**First Presbyterian Church**

**Child Care Center**

**A Mission of the**

**First Presbyterian Church of Bismarck**



**Parent Handbook**

**December 2020**

First Presbyterian Church Child Care Center

214 E Thayer Avenue

Bismarck, ND 58504

701-258-7490

**Director:** childcare@fpcbismarck.com

**Assistant Director:** cccasst@fpcbismarck.com

**WELCOME**

Welcome to the FPCCC. We are pleased that you have chosen us to be your partner in the care and

education of your child. We are committed to providing a holistic approach to nurturing and educating

the children entrusted to our care.

To better acquaint you with our program, we have prepared this handbook for your reference. It is

designed to assist you in becoming familiar with our policies; however, you are always welcome to visit

and see firsthand the environment in which your child is being nurtured and educated each day. If there

are ever any questions or concerns, please do feel free to visit with either the director or the assistant director. We look forward to getting to know your family while your child is part of our family.



**Mission Statement**

The First Presbyterian Child Care Center (herein FPCCC) is a mission of the First Presbyterian Church of Bismarck, North Dakota. It exists to provide safe, loving care for all children in a climate of racial, ethnic

and socioeconomic diversity. We strive to provide a creative, nurturing and stimulating environment in

which to learn and grow. Our licensed, nonprofit childcare center welcomes families from a variety of

racial ethnic backgrounds and families who may need financial assistance in order to enroll their children.

**Philosophy**

We believe that children need a secure, loving environment in which to grow and learn and that each child deserves to be a part of a nurturing program where he/she is treasured as a unique gift from God.

**Goal**

To create a nurturing atmosphere that encourages and promotes feelings of security, self-worth, positive social behavior and creative problem solving.

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**PROGRAM INFORMATION**

**Ages and Ratios**

The FPCCC accepts children from birth through five years old. We adhere to the state standards of staff-to-child ratio. Listed below is the staff-to-child ratio for each age, according to the state regulations.

Infants: birth to 18 months 1:4 (1 staff to 4 children)

Toddlers: 18 months to 36 months 1:5 (1 staff to 5 children)

Preschool: 3-years old 1:7 (1 staff to 7 children)

4-years old 1:10 (1 staff to 10 children)

5-years old 1:12 (1 staff to 12 children)

**Check In/Out Station**

We have a paperless check in/out system; a touch screen is used for this task. Upon enrollment, each parent or primary drop off/pick up person will be given a temporary code that will be used for the first login only. The user will select two codes, an ID number, and a password. Each code will need to be four digits long and cannot be sequential or repetitive. These two codes will be known to only the person who has selected them. If you forget your codes, you will need to request a new temporary code and reset your personal codes. These two codes cannot be shared with any other family member or friend.

**We do request that only adults use the touch screen at the check in/out station.**

**Enrollment Records**

The state’s licensing regulations require that we have proof of identification (birth certificate) of your child and have the following forms on file by the first day of attendance.

State forms:

Child information sheet

Parent’s statement on health of child

Immunization record

Blanket and pacifier waiver

 Center Forms:

Child emergency care card

Parent – Center contract

Economic assistance program policy

Infant update

Photo release form

Sunscreen permission

Letter to household

Child & Adult Care Food Program (CACFP)

Enrollment Form/Free and a Reduced-Price Income Application

Additional materials:

Child Care Assistance Program

WIC program information

CACFP meal pattern

Building for the future

Payments memo

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**Holiday Closings**

New Year’s Day Memorial Day

Independence Day (4th of July) Labor Day

Thanksgiving Day Friday after Thanksgiving Day

Christmas Eve Day Christmas Day

New Year’s Eve Day (FPCCC closes @ 1:00PM)

**If a holiday falls on a weekend, the First Presbyterian Church Administrative and Personnel Committee will designate either the preceding Friday or the following Monday as the day to be observed for the holiday. This information will be posted as necessary.**

**Hours**

The FPCCC is open Monday through Friday. The doors are unlocked at 6:30 AM and we close at 6:00 PM.

**Parking Lot**

The only parking lot entrance and exit available is located on 2nd Street, west of the church. For the safety of the children, yourself, and the staff, please remember to follow the flow of traffic pattern; stay to the right as you enter the parking lot and loop around the center parking area rather than cutting across the parking lot. This will help avoid any fender benders and will ensure that the children are safe as they leave their parent’s vehicle. The first two parking spots nearest the childcare entrance are the most convenient for drop off and pick up and are generally reserved for the childcare center families. Please avoid parking in the handicap parking spots unless you are authorized to do so. Also, for added security, it is recommended that your vehicle doors remain locked when unattended.

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**Room Descriptions**

The FPCCC consists of six main classrooms. While children do transition through each room at their own pace, listed below are the classroom names and the approximate ages for each classroom.

Rooms

Ladybug: Birth - 11 months Butterfly: 27 months - 36 months

Dragonfly: 12 months - 18 months Bumblebee: 3 years old

Caterpillar: 19 months - 26 months Firefly: 4 years old - 5 years old

**Security Door**

Each enrolled family will be asked to select a security code to gain access into the building. It will be a number of their choosing and will need to be four digits. The code cannot be sequential (example: 1234 or 5678) or repetitive (example: 5555 or 8888). While the door code is a family code, we would like to stress that this code be shared only with those family members who will be regularly assisting with the drop off and pick up of a child. **We do request that only adults use the door’s security keypad upon arrivals.**

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**Supplies Needed**

Supplies needed for your child will vary somewhat depending on his or her age. Following are the supply lists for both the infants/toddlers and the three to five year old ages.

Infants and Toddlers:

Diapers Extra Clothing

Wipes Blanket

Wipes container Pacifier and clip (if needed)

Breast milk or formula Pain reliever

Bottles (if needed for teething or low-grade fevers due to immunizations)

A sippy cup for water Weather appropriate outdoor clothing

Diaper rash ointment (such as snow pants, coats, mittens, and caps)

The FPCCC will provide when age appropriate:

Iron fortified infant cereal Baby food

Solid foods (table food) Sunscreen, when six months of age and older (parent will provide

if their child is sensitive to the brand the FPCCC provides)

Three, four and five years old:

A small reusable water bottleExtra clothing (remember the underwear)

BlanketWeather appropriate outdoor clothing (such as snow pants, coats, mittens, and caps)

The FPCCC will provide:

Food program approved meals, along with milk and snacks

Sunscreen (parent will provide if their child is sensitive to the brand the FPCCC provides)

**Unforeseen Emergency**

When an unforeseen emergency event occurs, the FPCCC will follow the Department of Health and Human Services guidelines. Families will be notified if, and when the FPCCC must remain open or be closed. These situations will be discussed among the Pastor, FPCCC Board Chairperson, the Center’s Director and Assistant Director and the Administration and Personnel Chairperson and reviewed by the FPCCC Board and Session.

When an unforeseen emergency event occurs and holding child spaces becomes necessary, the FPCCC will hold the spot for a child currently enrolled following the guidelines and approval of the FPCCC Board and Session.

Appropriate infection control and personal protective equipment will be applied at the Center during these times, following the guidelines of the state and federal government.

**Weather-Related Closings**

In the event of severe weather, the FPCCC will follow the lead of the BPS. If the BPS is closed, we are closed. However, if the public schools are closed due to a planned holiday or break and severe weather is in the forecast, the FPCCC will follow the decision made by the First Presbyterian Church Administration and

Personnel Committee. The KFYR radio and television stations, website and Facebook page are good resources when checking for weather-related closing and delay information. Weather-related closing information will

also be posted on the FPCCC Facebook page.

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**General Daily Routine**

The youngest infants set their own schedules: sleeping when needed, eating on demand, and playing when awake. As the child matures, a more consistent schedule is followed. Mornings include free play, a planned activity, music, reading, and indoor/outdoor large muscle play. After lunch, a rest/nap time will occur. More opportunities for free play, planned activities, music, reading and large muscle play are offered in the afternoon. While we are not a licensed preschool, we strive to provide opportunities to help children reach their full potential. Each classroom will post a lesson plan on or near the classroom door each week. These lesson plans will include a variety of age-appropriate activities to introduce and/or enhance skills and concepts necessary for your child to be successful in his or her daily life. The schedule listed below is a general routine of the children’s day.

6:30 - 8:30 AM Arrival and free play

8:30 - 9:00 AM Wash hands and eat breakfast

9:00 - 11:30 AM Planned activity, music, reading, and large motor play

11:30 - 12:00 PM Wash hands and eat lunch

12:00 - 3:00 PM Nap time, rest time, quiet time

3:00 - 3:30 PM Wash hands and eat snack

3:30 - 6:00 PM Planned activity, music, reading, large motor play, free play, and departure

A more detailed schedule may be posted in your child’s classroom.

[](https://www.google.com/imgres?imgurl=https%3A%2F%2Fpreviews.123rf.com%2Fimages%2Fdinky123uk%2Fdinky123uk1005%2Fdinky123uk100500196%2F7043965-wooden-childrens-blocks-toy-box.jpg&imgrefurl=https%3A%2F%2Fwww.123rf.com%2Fphoto_7043965_wooden-childrens-blocks-toy-box.html&tbnid=ghbyxWNmIckzfM&vet=12ahUKEwia2Jvjg87tAhVWUc0KHT3xAJkQMygaegUIARDQAw..i&docid=TiaDst26JFk1dM&w=1300&h=986&q=childrens%20blocks&ved=2ahUKEwia2Jvjg87tAhVWUc0KHT3xAJkQMygaegUIARDQAw)

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**Policies and Procedures**

**Absences**

Scheduled absences of one week or more, such as vacation or maternity leave, are payable at half the regular fee to hold your child’s place in the program. These schedule changes need to be submitted by 5:00 pm on Tuesday, prior to the upcoming week. Daily absences such as an illness, require that we be notified an hour prior to your child’s scheduled arrival time for that day. This will allow the FPCCC to accept a drop-in child if another family is in need of the service. **Please remember, if the Center is closed and you know your child will be absent, you can call and leave a message on the FPCCC’s messaging system (701-258-7490).**

**Payment Policies**

Families will be charged according to the days their child is scheduled to be at the FPCCC for that particular week.

**Aquatic Activities**

For safety reasons, the FPCCC has limited the aquatic (water) play to water tables. This supervised play will occur in both indoor and outdoor settings. When water tables are available for the children to enjoy, the water will be changed daily or more often if visibly dirty. Wading pools have been eliminated from our program.

**Arrivals and Departures**

Handwashing is the best line of defense against the spread of germs; therefore, upon arrival at the FPCCC all staff and children are required to wash their hands before entering any classrooms. After washing hands, please sign in your child and take them to the assigned classroom. For safety reasons, we do require that you escort the child into the classroom. Once there, the staff person will ask for information to help assist your child in having a smooth transition from home into the FPCCC. When departing from the FPCCC the staff person will share information about your child’s day, and if enrolled in the infant and toddler areas will have a daily sheet available. Again, this information will allow for a smoother transition for your child as they leave for the day.

If the person picking up the child will be different than normal, we need to know in advance. Also, the alternate person doing the pick-up will need to have a form of photo identification with them because staff will be checking for verification. If we haven’t been notified by the parent about a change, we will attempt once to call the parent to confirm the change. However, if we are unable to reach the parent, **WE WILL NOT ALLOW THE CHILD TO LEAVE THE FPCCC.** This policy is in place to protect your child and it is enforced.

**Authorization to Release**

We will require that you authorize, in writing, up to three other people that you would allow to pick up your child. For the safety of your child, we do require advance notice if any of the listed people will be picking up on a particular day. If we are unfamiliar with the person, they will be required to show photo identification before releasing your child into their care. Please be aware that we will release your child to authorized people only.

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**Babysitting Waiver**

The FPCCC has a no babysitting policy in place, meaning any employee of the FPCCC is prohibited from babysitting for enrolled families outside the normal hours of operation. However, if a parent feels strongly about hiring a FPCCC staff, a waiver can be signed and placed in the child’s file. The waiver can be obtained from the director or assistant director. This form, *The Consent to Hold Harmless,* must be completed and signed by the parent, as well as signed by both the staff and director/assistant director.

**Biting**

Having a child who exhibits biting behavior can be frustrating not only for staff members, but also for both sets of parents. Yet, biting actually can be a form of communication used when a nonverbal child is feeling frustrated as they struggle to express their feelings and needs. Biting can occur when a child is teething.

It is important for the staff and parents to determine what may be causing the biting and remain patient with the child while guiding him or her through this difficult time. When there is a child in the group that is communicating through biting, staff members will gently, but firmly remind the child that it is not okay to bite other people. Often the staff person will give the child an appropriate toy or teething ring on which to bite. They may shadow the child throughout the day, trying to anticipate and intercept each act of biting. If a biting incident does occur, the parents of the biter as well as the parents of the child who was bitten will have a biting report to sign. Confidentiality prohibits staff members from revealing the name of the child that is struggling through this phase.

**Blanket and Pacifier Waiver**

Parents of infants will need to complete a *Blanket and Pacifier* waiver to allow staff to provide an infant with these items during nap time. Once a child is over one year of age, a waiver is no longer required.

**Board Member—Parent Representative**

Parent involvement is an important component of our program. One way parents can have a voice is to volunteer on the FPCCC Board as a parent representative. The Board consists of six members of the First Presbyterian Church and one FPCCC parent or grandparent.

The role of the parent or grandparent representative is to serve as a voice for the families enrolled at the FPCCC. The parent or grandparent representative will have the opportunity to provide direction and set

policies for the FPCCC. Your vote counts as a member of the Board. The parent will need to sign a waiver of approval for the grandparent to represent them as a member of the FPCCC Board.

The board meets the second Tuesday evening of each month.

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**Child Abuse and Neglect**

The FPCCC staff are mandated reporters and are required by law to report any suspicious signs or incidences. This would include any type of physical, sexual, or emotional abuse or neglect. Any reported cases are kept confidential and we will work with the family and the agency doing the assessment to ensure the well-being

of the child.

**Church Members**

Members of the First Presbyterian Church will be given priority, with exception to families qualifying for the scholarship rate, as openings become available at FPCCC.

**Clothing**

For the ease and comfort of your child, we ask that your child wear washable clothing that will allow them to participate freely in the many activities provided throughout the day. Messy activities will be happening, so please take this into consideration when dressing your child for the day. It is always a good idea to have extra clothing available in case of spills and accidents. Remember that children who are toilet training should be dressed in easy to manage clothing. It is also important to remember to provide weather-appropriate clothing, such as coats, mittens, caps, and snow pants, because your child will be going outdoors as weather permits.

[](https://www.google.com/imgres?imgurl=http%3A%2F%2Fstatic1.squarespace.com%2Fstatic%2F5778cc47e6f2e1c50c2aefb3%2F577f749e1b631b47256c88cb%2F57ec80b62994ca3021e0639a%2F1475214334182%2F1st-aid.jpg%3Fformat%3D1500w&imgrefurl=https%3A%2F%2Fwww.themumthing.com%2Fnew-blog%2F2016%2F9%2F29%2Fbaby-first-aid&tbnid=DGBhi7cSKmHxmM&vet=10CMEBEDMotwFqFwoTCOiGxJDGzu0CFQAAAAAdAAAAABAE..i&docid=wVafDwl8_-SpwM&w=270&h=265&q=baby%20first%20aid&ved=0CMEBEDMotwFqFwoTCOiGxJDGzu0CFQAAAAAdAAAAABAE)

**CPR and First Aid**

All staff are required to remain current with both the CPR and first aid certification.

**Custody Procedures**

Unless a court order is in effect, we are required to release a child to either parent. Please keep the staff informed of such important information.

**Developmentally Appropriate Guidance**

If a child is engaging in behavior that is not acceptable, the staff will use constructive and educational forms of intervention. This may include diversion, separation from the situation, talking with the child about the situation and gentle physical restraint such as holding. Children will never be subjected to physical harm, humiliation, or the withholding of food as a form of discipline. Discipline will be handled in a positive, learning manner.

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**Donations List**

The FPCCC welcomes donations of many items. The most needed items are those used on a daily basis,

such as:

Bleach Paper towels

Laundry detergent; Paper baking cups (cupcake liners)

*(fragrance free and dye free are preferred)* Liquid hand soap

Liquid dish soap Hand sanitizer

Powdered dishwasher detergent Extra diapers & wipes of any size

Washcloths Used toys & books, in good condition

**Drills**

Fire Drills:

Fire drills are practiced monthly so that both staff and children become comfortable with the

process and can evacuate quickly in the event of an actual emergency. If there is a fire emergency

and it is necessary to evacuate, we will move to the lobby of the US Bank. The bank is located across the street, south of the First Presbyterian Church.

Tornado Drills:

With the assistance from an emergency disaster professional, a secure area in the basement of the Church has been designated as our safe place. The staff and children will go to the hallway

located just **east** of Ramstad Hall, up the ramp and to the right. This area is located just outside of

the three year old classroom.

Lock Down Drills:

The staff will practice the lock down procedure several times each year. In the event of an intruder, a lock down alert will be issued through the communication system. The staff and children will go to the nearest classroom, office or secured area and emergency responders will be contacted immediately.

**Emergency Relocation**

In the event that staff and children must relocate, the Bridge Church, located on the corner of North 14th

Street and East Avenue F, has made its facility available to be used for a reasonable length of time. The completed *Emergency Information* form for your child will be kept in a binder in your child’s classroom; staff

will take the binder during an evacuation in order to be able to contact you or the appropriate person. If you cannot be reached, one of your designated emergency contacts will be notified to make arrangements for the safe release of your child.

**Fieldtrips**

[](https://www.google.com/imgres?imgurl=https%3A%2F%2Fimage.shutterstock.com%2Fimage-vector%2Fschool-field-trip-nature-illustration-260nw-1066791908.jpg&imgrefurl=https%3A%2F%2Fwww.shutterstock.com%2Fsearch%2Fschool%2Bfield%2Btrip%2Bcartoon&tbnid=d9xFcge_vsaK1M&vet=12ahUKEwjzs8ujus7tAhXJYqwKHdNDDU0QMygaegUIARDqAQ..i&docid=A97cH9b457XvjM&w=285&h=280&q=toddlers%20walking%20fieldtrip%20cartoon%20pictures&ved=2ahUKEwjzs8ujus7tAhXJYqwKHdNDDU0QMygaegUIARDqAQ)On occasion, your child’s group may go off the premises for a fieldtrip. Several

days prior to the fieldtrip, you will be provided a fieldtrip release form to sign.

A reminder note will be posted by the staff the day before the fieldtrip is to take place. The children will walk to the selected location; FPCCC does not provide transportation. If you request that your child remain at the FPCCC rather than attending the fieldtrip, your child will join another class for the time that the fieldtrip requires.

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**Footwear in the Classroom**

If we need to quickly exit the building, it will be necessary for your child to have appropriate footwear. Therefore, as a safety measure, all children will need to wear a pair of shoes in the classroom.

**Flexible Schedule Deadline Submission**

One of the perks that we offer families is the acceptance of flexible work schedules. However, in order for us to be adequately staffed for your child to be at the FPCCC, it is necessary for you to turn in your weekly schedule request by 5:00 pm each Tuesday, for the upcoming week. This can be done by emailing your schedule to the director at childcare@fpcbismarck.com, or by leaving a written note in the in-box which is located right outside the director’s office. Please avoid asking staff to try and remember your schedule request during the drop off and pick-up times; this is an extremely busy time for staff and it is difficult for them to remember the information to later share with the director. Please be aware that it is the parent’s responsibility to turn in a schedule; if forgotten, you may need to seek alternate care for your child on the days we are unable to accept your child.

**Illness**

If your child is ill and unable to join his/her group, please call the FPCCC as early as possible. If the illness is contagious, let the director or assistant director know so the information can be posted. Please note that your child must be symptom free for 24 hours, without the use of over-the-counter medication, before returning to the FPCCC.

If your child should become ill while at the FPCCC, you will need to make arrangements to pick up your child immediately. Again, your child will be required to be symptom free for 24 hours, without the use of over-the-counter medication, prior to being readmitted.

Finally, your child will need to be excluded if an illness requires more care than the staff can provide or if any of the following conditions exist:

Fever of unknown origin or Difficulty breathing or wheezing

fever of 101 degrees or higher Undiagnosed rashes

Diarrhea Any communicable disease such as, but not limited to:

Vomiting chicken pox, hepatitis, strep throat, scabies, pink eye,

Unusual discharge from the ears, eyes, or nose head lice, impetigo, shingles, MRSA

Again, please let us know if your child has any type of communicable illness so a notice can be posted, alerting

other parents to watch for symptoms with their child.

**Please remember that your child must be symptom free for 24 hours, without the use of over-the-counter medications, prior to returning to the FPCCC.**

**Immunization Exclusion Policy**

Children attending a licensed childcare facility are required, by the Department of Human Services, to maintain an up-to-date immunization record in their enrollment file. As your child receives additional immunizations, please bring an updated copy for your child’s file. If your child does not receive immunizations due to religious beliefs or medical condition, you will need to complete the appropriate section on the *Immunization Record* form. Should there be an outbreak of a disease for which immunizations are available and your child is not immunized, your child will be excluded until the outbreak is over.

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**Incapacitated Person**

No child will be allowed to leave with a parent or designated person who is suspected to be under the influence of alcohol or drugs. Staff members have been instructed to contact an alternate ride to take the parent and child home; an appropriate car seat must be in the alternate vehicle. If the person in question refuses the staff member’s offer to call an alternate ride and insists on leaving with the child, we will call the police and relay the information to them.

**Incident Reports**

Occasionally, an unexpected minor scrape or scratch will occur. These incidents will be treated with TLC, a good washing with soap and water and a latex-free band aid.

More serious cuts, bumps, bites or bee stings will be properly treated and the incident recorded by the witnessing staff member. Upon departure, parents will be told about the incident and given the incident form to read and sign. The form will be kept in the child’s file, but parents can request a photocopy of the completed form.

In the event, that medical treatment requires the child be transported to an emergency medical facility, a staff member from the FPCCC will remain with the child until the parent or responsible party arrives. With this in mind, please be complete in filling out the emergency care section of the *Child Information* sheet. If a child requires medical attention, the Department of Human Services requires the director to report the event with the local licensing agent at Social Services.

**Liability Insurance**

The FPCCC does carry liability insurance.







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**Meals and Snacks**

The FPCCC does charge for meals and snacks served. The FPCCC participates with *The Child and Adult Care Food Program* (CACFP). The CACFP ensures that children receive nutritious meals and snacks by requiring participating programs to meet federal guidelines. The CACFP provides three levels of reimbursement to participating programs, based on information the family provides on the CACFP *Application for Free and Reduced Meals* form. Federal law prohibits discrimination based on race, color, national origin, sex, disability and age.

Parents of infants can choose to provide breast milk or formula. The FPCCC will provide Iron Fortified Infant Cereal and baby food for all infants.

Breastfeeding mothers are welcome to nurse at the FPCCC. This can be done in the classroom, if comfortable, or in a quiet room for privacy. If a breastfeeding mothers’ workday prohibits coming in to nurse her infant, we have both a refrigerator and a freezer available for storage of expressed breast milk. Bags of expressed breast milk need to be labeled with the child’s name and the date the breast milk was expressed.

Regardless of whether an infant receives nourishment from breast milk or formula, it is important for parents and staff to work as a team when developing a feeding plan for each individual infant. Unless there is a documented medical reason to follow a strict feeding schedule, it is our policy to feed infants on demand as we observe hunger cues. However, we will strive to coordinate the last feeding of the day to meet the mother’s nursing needs, with the understanding that we will not allow an infant to become inconsolable and in distress due to hunger.

Usually around six months of age, an infant begins to show signs of readiness to be introduced to solid foods such as iron fortified infant cereal and pureed vegetables and fruits. Some signs of readiness may include:

the ability to sit upright in a highchair with good head control,

opening the mouth when food is brought near,

the ability to move the food from the spoon to the back of the tongue and swallow.

As you begin to see these readiness signs, please visit with your infant’s pediatrician for guidance in introducing solid foods.

Children that are ready for table food will receive a varied, nutritious lunch, as well as breakfast and an afternoon snack. We use a six-week rotating menu. The current week’s menu will be posted so families can see what is being offered each day. If the meal includes a food that is new to your child, we will encourage your child to taste the new food; however, we will not force them to eat anything against their will.

We believe that adults are responsible for preparing and providing healthy, nutritious foods. The child is responsible for what and how much he or she will eat. We provide a family style meal where staff will sit with and encourage children to serve themselves, when age appropriate. This may encourage a child to try new foods, allow for practicing decision making and avoid feeling overwhelmed by serving sizes that may appear too large to the child.

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**Medications**

An *Authorization to Give Medication* form must be filled out before any medications can be administered, even Tylenol. All medications must be in the original container with the dosage label still attached and only the recommended dosage will be given. Medications requiring refrigeration will be stored in the designated area of the refrigerator; all medications will be kept in an area that is out-of-reach of the children.

If your child develops a low-grade fever, under 101 degrees, that does not require being sent home (i.e. due to teething), staff may call and ask if a fever reducing, over-the-counter medication can be given. However, to give medication, permission via an email must be sent, listing the time and dosage to be given. The email will be filed with the completed medication sheet and the parent will need to sign the form when arriving to pick up their child.

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**Nap and Rest Routines**

All children need a chance to rest during their busy day. Young infants will set their own nap schedule. As they get older and are preparing to transition into the toddler area, with the parent’s permission, we will ease the child into a longer nap, offered after lunch. Once your child has joined the toddler room, he or she will be assigned a cot. Lighting in the room will be dim and soft music will quietly play while a staff person gently rubs your child’s back to allow for a relaxing time of rest. A child that needs to sleep will be allowed this opportunity while those not requiring sleep will merely rest until it is time for quiet play. As they get older, many children will outgrow the need to nap, but a quiet rest time is helpful for calming themselves. If your child needs the security of a special blanket or soft toy, they may have them at this time; however, if the toy becomes a distraction, the staff member may need to place the toy in the child’s cubby.

If special circumstances, such as leaving for a doctor’s appointment, require that a child remain up from a nap, please share that information with the staff member in your child’s room. Sharing this information can eliminate nap time disruptions for the child and others.

**Newsletters**

An FPCCC newsletter will be available quarterly and in electronic form. To receive the newsletter, you will be encouraged to provide your email to either the director or the assistant director. A classroom teacher may provide monthly newsletters to their families. These newsletters will inform families about upcoming events or recount special activities or events that have already taken place.

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**Outdoor Play**

Outdoor play presents an exciting environment with an endless array of imaginative play and learning opportunities for children of all ages. It also promotes physical activity and an appreciation of the outdoors. Fresh air, exercise and unstructured play time offers many benefits to children. To allow children to enjoy the outdoors to the fullest and maintain a high level of safety, we have the following policies in place:

Weather conditions will be monitored, and children taken outdoors only when the temperature, wind chill and heat index allow it. During the winter, it is considered safe to play outdoors when the temperature and wind chill is above 15 degrees Fahrenheit. Once the weather warms up, children will enjoy the outdoors until the temperature/heat index goes above 90 degrees Fahrenheit.

Footwear for both comfort and safety is a must with children. Therefore, we do require that each child have tennis shoes on when going outdoors. If you would like to leave a pair of everyday tennis shoes in your child’s cubby to be used for outdoor play, that would be perfectly acceptable. Also, keep in mind that it will be necessary to bring winter boots and the appropriate outdoor gear when the weather turns colder.

****Sunscreen and bug repellent offer your child protection when enjoying the outdoors. The FPCCC will provide sunscreen, at no extra cost, to all children over six months of age. If your child has any sensitivity to lotions, you may want to bring a more appropriate type of sunscreen from home. The FPCCC does not provide bug repellent. If you would like to provide this item for your child, we do require that the product be in a non-aerosol form, such as a lotion rather than a spray. We often have staff and children who have asthma and aerosol sprays may increase the

likelihood of an emergency breathing situation.

Please remember to label any items brought from home so it is returned to your child’s supplies.

**Parent-Teacher Communication**

This element is vital in offering the best possible care for your child. Feel free to make suggestions to improve our program. Also, keep the director/assistant director informed about any changes in the home that may affect the child. Such information is kept confidential.

**Payment Policies**

Families will be charged according to the days their child is scheduled to be at the FPCCC for that week. If a part time family asks to switch days during the week or requests hours to be added to their child’s schedule, these changes will be considered to be in addition to the previously submitted schedule for the week. If, by adding the extra days/hours, the total weekly hours exceed thirty hours, a full-time charge will be billed for the week. This would include adding additional hours due to the child being out because of illness or weather-related closure.

**Personal Belongings**

Although special toys may ease your child’s drop off routine or add security to the day, please remember that other children will want to investigate the item and sometimes sharing can be very difficult for a young child. For this reason, we request that only items used in conjunction with nap or rest time be brought to the FPCCC. If your child does insist on bringing special items from home, the FPCCC does not accept responsibility for lost, broken or stolen items.

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**Pets**

Currently, the only pets present in classrooms are fish and hermit crabs. The staff members are responsible for the care of the fish and crabs and the cleaning of the tanks.

**Practicum Students**

Whenever possible, the FPCCC will partner with local Early Childhood Education programs and accept practicum students. This partnership allows qualified staff the opportunity to share their knowledge with students. The students will have the opportunity to learn from, plan and implement a variety of activities for the children. We consider it an honor to be in partnership with practicum students who are exploring the field of Early Childhood Education.

**Reporting Violations and Complaints**

If you believe there has been a licensing violation, as a concerned parent, you can report the information to the local social services licensing agent. That agent will investigate the concern and determine what action, if any, needs to be taken.

**Screenings**

With your written permission, your child’s teacher may conduct an informal developmental screening . The purpose of this screening is to assist staff as they prepare lesson plans and guided activities. The screening gives the teacher direction by showing the areas where your child is excelling and the areas where a little more focus could occur to strengthen your child’s skills. In the event that your child may need additional assistance from other community professionals, the screening will help pinpoint who would best meet the needs of your child.

**Social Media**

The use of social media is a convenient way to keep in touch with others as we navigate through the busy day. However, if it comes to our attention that a family has chosen to post untrue or negative statements about the FPCCC, we reserve the right to end contract with that family. Please remember that if you have concerns about your child’s care, you need to talk to the director, assistant director, or the staff member in your child’s classroom.

Also, due to confidentiality requirements, photographs are prohibited from being taken by parents or their family members.

**Staff Hiring Policy**

All persons applying for a position at the FPCCC are required to complete an application for employment and pass the online public court search background check.

Once interviews with the director and assistant director have been completed, the applicant deemed the best fit for the FPCCC is hired and must complete the federally mandated fingerprinting process and background check through the Bureau of Criminal Investigations.

The public court search background check is completed annually, while the finger printing background check is required to be completed every five years. All background checks are required for volunteers, as well.

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**Teething Necklaces**

Due to safety concerns, our policy is to prohibit the use of teething necklaces. If you choose to have your child wear a teething necklace, staff will remove the necklace while in our care and return it to you at pick up time.

**Termination of Enrollment**

If conflicts should arise, we will make every attempt to resolve the issues. If all attempts fail, we will terminate the contract between the FPCCC and the family. This is to ensure a healthy environment for both the child and the FPCCC.

**Toilet Training**

The staff wishes to cooperate with parents throughout the toilet training process. Please note that for sanitation reasons, we do require that during the training period the child will need to continue to wear diapers or pull-ups. Remember that children who are toilet training should be dressed in easy to manage clothing. Complicated clothing, like overalls, or snug fitting clothing should be avoided during toilet training because it will increase the likelihood of accidents. Also, it is important for parents to provide plenty of extra clothing during this transition time.

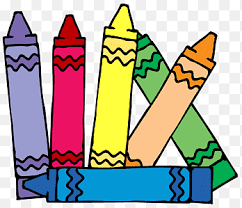
While we don’t initiate toilet training, we will carry on what has been started at home. We believe that the training period is much more relaxed if the child leads the way. Therefore, it is recommended to watch for the following signs of readiness for training:

Not frightened of the potty chair or actual toilet Recognizes the difference between wet and dry

Shows real interest in using the toilet Can communicate a need to use the toilet

Long periods of staying dry, such as during nap time Able to dress self with some assistance

Rest assured that while the toilet training process can have its difficulties and sometimes there can be a lapse in the process, it is our goal to create a supportive environment as we nurture independence and encourage self-help skills. Finally, please be aware that we will not use food or treats as a form of reward during the toilet training process. We will, however, provide your child with plenty of high fives, cheers and perhaps a potty dance or two during the initial stages of the toilet training process.

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**Treats to Share**

Sharing treats with classmates on special occasions like a birthday can be fun for children. If this is something your family plans to do, please visit with your child’s classroom staff prior to bringing in a special treat. They will be able to share with you information regarding allergies within the group; there will also be an allergy alert sign posted within your child’s classroom. All food treats must be prepackaged; for safety reasons, homemade treats cannot be served to the children.

**Withdrawal from the FPCCC**

Families wishing to withdraw their child are required to give a written two-week notice. Payment in full is due on the child’s last day of attendance.

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**Payment and Fees**

**Annual Supply Fee**

An annual supply fee will be assessed each September. Families enrolling after September will pay a

prorated amount that is due upon enrollment. The supply fee is used to purchase items such as toys, books, art supplies, etc. This fee is nonrefundable.

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**Drop-In Care**

Currently, we do offer drop-in care, but require advance notice to maintain the state guidelines for the staff-to-child ratio.

**Economic Assistance Program**

Families qualifying for the Child Care Assistance Program will be required to make weekly payments until a reimbursement payment arrives and is deposited into the child’s account. It is the responsibility of the parent to watch their child’s account and make payments, as needed, to keep their account current.

**Late Payments**

Payment is considered past due after 5:00 PM, Friday, at which time a late charge of $10.00 will be assessed

to your account. When the payment becomes past due, you will receive a written notice. Your family will be limited to three late notices annually. After the three late notices you will be required to pay for care a week

in advance, or your contract will be terminated.

**Late Pick-Up Fee**

The FPCCC closes promptly at 6:00 PM. If you will be later than 6:00 PM, the FPCCC must be notified as soon as possible. You will then be assessed a late pick-up charge of $10.00 for each fifteen minutes you are late, i.e.: 6:01 to 6:15 = $10.00, 6:16 to 6:30 = $20.00. The late pick-up charge is in addition to the regular weekly fee. If we have not been notified about a late pick up and your child is still in our care at 6:00 PM, we will call you and if unable to reach you, we will call your emergency contacts. If we are unable to reach you or the designated contact people, and you are more than an hour late, Social Services will be contacted.

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**Meal Charges**

Weekly meal fees are as follows:

Breakfast $1.00

Lunch $1.75

Snack $0.75

**Nonsufficient Funds**

All NSF checks will be assessed a $10.00 service charge, along with additional fees assessed by the bank. After three NSF checks occur, cash payment will be required for your child-care payments.

**Payment Policies**

Families will be charged according to the days their child is scheduled to be at the FPCCC for that particular week.

**Rate Increases**

The weekly childcare fee will increase annually. Meals and the annual supple fee will increase as deemed necessary.

**Scholarships**

Upon contacting the FPCCC, families are usually asked if they qualify for the *Women and Infants* (WIC) food program. The FPCCC uses the same family size and gross household income guidelines used by the WIC program to determine scholarship eligibility. The information is kept confidential and used solely for determining eligibility for receiving the scholarship rate. Families qualifying for the scholarship rate will take top priority as openings become available at the FPCCC.

**Weekly Payments**

Your weekly payment is due in full by 5:00 PM each Friday. The amount due can be found on the same screen used to check in and check out your child.

Payments made by personal check can be placed in the payment box located outside of the Dragonfly Room (older infant room). Please write your child’s name in the memo line found on the lower left-hand area of the check. Cash payments need to be taken directly to the FPCCC office or main church office. If the person accepting your cash payment forgets to write a receipt for the payment, please ask for one. **Do not leave the building without getting a receipt; this is your only proof of payment.**

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