
1. First aid will be administered, as necessary;
2. The parents or authorized person will be contacted;
3. In the event that a parent or authorized person cannot be reached:
   a. The child’s physician will be consulted for assistance;
   b. 911 will be activated, if necessary;
4. An accident report will be completed, with one copy to you and one placed in your child’s file.

For children requiring prompt medical attention, I will follow the following steps’
1. CPR and/or First Aid will be administered, as necessary;
2. 911 will be activated if the injury is serious or life threatening
3. The parents or authorized person will be contacted;
4. If the parents or authorized person cannot be reached, the physician listed on the child’s emergency information will be contacted.

I have extensive Emergency Care training. I was previously a CPR instructor and have also been through an EMT course. I am always current on my First Aid and CPR training.

Sometimes accidents do happen without my seeing the actual incident.

**Evacuation**
Should it be necessary to evacuate the daycare due to fire, gas leak, or other situations that make remaining in the daycare unsafe, the children will be relocated to my neighbors’ home which is located directly across the parent entrance side walk. During severe storms or civil defense warnings, children will be relocated to under the staircase / bathroom. (Which is the safest place in my home during bad weather.) We will remain in the shelter until the danger has passed. In the shelter I have a battery operated flashlight, a battery operated Sever Weather Radio and books.
I will have monthly fire and storm drills so that children are aware of what to do.
Discipline / Mandated Reporting

Discipline is a learning process and not a punishment. Misbehavior will be handled in a firm, consistent and POSITIVE manner. Some of these methods would consist of:

- Providing children with the reasons for limitations
- Giving positively worded directions
- Helping children to constructively express their feelings and frustrations to resolve conflict.
- Arranging equipment, materials, activities, and schedules in a way that promotes desirable behavior.
- Using fair limits consistently applied and appropriate for the child’s understanding/level of development.

No child will be handled roughly, shamed, or humiliated. No corporal punishment will be used, even at the request of parents. Age appropriate time-out procedures work well. My philosophy on discipline is to help children gain respect for each other and themselves, and to teach constructive and positive alternatives when conflicts arise.

Contracted year

My contracted year runs from September to September. This is the time when I renew contracts and increase tuition rates (if needed).

Rule Summary for Parents (from Licensing)

Licensing family child care providers helps protect the health and safety of children by requiring that certain minimum standards of care be met. While your county plays an important role as the licensing agency, you, as a parent, are in the best position to ensure your children's safety. Ultimately, it is your responsibility to make sure your children are safe and well cared for. The more that you know about licensing requirements, the better prepared you will be to work with your provider to ensure your child is safe.

This brochure highlights some of these requirements and provides information about what you should do if you have questions or concerns.

Detailed information about these licensing requirements can be found on the Internet at: www.dhs.state.mn.us or www.revisor.leg.state.mn.us. You also may contact your county child care licensing department or the Minnesota Department of Human Services (DHS), Licensing Division, at the numbers listed on the back of the brochure.

The family child care provider

Your family child care provider should enjoy being with children. Your provider should know how to talk to children and respect them. Your provider should discuss behavior guidance with you and follow your instructions. Your provider should be willing to listen to your concerns and work to resolve them.

Your licensed family child care provider must:

- Be an adult and physically able to care for children.
- Pass a physical exam at the time when first being licensed.
- Pass a background study that reviews the criminal records of all caregivers and household members (except children under 13) and also checks for any record of abuse or neglect.
- Complete eight hours of training each year. The license holder and each adult caregiver must complete at least two hours of child growth and development training within the first
year of licensure. At least one staff person must be present in the home who has been trained in first aid and CPR. All caregivers caring for infants must be trained on reducing the risk of sudden infant death syndrome and shaken baby syndrome. Providers who transport children must complete child passenger restraint training. All helpers must complete six hours of training within one year after the date of initial employment.

- Meet additional experience or educational requirements if they are licensed to care for more than 10 children.
- Undergo a physical, mental health or chemical dependency or abuse evaluation if required by the county, based on reasonable cause. This applies to any caregiver or person who lives in the residence or who is present during the hours of care.

Your family child care provider should:

✓ Communicate with you regularly about your child and the child care program.
✓ Show you a copy of his or her policies.
✓ Post his or her child care license.
✓ Post all correction orders in a conspicuous for two years.
✓ Welcome your visits at any time.

Safety
Providers must meet minimum requirements for:

- Amount of indoor and outdoor space
- Fire code inspections under certain circumstances
- Two means of escape from every room
- Heating, venting and temperature
- Electrical service
- Safety equipment, including smoke detectors and fire extinguishers.

Hazards
Providers must:

- Make toxic substances and hazardous materials inaccessible to children.
- Use a crib, portable crib or playpen with a waterproof mattress or pad for each infant and newborn in care. Equipment must meet crib safety requirements and have monthly safety inspections.
- Make swimming and wading pools, beaches and other bodies of water inaccessible, except during supervised use.
- Use gates or barriers on stairways when children between the ages of 6 and 18 months are in care. Stairways, decks, balconies and loft areas must meet specific standards.

Health and sanitation
Providers must:

- Keep the child care home clean.
- Meet requirements for sewage disposal.
- Keep children in diapers clean and dry.
- Follow sanitary procedures to reduce the spread of communicable disease, including storage and disposal of diapers and cleaning of diapering areas.
• Notify parents immediately when a child has an oral temperature of 101°F or higher, is vomiting, has diarrhea or a sudden rash.
• Have written permission from the parent to administer medicines, diapering products, sunscreen and insect repellent.

**Emergencies**
Providers must have:
• Poison control, 911 and other emergency numbers posted by the telephone
• Phone numbers of parents and physicians
• A first aid kit
• Arrangements for substitute care
• Fire and storm escape plans
• Monthly fire and storm drills.

**Transportation**
The provider must have:
• Completed child passenger restraint training before transporting children
• Seat belts, safety seats and weight-appropriate child passenger restraints in accordance with vehicle safety standards
• A valid driver’s license
• Written permission from parents to transport their child.

**The family child care program**
A good child care program helps children grow in healthy ways and helps their minds develop.
• **Supervision:** A caregiver must be within sight or hearing of an infant, toddler or preschooler at all times so that the caregiver is capable of intervening to protect each child’s health and safety. The provider must be available for assistance and care for school-age children.
• **Capacity/ratios/age distribution:** Providers are licensed for a total number of children, age 10 and younger, who are present in the child care home at any one time, including the children of any caregiver. The class of licensure determines the total number of children allowed, number of caregivers required, and restrictions on the total number of children under school age as well as total numbers of infants and toddlers.
• **Behavior guidance:** The provider is required to give each child guidance that helps them develop a positive self-image, self-control and teaches acceptable behavior. Corporal punishment is prohibited. Children must not be punished for toileting accidents.
• **Activities and equipment:** Child care activities must provide for each child’s physical, intellectual, emotional and social development. Activities must be scheduled both indoors and outdoors, be appropriate to each child’s developmental stage and age, include active and quiet time, and contain provider-directed and child-initiated activities.
• **Policies:** Providers must make a copy of the licensing rule (Rule 2) and their policies available, including:
  ✓ Ages and numbers of children in care
✓ Hours and days of operation
✓ Meals and snacks to be served
✓ Labeling requirements for food brought from the child’s home
✓ Sleeping and rest arrangements
✓ Nondiscrimination practices
✓ Care of ill children, disease notification, immunizations, medication permission
✓ Fees
✓ Termination and notice procedures
✓ Helper and substitute plans
✓ Pets
✓ Insurance coverage
✓ Grievance policy
✓ Alcohol and drug use policy for caregivers
✓ Disclosure to parents if smoking is

• Records: Parents must supply providers with:
  ✓ Admission and arrangements form
  ✓ Special instructions in writing about toilet training, eating, sleeping, napping, allergies and any health problems
  ✓ Immunization records
  ✓ Signed written consent to obtain emergency medical care
  ✓ Written permission to transport children
  ✓ Signed authorization to release the child from care to person(s) authorize by the parent.

As a parent, what is your role as an informed consumer?
✓ Watch for safe practices every time you are at the child care home.
✓ Ask your provider about your child’s day.
✓ Listen to what your child tells you about his/her day.
✓ Discuss any concerns with your provider immediately.

Your questions and concerns
A county licensor visits family child care providers at license renewal time — every one to two years — to determine whether providers are meeting the licensing requirements. Licensors also visit to investigate complaints.

Contact your county to report a suspected licensing violation or with questions or concerns about your family child care provider.

When someone contacts the county and requests information about complaints on a provider’s record, the substance and investigative findings of a complaint and any action taken as a result of the investigation are public.

You also may contact DHS at (651) 296-3971 for general licensing information, or check DHS’ Web site: www.dhs.state.mn.us. Information about licensed child care providers is available on the DHS Licensing Information Lookup: http://licensinglookup.dhs.state.mn.us/

Family child care license

<table>
<thead>
<tr>
<th>Children</th>
<th>Adults</th>
<th>Under school age</th>
<th>Infants, toddlers</th>
</tr>
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</table>
No more than 3 infants and toddlers of which no more than 2 are infants

**Group family child care license**

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<tr>
<th>10</th>
<th>1</th>
<th>6</th>
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No more than 3 infants and toddlers of which no more than 2 are infants

No more than 2 infants and toddlers, of which no more than 1 is an infant

No more than 4 infants and toddlers, of which no more than 3 are infants

**Specialized infant and toddler family child care**

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<th>5</th>
<th>1</th>
<th>3</th>
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No more than 3 infants

**Specialized infant and toddler group family child care**

<table>
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<tr>
<th>9</th>
<th>2</th>
<th>7</th>
</tr>
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</table>

No more than 4 infants

**Maltreatment of minors**

MALTREATMENT OF MINORS MANDATED REPORTING POLICY FOR Lauri Ellison
Licensed Family Childcare Program

**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 anyone else. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

**Where to Report**

- If you know or suspect that a child is in immediate danger, call 9-1-1.

- Reports regarding incidents of suspected abuse or neglect of children occurring at a family child care program, within a family, or in the community should be made to the local county social services agency at _763-682-7449_. Or you may contact your local law enforcement.

- 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 your local county social service agency at __763-682-7481__.

**What to Report**

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act, Minnesota Statutes, section 626.556 (see attached).

- 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.

Retaliation Prohibited

Minnesota Statutes, section 626.556, subd. 4a. states that 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.

Failure to Report

Pursuant to Minnesota Statutes, section 626.556, subd. 6, 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.

THIS REPORTING POLICY MUST BE PROVIDED TO THE PARENTS OF ALL CHILDREN AT THE TIME OF ENROLLMENT IN THE CHILD CARE PROGRAM AND MUST BE MADE AVAILABLE UPON REQUEST.

Minnesota Statutes, section 626.556, subd. 2. Definitions. As used in this section, the following terms have the meanings given them unless the specific content indicates otherwise:

(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.

(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:

(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;
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.09, subdivision 3;

(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, or medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance;

(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.
Receipts and W-10 Forms
A receipt will be provided when requested. Annual receipts will be provided at the end of the year with a W-10 so that you may claim your childcare credit on your taxes. If your job has Childcare reimbursement program, you provide me with the forms to complete as needed. You are encouraged to check with your employer to see if this form of assistance is provided.

Pets
I have two small Shit-zu dogs. They are both boys named Cappy and Tobby. Both animals are very child friendly. Both animals are not allowed in the Childcare area. However, Cappy tends to sit at the bottom of the stairs when it is meal time. (He thinks he's going to get a treat.)

House Rules
- No shoes in the house. Please take them off at the run under child's cubby.
- No running or screaming inside house.
- No hitting, pushing, biting, grabbing, kicking, spitting, or pinching others.
- No roughhousing, climbing or sitting on, pulling, or lifting/care other children.
- No going out the door or gate at pick up time without an adult
- No name calling, teasing, swearing or bad language.
- No gum
- No gun or violent play will be allowed
- No toys from home. Unless it is a Show-N-Tell day. (If your child would like to bring something soft to sleep with that is more than fine!)

Supplies Needed
Parent/ guardian will provide diapers, (Diaper wipes if you don't like my brand that I use), powder, any ointment (i.e. Descitin/ A&D) and baby bottles. To eliminate the daily bundle of items to carry you may bring me a package of each item to leave at daycare. I will notify you if items are running low. All items will be marked with the child's name.
Parent/ guardian will provide a change of clothes on a daily basis or keep a change of clothes at daycare until needed / replacing as needed.
Parents also are asked to provide sunscreen.