



Parent Handbook

2018

(Policies for center and Parents)

At Stepping Stones Child Care Learning Center, Inc. we want happy, responsible, cooperative children. We will help them learn this by using positive, non-threatening techniques to teach them to be responsible for their own actions and to respect the rights of others.

Here are a few simple rules that are to be followed in the whole center:

- Use our manners always
- Be kind to others
- Help keep our center neat and clean
- Helping Hands
- Listening Ears
- Quiet Voices
- Looking Eyes
- Walking Feet
- Teachers and Adults open/close doors
- Do not leave the classroom/building without an adult

Information for Parents

Stepping Stones Child Care Learning Center, Inc. will provide Professional – High quality childcare to meet each child's social, emotional, physical and developmental needs while in our care. Each child enrolled will have a 4-week probation period. If we feel at any time during this probation period that our behavior process is not effective, we will setup a time with parents to discuss some options for a Behavioral Intervention Plan that will take place for 30 days.

We want each child to feel safe and secure while they get the space that they need to grow, be themselves and have fun at our center. We will provide them with the best possible care. We believe that parents are the child's first teacher and we will work to support your efforts to guide your child's development.

Stepping Stones Child Care Learning Center, Inc. staff encourages the child's sense of independence and exploration of making their own choices.

Open – education concept is based on the belief that children learn and grow at different stages, they are curious and eager to learn, and they learn best when they pursue their interests. Our learning center is set up for the children to explore new beginnings. Reading and writing are encouraged through play which is most important to a child.

Stepping Stones Childcare Learning Center, Inc. is licensed by the State of Minnesota, with 3 current locations; each location is licensed for the following:

Brainerd: Infant 32, Toddler 49, Preschool 50, Total 131
 Baxter: Infant 18, Toddler 28, Preschool 30, Total 76
 Pequot: Infant 11, Toddler 21, Preschool/School Age 40, Total 72

Program Offerings

Full Time (based on a weekly tuition rate)
 Daily (based on a daily tuition rate, 3-day minimum)
 Drop In (no guarantee of placement, week to week schedule)

Parents may review the childcare program plan upon request.

Educational Methods

We encourage the child's sense of independence and exploration by making their own choices. Open-education concept is based on the belief that children learn and grow at different stages, they are curious and eager to learn, and they learn best when they are doing something they are interested in. Learning center classrooms are setup for children to explore new beginnings. Reading and writing are encouraged through play, which is most important to a child!

Stepping Stones Child Care Learning Center, Inc. will provide Professional – Quality childcare to meet each child's social, emotional, physical and developmental needs while in our care.

Group Size

Each room provides care for children of different age appropriate grouping:

Room	Age	Max Group	BRAINERD	BAXTER	PEQUOT
Infants	6 Weeks-16 Mo.	8	32	18	11
Toddler	16 Mo.-35 Mo.	14	49	28	21
Preschool	35 Mo.-Kind	20	50	30	25
School Age	Kind-12yrs	30	TBD	N/A	15
			131	76	72

***Numbers at any center maybe adjusted according to needs**

At the beginning and end of each day, all children in the program are provided with activities in a mixed age group setting, using only one or two of the rooms. This allows family grouping to occur. The children are then moved to their own classrooms for their developmental programs between these times.

Hours of Operation

Hours: Monday-Friday, 6am-6pm, hours of operation may vary between centers and are subject to change depending on enrollments and center needs.

We are closed on all major holidays and reserve the right to close the day before and/or after a major holiday, if we choose to do so this will be determined annually. Christmas Eve is determined annually. If we are closed the entire day it will be considered a major holiday.

Major Holiday closing days for 2018 are as follows; New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve and Christmas Day.

If the legal holiday falls on a Saturday, we will be closed the Friday prior. If the legal holiday falls on a Sunday, we will be closed the Monday following. Parents are required to pay their normal tuition for childcare even if a holiday falls on your child's normal scheduled day for childcare.

Staff

All our staff members are highly qualified in their positions and provide the ultimate learning experience in the community for early child development.

A list of all the staff members, their role and position in the center are available on the bulletin board.

The number of staff employed at our center is following the State of MN license requirements listed below. In this format: Teacher, Aide, Assistant Teacher, and Aide

<u>Room</u>	<u>Staff/Child Ratio</u>
Infants	1/4
Toddler	1/7
Preschool	1/10
School Age	1/15

In this format: Teacher, Aide, Assistant Teacher, and Aide

Arrival and Departure of Children

Our primary concern is your child's safety.

We understand that you are leaving us to care for your most prized possessions, your children. We ask that you please follow the simple rules to ensure we are all satisfied with the care that is given.

Parents/Guardians will sign children in/out using the center's Time Manager system. A report is printed every day and matched to the Rollcall Sheet attendance taken in each room to confirm numbers daily. If parents do not sign in their child the designate staff will contact the family as a reminder to time in/out daily. Staff will sign in/out every child on the Rollcall Sheet daily.

Arrival

Upon arrival, each day your child must be signed in on time clock and brought to their classrooms.

It is important that you verbalize "hello/good bye" to the child and teacher, this reinforces to the teacher that they are now in care of your child, along with the child knowing that you will not "sneak off" when they are not looking.

Departure

When leaving the center each day, your child must be signed out.

Please again ensure that the teacher is aware of your presence and verbalize "hello/good bye" to assure the child is in good hands to leave the building.

Unless notified in writing by the parent/guardian, your child will not be allowed to leave the center with anyone except the people named on the enrollment form. We will also be asking for

some sort of picture identification to match names given from parent/guardians for authorized pickup.

Bus Procedure

All children attending a different program that requires pickup or drop off by another transportation source other than the parent/guardian at Stepping Stones Childcare will need a consent form signed and on file for this to take place. Staff will then understand and monitor these transitions for the safety and security of your child coming and going throughout the day.

Enrollment Procedure

Prior to enrolling your child, it is important that you visit the center, observe the program that will be given to your child and be introduced to the Managers, Teachers and all other staff available.

When you are offered a place for your child/children, a tour will be arranged for you to go over the enrollment forms and to answer any questions you may have.

An immunization record is to be present at time of enrollment, when children move to another classroom as well as annually thereafter.

The health care summary must be filled out and turned in within the first 30 days of enrollment, preferably at time of enrollment, completed once again when child moves to another classroom as well as annually thereafter.

Settling Children into the Center

For many children and their parents, starting childcare is the first time they have been separated for any length of time. We recommend that parents plan this time and allow the settling in process to happen gradually.

Initially the parent should visit the center as often as possible. This will enable the child to explore the environment and the parent to observe the routine of the center. This will also give the parent the opportunity to talk to the staff members about their child's needs and develop a trust in the staff.

The following suggestions assist staff to work with parents in the settling in process and present a flexible policy model for all to work under:

Stepping Stones Childcare Learning Center, Inc. Transition Policy

Building Positive Relationships

At Stepping Stones Childcare, we recognize that children learn best when they are safe, secure and when they have positive relationships with the adults caring for them. We aim to develop caring, respectful, professional relationships with the children and their families. This helps them to be strong and independent.

Stepping Stones Childcare will provide a supporting role regarding all children's transitions and settling in periods and work strongly alongside parent/care givers in laying a secure foundation. The setting promotes and believes in parental partnership and that building upon relationships with the parents will establish superior knowledge to give their child the best start in life. We recognize that parents are children's first and most enduring educators and we value the contribution they make.

Transition is like a journey and takes time, preparation and planning. Adults can help a child's journey into a new territory by supporting them with an understanding of the daily routine before, during and after the transition occurs. Parents and Staff need to work together, sharing information about the child and what support he or she may need to move forward. Our program believes in building a strong relationship with parents as well as the child will ensure an easy transition for all.

The Meaning of Transition

There are several transitions that children will encounter within their early years. Change and transitions are a normal part of a child's development and can be unsettling and upsetting to a child when in unfamiliar surroundings, introduced to new faces or routines. As children develop from birth throughout childhood they move, or transition, from one environment to another. They also thrive on routine, so any change is going to have an effect; therefore, it is important for all involved in the process of change or transition to demonstrate an understanding of the importance of a good 'Transition Strategy'. This will enable them to adapt their thoughts, feelings and behaviors to meet new expectations. By the time a child is ready to transition to Kindergarten these normal transition experiences will build a foundation to give your child the confidence for what they need socially and emotionally when entering Kindergarten and their future.

Supervision Policy

These guidelines are policies to ensure the safety and supervision of children at Stepping Stones Childcare Learning Center, Inc.

As teachers of young children, Stepping Stones makes every effort to ensure the basic care and safety of those children. Staff members should know how many children are in their care always, including time spent in any area of the center, as well as outdoors. All children are to be fully accounted for always. Stepping Stones staff initiate this process every 15 minutes. All Staff supervise by sight and sound always.

Door Procedure

Stepping Stones Childcare facilities will use a secure door system that requires a door code to be entered. Parents are provided this code during enrollment. Since safety and security of the children are critically important as well as a priority here at Stepping Stones, we ask the following to take place when entering.

Parents

When entering with your door code please do not allow others to enter without using their door code. Everyone that is authorized to be in our building has a door code to use. This is for the safety and security of your child.

Visitors

If you do not have an authorized door code to enter, we ask that you do not enter without using the buzzer, please be seated and a Stepping Stones employee will be with you shortly! All visitors must sign in and be escorted always!

Visiting Procedure

Stepping Stones Child Care Learning Center has an open-door policy, meaning that parents, guardians or family may come into the center at any time during our hours of operation.

If you have someone that would like to visit your child while they are at the center, we will need a written note from the parents or guardian in advance along with photo identification.

Parent Participation

Parent participation is very important to a child's development. We ask all parents to be active in any programs we may have. We would also recommend community interaction with the parents and children in which are enrolled here at Stepping Stones.

Behavior Guidance

The age and developmental level of each child is considered when managing behavior. However, all staff is committed to the following practice:

- We will ensure that each child is provided with a positive model of acceptable behavior.
- The developmental levels of children we serve are Infant, Toddler, Preschool and School Age (depending on center enrollments).
- Encouraging children to be responsible for their own behavior and set their limits
- Using appropriate language and positive reinforcement
- We will redirect children away from problems and lean them towards constructive activities in order to reduce conflict
- We will teach children to use acceptable alternatives to problem behavior in order to reduce conflict
- We will protect the safety of the children and staff persons
- We will provide immediate and directly related consequences for a child's unacceptable behavior.

Communication between Parents and Staff

Good and effective communication is essential to a positive childcare experience.

The three C's method is what we encourage for managing behavior:

- Consistency: Following daily routine and teaching proper discipline everyday
 - Communication: Everyday communication with children and parents/guardians
 - Care: Providing high quality care to meet the needs of each individual child
-
- The staff members are available and encourage you to discuss any concerns you may have regarding your child and their progress. It is also important for the staff to be informed of any changes in your child's life that may affect their mood or behavior.
 - Daily sheets are sent home daily, included in these daily sheets will be special notes. If behavioral issues have taken place a Behavior Log form will be completed, parents must sign, and copies will be made and saved in their child file. - *Refer to Unacceptable Behavior Form*
 - There will be a parent/teacher conference twice/year or as often as needed. This conference is to notify parents of the child's intellectual, physical, social and emotional development. These are conducted January and June.

Unacceptable behavior

We consider unacceptable behavior to be behavior that causes harm or damage to other children, teachers, materials, or the environment.

If we have a child with a behavior problem, we will provide immediate and directly related consequences for a child's unacceptable or persistent behavior.

The following procedure will be followed:

- Redirect within the group/activity to reduce conflict
- We will talk to the child and give 2 choices to remain in the group/activity.
- If the child chooses not to be a part of the group/activity staff will use less intrusive methods to get them interested in something else, giving them again 2 choices.
- If child does not choose one of the 2 choices, teacher will choose for child.
- We will redirect a max of 3 times, always giving child 2 choices. If results were ineffective the child will then be separated from the group/activity. *Refer below to- Separation from the group*

At any point in time if we feel unacceptable behavior arises or continues an Unacceptable Behavior Form and/or Behavioral Intervention Plan will be completed. - *Refer to Unacceptable Behavior Form and Behavioral Intervention Plan*

There must be NO cruel, harsh or unusual treatment towards any child.

Prohibited Actions:

The following is a list of prohibited actions, subjection of a child to corporal punishment, which includes but is not limited to:

- Rough handling
- Shoving
- Hair pulling
- Ear pulling
- Shaking
- Slapping
- Kicking
- Biting
- Pinching
- Hitting
- Spanking

Subjection of a child to emotional stress, which includes but is not limited to:

- Name calling
- Ostracism
- Shaming
- Making derogatory remarks about a child or child's family
- Using Language that threatens, humiliates, or frightens the child

Also, including, but not limited to:

- Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
- The use of mechanical restraints, such as tying.
- No restraint of any child, we are not trained to do so and Parents will be called immediately for pick up.

Separation from the group

All separations from the group will be noted on the Separation log located in each Emergency red book or in the Behavioral Plan located in each classroom.

No child may be separated from the group unless the following has occurred:

- Less intrusive methods of guiding the child's behavior have been tried and were ineffective

- The child's behavior threatens the well-being of the child or other children, including but not limited to biting
- A child who requires separation from the group must:
 - Remain within an unenclosed part of the classroom, where the child can continuously be seen and heard by staff
 - The child's return to the group must be contingent on the child's stopping or bringing under control of the behavior that precipitated the separation.
 - The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.

The child will be placed in an area where they cannot hurt themselves or anyone else in the room and they will sit there until they have calmed and have gained control of themselves, to then be ready to rejoin the group

The following children may not be separated from the group:

- Children 6 weeks-16 months old as means of behavior guidance
- If they have lapses in toilet habits.

All separations must have the following information included:

- Child's name
- Staff name
- Time, date
- Information indicating what less intrusive methods were used to guide child
- How child's behavior continued to threaten the well-being of the child or the other children in care

Immediate grounds for parent pickup:

- Continuously hurting others
- Continuously hurting themselves
- Teachers are unable to gain control of child
- If a child is separated from the group three or more times in one day, the child's parent shall be notified, and the parent notification shall be indicated on the daily log
- If a child is separated five or more times in one week, eight times or more in two weeks, the procedures in Persistent Unacceptable behavior will be followed and/or parent will be notified for pickup. Possible suspension and/or termination may occur.

Biting

Biting is a normal stage of development during childhood, but we as childcare providers are required to maintain a safe and healthy environment. Biting can occur for many reasons whether it is teething, lack of language, frustration, a cry for attention or simply trying to get a reaction. Please refer to separation from group.

Biting policy is as follows:

- The bitten area is cleaned with soap and warm water, rubbed firmly and a cool cloth or ice pack is applied to the bitten area
- If at any time the skin is broken due to a bite, both parents of the children involved will be contacted
- If a child continues biting- *Refer to Separation from the Group*

Steps we will take to minimize the biting:

- We will shadow the biter so that he or she is always near the staff or within arm's reach

- Assess the situation after bites occur and make notes of where the biting is taking place
- Provide prompts such as “biting hurts” and “we use our teeth to eat and chew our food”
- Provide frozen teething rings to chew on if needed
- Provide supportive information to parents who are worried about their child biting and offer suggestions of how to eliminate the biting habit
- We will not tell the child they are bad, over-react, or bite a child back!

Pets

Currently the only pets that are allowed at Stepping Stones are Service /Mobility assistances dogs. In case of an animal day allowing pets to attend the center, we will send home a permission slip allowing us to do so.

Please do not bring personal pets in as “Show and Tell”.

Nap/Rest Time

Nap time is very important in the child’s busy day.

- Quite time is from 1230-230 daily all children are required to rest for 30 min.

Confinement limitation refers to:

- A child that has completed a nap or rested quietly for 30 minutes is not required to remain on a cot or in a crib.

Placement of equipment:

- A quiet area is provided that is physically separated from children who are engaged in activity that will disrupt the napping or resting child.
- Cribs and cots are placed so that there is a clean aisle and unimpeded access for both adults and children on at least one side of equipment.
- All cots are placed directly on the floor, not stacked

Bedding:

- Separate bedding is provided for each child
- Bedding is washed weekly, when soiled it is washed as needed

Crib Standards:

- A crib is provided for each infant in care.
- Monthly crib inspections are completed monthly on all cribs.
- No receiving blankets, pillows, quilts, comforters, sheepskin, pillow-like stuffed animals or other soft products are placed in the cribs, pacifiers ONLY!
- The mattresses in all cribs are firm.

Infant sleeping position:

- All infants are placed on their back for nap
- A Dr. Directive for Alternative Infant Sleep Position may be signed by Dr. if they prefer an alternate sleep position
- Swaddle and form signed by parent

Toilet Training

Parents and staff will discuss the process when appropriate.

Toddlers currently get introduced to “potty breaks” routinely

Written Permission/Field Trips

A written permission from the parents is required for children to participate in any field trip, research, experimental experience, or public relations involving a child.

Parents are welcome to participate in field trips and are of great assistance. The staff/child ratio will be maintained even on field trips.

The enrollment form has a general permission from the parents regarding photos being taken of their child. Photographs are used for displays within the center, albums and the public. Parents may decide not to give this permission if they wish.

Walking on the Trail Field Trips

Before leaving the center and upon returning to the center, all Staff that will be supervising the children will do a name to face roll call check.

While on the trail, staff will do a number head count every 15 minutes

Birthdays/Holidays

Sorry, Please No snacks allowed for Birthdays. If you bring a treat to share, these must be store bought and in a sealed package. These will not be given directly to the child, but placed in a safe out of reach place for the parent to decide if they wish to take or pass! Please honor our decision in this as we want to assure we keep our children healthy and safe from any possible SEVERE and life-threatening allergies.

Celebrations for all birthdays will be celebrated daily as needed by singing Happy Birthday and making sure that child has an extra special day.

Meals and Snacks

We provide all snacks and meals on site with the proper meal pattern combinations and nutritional needs of all age groups in our center. A menu is posted on the bulletin board in the front lobby to view (please note, menu subject to change).

If your child attends outside of the meal times, we ask that you please feed your child prior to attending.

- Meal times are: 830-900, 1130-1200, 330-400

We will allow two days a year, when parents may bring STORE bought treats into share with the entire classroom- Halloween and Valentine's Day, please watch for details during this time of year.

Health Information

Our annual health care policy and monthly infant room checks are conducted by an RN.

Outside Temperature

We go outside daily in all our classrooms. We follow an approved chart which will tell us if it is too cold or too hot to be outside. For our infants, we follow the guidelines of: 60 degrees the child must be 6+ mo., and for 50 degrees the child must be 10+ mo.

Sun Screen and Hats

We are all aware of the extreme danger of the sun exposure, we will apply sun screen to your child as needed, if you have given approval by filling out the correct form.

A great sun blocker is a sun hat and a light cotton long sleeve shirt.

Illness of a Child

Stepping Stones is unable to care for sick children. If your child is sick, or becomes sick while here at the center, you will be called immediately to pick your child up. Please note that we will take temperatures of all children daily as needed. If the child is found with a temperature of over

100 degrees, the child will be placed away from other children in the classroom until the parent arrives. Please refer to our Ill Policy.

Parents are required to pay their normal tuition for childcare even if your child is ill.

Notification of an Infectious Illness

If a child becomes ill with an infectious disease such as measles, chicken pox, etc. the parents must notify the center immediately. The center will then ensure that a letter will be posted on the main bulletin, located in the front entry of the symptoms.

The parent must notify the center within 24 hours, exclusive of weekends and holidays, when a child is diagnosed by a medical source or dental source of having a contagious reportable disease. We will also post as needed.

Administration of Medicines

All medication must be in its original container with a prescription label on container.

Medication prescribed by an approved medical source, can only be given by the Teacher Staff with the parents signed permission to do so. Most medical advisors will allow medicine to be given before or after care, please try to do so prior to arriving at the center.

Accident Reporting

In the event of a child being involved in an accident, the immediate needs of the child will be met. When the child is safe, the parent will be contacted. All accidents are recorded on an injury report form and the parents are asked to verify they have been informed of the accident by signing the report when they pick up their child. All staff are trained in CPR and first aid.

In case of an accident involving your child, the following actions will be taken

1. If the accident is minor, first aid will be applied at the center. Cuts and scrapes will be washed with soap and water and a bandage applied. An incident report will be completed and given to the parent at pick up time.
2. If the injury is not life threatening, but requires further treatment, we will make every effort to contact the parent(s) first, then the emergency contact in the event we cannot reach the parent. A report of injury will then be completed and sent to the State of MN for review if injury involves medical attention.
3. In case of a life-threatening injury, emergency personnel will be called first. Parents will be called next. If parents cannot be reached, calls will be made to the individuals listed on your emergency call list. A staff person who is familiar with your child will accompany your child to the hospital and wait until you or an emergency contact person arrives. A report of injury will then be completed and sent to the State of MN for review if injury involves medical attention.
4. An accident report will be completed for all accidents that leave a mark or involve a hard fall. These are in the red emergency book.

Immunization

It is a state requirement that all childcare centers have a copy of the child's current immunization records. If your child is exempt from immunizations, then we will need a notarized letter stating the exemption.

Emergency Evacuation Procedures

Stepping Stones Childcare Learning Center, Inc. has an evacuation procedure to follow; in the event of an emergency, such as fire, tornado, etc. This procedure is designed to ensure the safe evacuation of all children and staff be taken. The evacuation plan is posted in each classroom of the center.

It is critical for parents to ensure that their child is signed in and out properly, especially in the event of an emergency for proper head counting. This will allow an accurate list of children present in the center for emergency workers and staff members at any given time.

Childcare Fees

There will be a rate sheet given to you prior to your enrollment at Stepping Stones Childcare Learning Center, Inc.

There is a one-time, nonrefundable enrollment fee of \$50 along with a 1-week tuition deposit due upon enrollment. These fees are per child. The tuition deposit is based on the current tuition rates and is nonrefundable, and may be used towards your first week tuition.

Fees are charged for all scheduled days even if they happen to fall on a holiday, if a child is absent due to an illness, behavioral suspension, or for a casual day off the standard childcare tuition still applies.

Tuition rates are based on a 10 hr./day, if you should exceed the 10hrs, late charges will apply, if this should happen, this will be billed on your statement the week following the service given.

Automatic late fee of \$15 will apply after 6:00pm and \$15 every 15 minutes thereafter.

Additional Charge of \$10 will be applied after 10hrs, hourly thereafter.

Tuition payment is due biweekly. Tuition must be paid in full by 6pm Monday prior to care being given to the child, if not, a \$15 late charge will be applied daily, thereafter.

If a Holiday falls on the Monday that tuition is due, payment must be made prior to that Monday which would be Friday before 6:00pm.

If you should have any concerns regarding tuition payment, please contact PIC or Management.

Some parents may be eligible for county assistance (CCAP); If so, parents must pay them co-payment/rate difference in full by 6pm Monday, before care has been given. If this co-payment is late a \$15 late charge will apply daily thereafter. We have the right to report this to your financial worker at the county, and CCAP will be interrupted.

Late Pickup of Children

The following procedure has been developed to assist in the day to day operations of the center and to ensure proper safety and security of all children at our highest level.

- If parent/guardian does not pick up their child/children by 6:00pm; then the teacher staff or person in charge will contact the parent/guardian, if there is no answer the next emergency contact will be contacted, if still no answer the 3rd then 4th emergency contact will be contacted. After 6:15pm if still no answer the Crow Wing County Police Department will be contacted.

As it is necessary for staff members to remain in the center when children are present, the following late fees will be charged to you.

If parent/guardian continues to pick children up late (after 6pm):

- Family will automatically be charged a \$15 late charge, \$15 every 15 min thereafter
- Family will receive a letter if the situation reoccurs, reminding them of the policy and aiding to find a solution.
- After the letter is received, if further late pick-ups are recorded, a \$50 fee will occur due to the amount of extra time it takes to do the added invoicing along with staff overtime. At that time, the family will also be asked to meet with the Director and a possible termination of care may occur, as parents are breaching enrollment contract, by not picking children up on time. If licensing fees apply a family member may be required to pay the amount of fee given by the State of MN licensing dept.

Ceasing Care/Giving Notice

Families are required to give a written 2 week notice if they are withdrawing their child or decreasing their hours/days of care.

The 2-week notice period will enable us to fill the vacant place and therefore minimize any possible loss of income. This is one of the ways in which we can reduce our cost and maintain our qualified staff and affordable tuition rates.

Grievance Procedure/Complaints

At Stepping Stones Child Care Learning Center, constructive comments & criticism are welcome.

Stepping Stones Child Care Learning Center, Inc. understands that situations may arise concerning the care of a child. When a parent has a need to resolve an issue we ask that they first talk with the teacher in their child's room. If the issue is still not resolved, we will ask that you contact the PIC or Management and have a short meeting with you to assure your issues have been resolved.

Drugs and Alcohol

Any drugs or alcohol use is prohibited including but not limited to the abuse of prescription medication.

All employees, subcontractors, and volunteers, when directly responsible for children are trained on our policy prohibiting the use of drugs or alcohol.

Annual Analysis of Center

Management will look over the policies and make any changes that need to be changed to the policy. We will then check verify with the State of MN as well, in case there are new policies that need updating.

Daily Inspection of Hazards

Every day teachers staff will check their rooms and the playground for new hazards. They will make sure that all the play equipment is in working order and be sure there are no broken or sharp toys. They will make sure that the inside and outside play areas are safe. They will make sure that the gates are closed properly and that all trash is off the playground. All cleaning supplies will be put away in the "supply room" when they are done using them.

If any cleaning supplies are spilled the children will be moved to a different area of the room or outside to the playground until it is safe for them.

Mandated Reporter

All employees of Stepping Stones Child Care Learning Center, Inc. are mandated reporters. That means if a child is suspected of being abused or neglected, it is the responsibility of Stepping Stones Child Care Learning Center, Inc. to report it to the proper authorities and/or Crow Wing County Sheriff's Department and Pequot/Brainerd City Police Department.

Health Care Summary *See Health Care Summary*

Emergency & Accidental Policies & Records *See Health Care Summary*

Disaster Procedure *See Emergency and Accident policies*

Source of Emergency Care

Brainerd/Baxter:

*St. Joseph's Medical Center
Clinic*
523 3rd St North
Brainerd, MN 56401
218-829-2861

Pequot:

St. Joseph's Medical Center & Pequot
4317 3rd St North
Pequot Lakes, MN 56472
218-568-4416

Contact Info.

Department of Human Services, Division of Licensing maltreatment intake line
#651-431-6600

Department of Human Services, Division of Licensing, licensing violation
#651-431-6500

Department of Human Services, Division of Licensing

#651-431-6500

#651-431-6600

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating based on race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY)." "USDA is an equal opportunity provider and employer."