



Kare'n 4 Kids

Child Care Handbook & Policies

This handbook contains many mutually beneficial rules and regulations that pertain to the care of your child. Please read this handbook thoroughly and don't hesitate to ask should you have any questions or need clarification.

Goals

The main goal of this child care is to have fun in a safe, comfortable and clean environment and to provide peace of mind for parents while they are away. The children will be encouraged to participate in a variety of activities. Free play, reading, art, music & movement, dramatic play, outdoor play and cooking are just some of the activities we may do.

Enrollment

These forms must be completed, signed and returned to me before care can be provided for your child. Once I have these forms on file, you will simply need to let me know of any changes.

- Child Care Contract
- Admission and Arrangements (State Form)
- Child Care Immunization Record (State Form)
- Permission to Administer
- Permission to Transport

This form must be completed on an as-needed basis

- Permission to Administer Prescription Medication

Dependent Care Plans

- I will participate in any dependent care plan that is offered by your employer. You must provide me with the required forms and instructions and keep me informed about the deadlines required by your plan.
- I will complete the documents required by your dependent care plan, prepare the necessary receipts, and return the documentation to you at pickup time.
- If you haven't spent all the money that you have set aside under the dependent care plan by the end of the plan year, I will ask you to give the unspent money to my program, since otherwise you will lose those funds, and this will help improve the quality of the child care that you receive.

Arrival and Departures

According to Minnesota child care licensing rules, we must have face to face contact upon arriving and departing so please walk your children to and from your car to my door. For safety reasons please do not allow your children to climb or walk on the retaining walls at Kare'n' 4 Kids as injuries may occur. Also, children are not allowed to leave and go to the car while you are still inside. Other vehicles may be coming and going in the driveway and a serious incident could occur.

I will not release a child to any person other than a custodial parent or those listed on the enrollment form without advance notice from you. If you need to arrange alternative transportation, I will need a name and brief description of the driver. Please be sure to inform them that I will need to check their license if I do not know them personally before I can release the child into their care.

Signing In /Out

Each day upon arriving, the parent is required to sign their child in, noting the time arrived. A sign-in/out sheet, clock and pen will be located near the door. This is to be followed by signing the child out when they leave. This gives me a written record of the child's attendance, hours, and who brought/picked up the child.

Advance Notice

- It is extremely important the client gives the provider advance notice when early or late drop-offs or pick-ups are necessary. It is equally important the provider approves early or late drop-offs or pick-ups. The provider understands schedules may vary within the contracted hours.
- Contacting the provider prior to the contracted or scheduled start or end time is of the utmost importance. Informing the provider with advance notice will ensure the provider stays within her licensing capacity of children in care and it is just plain common courtesy.
- Failure to notify the provider with advance notice may result in refusal of child care services for that day or may be reason for immediate termination of your child care contract.

Toys from Home

Please do not allow your child to bring toys from home. Anything brought will be put away safely until the child goes home. The reason for this policy is that I encourage respect for others and this includes sharing. Oftentimes, children have a hard time sharing toys

they bring from home. Also since children share toys, anything from home would have the potential to be damaged or misplaced.

Proper Dress

Please do not send your children to child care in clothes that you do not want to get dirty. Playing with toys, water, sand, dirt, paint, crayons, markers, bubbles, etc. can often result in soiling clothing. This is not to mention the messy possibilities from eating, spitting up, and diapers, etc. I certainly don't expect children not to get dirty! However, each child at my home will be cleaned as soon as an activity or experience is completed. I believe that a clean child is a healthy child, but I also believe children need to explore materials and sometimes get dirty through the exploration process.

If there is a special occasion that calls for special clothing (a visit or party right after child care or a trip to the photographer), please send the special clothing with your child and I will help them clean up and get dressed prior to your arrival.

Meals

I participate in a USDA directed food program, Providers Choice, Inc., which ensures nutritionally balanced meals and snacks will be served (9502.0405, Subp. 3D, and 9502.0445 Subp. 3A, D). All meals and snacks are served at no additional cost to the parents unless your child requires a special diet.

Breakfast, lunch, dinner and three snacks will be served depending on the hours care is given. Meal are served as follows, Breakfast: 7:45-8:15am, Morning snack: 10:30-11:00am, Lunch: 12:00pm-12:30pm, Afternoon snack: 3:00-3:30pm, Supper: 6:00-6:30pm, Evening snack: 7:30-8:00pm. All children present will be offered food. If your child will arrive after a scheduled mealtime, please be sure they have been fed before they arrive. I believe mealtime should be a pleasant time; therefore, children are always offered food but are not forced to eat it. I do encourage each child to try one or two bites of everything, and they must eat everything before given seconds of anything. Sometimes they are surprised by what they like! If your child chooses not to eat his/her food, then no food will be offered until the next designated meal or snack time.

Please let me know if your child has any special dietary needs, food allergies, etc. If a child requires a special diet, the parents are responsible for bringing these food items.

Food, lunches and bottles brought from home must be labeled with the child's name and will be refrigerated when necessary. Bottles will be washed after use.

I provide one brand of formula and baby food. If this brand is not acceptable to the parents, then formula must be provided by the parent until the child has fully

transitioned to table food. Only unopened baby food jars will be accepted at child care to prevent cross contamination.

It is recommended that water be brought from home for bottle preparation if using formula. The reason for this recommendation is that you and I may have different water sources. I use well water, you may have city water or use distilled water. Consistency in water used in bottle preparation may eliminate stomach upset in the infant.

Food From Home

Please do not bring food from home unless your child requires a special diet. I provide healthy meals, and the other children may want what your child has. Food brought from home will be put away until it is time to go home. If you would like to bring a snack to share with every one, please notify me first so that I can plan it with the day's meals.

Cleanliness & Hygiene

I do my best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals, after toileting and after messy activities. I use paper towels for drying hands. If parents provide a toothbrush and toothpaste, teeth will be brushed, as well. I wash my hands before preparing food, after changing diapers, after being with a sick child and about 50 other times during the day!

Infants and toddlers sleep in separate port-a-cribs, with clean sheets used only by them. Beginning at about age 2, washable nap mats or sleeping cots are used. Each child has a separate nap mat or cot, with clean sheets, blankets and pillows that are used only by them. All bedding is washed after each use to ensure that each child has a fresh clean set to be used only by them. [Rule 9502.0405, Subp. (3)(E)]

Children staying overnight will have a separate washcloth and towel to be used only by them.

Children use separate cups, plates, bowls and eating utensils. High chair trays, tables, etc. are disinfected with a bleach water solution after each use.

All shoes must be removed upon entrance of my home. Young children inside my home do NOT wear shoes. This promotes balance and walking development in younger children and helps to keep my floors clean and sanitary. However, shoes are to be provided for each child and will be put on them before we go outside for any reason.

Privacy

Children staying overnight will be given privacy for personal hygiene and changing clothes in accordance with their age and abilities. Children will not share a bathroom or bathtub.

Safe Environment

I have child-proofed my home extensively. I have gates on stairways. Poisons and medicines are stored in locked cabinets or out of reach of children. I have fire extinguishers on every floor of my house. I also have several smoke detectors on each floor of my home. All of my electrical outlets are capped when not in use.

Emergency Procedures

I have made emergency, fire and storm plans, and keep a fire and storm drill log, (Rule 9502.0435, Subp. 8F)

I conduct severe weather/tornado drills monthly from April through October by applying the following steps. I will quickly and quietly lead the children to the storage room in the basement. Children will be instructed to assume the "crouch and cover" position. Infants will be covered with blankets. I will keep an emergency weather radio, portable telephone, cell phone and emergency contact information available. It will be my responsibility to stay with the children and keep them calm during severe weather/tornado drills.

I also conduct fire drills monthly by following these steps. I will sound the smoke alarm so the children know what it sounds like. I will explain to the children that during an actual fire, there may be smoke, heat and darkness. I will show the children how to keep low to the floor while they exit the house. I will determine the safest route of exit and quickly and quietly lead the children to that exit and out of the house. Once outside, we will go to the designated area in the yard. I will teach the children 911 procedures. I will keep a portable telephone, cell phone and emergency contact information available. It will be my responsibility to stay with the children and keep them calm during these fire drills.

Accidents will be handled with immediate first aid. If your child needs medical attention but does not need to go by ambulance, I will call you to transport your child to your physician or Urgent Care. In emergency situations 911 will be called and the parent immediately notified. If the parent can not be reached, I will continue to call the next person on the emergency contact form until I am able to contact someone. I will call my emergency substitute to come and stay with the other children if needed. The substitute will be in charge of notifying all parents of the situation. The parent is responsible for all charges incurred for any medical attention, prescriptions or paramedic/ambulance fees. If your child has an accident, you will be given an accident

report explaining the accident and what actions were taken.

Emergency Phone Number

Please make sure I know where you are at all times in case of an emergency with your child. If you need to change locations for any reason during the day, leave the phone number where you can be reached with me. Also, make sure the person you choose for your emergency contact on the Admissions and Arrangements form is available and let this person know that you've written their name down for this purpose.

Child Care House Rules

- No hitting, biting, pinching, throwing, pushing, hair pulling, or otherwise hurting ourselves or others.
- No intentionally breaking anything.
- No running, jumping, wrestling, climbing, etc. in the house or on the furniture.
- No picking up babies or toddlers.
- No leaving the house or yard without permission (no one is allowed outside without adult supervision, even when parents are here).
- No name calling, yelling, foul language or teasing—everyone deserves to be treated with respect.
- All food and drink will remain in the dining room/kitchen area.

Manners

All children will be encouraged to use their manners (please, thank you, no thank you, excuse me, etc.) as their age permits. They will also learn many activities that will help them develop responsibilities, such as, setting the table, clearing the table, proper hygiene, clean up of toys and activities, respect of others, and many more.

Behavior Management & Discipline

Children of all ages need age appropriate guidance and discipline. When necessary, the following action(s) will be taken to encourage and teach appropriate behaviors:

- redirection to another activity
- encouragement to solve problems between themselves
- intervention and discussion
- age-appropriate time out

Children will also be taught to apologize to others as fitting. At Kare'n' 4 Kids children will be taught the importance of respect for others and respect for property. Of course, disagreements **will** occur between children. Younger ones, especially, can have a hard time expressing their feelings and this can mean hitting or throwing toys, etc. Although they will be taught this is inappropriate, remember that often it is normal behavior. When a chronic problem such as use of bad words, biting (see detailed policy), excessive hitting,

etc. arises, I will let you know so we can handle the situation consistently between our homes.

Evening/Overnight Sleeping Arrangements

Separate port-a-cribs will be used for infants and toddlers for evening/overnight sleeping. I will keep young children in a port-a-crib until they are able to climb out. Usually between the ages of 2 to 3 years I move children to individual sleeping cots for overnight sleeping and rest/nap mats for daytime rest/nap times. This usually also coincides with when the child is in the middle stages of potty training and needs to be able to get up and go to the restroom as needed.

The port-a-cribs and sleeping cots will be placed in a bedroom or the family room depending on how many children are in care. The port-a-cribs and sleeping cots will be arranged in such a manner as to allow for clear access on one side by children and adults.

A video & audio monitor will be used to ensure all children are under my supervision. I will remain awake as long as children are awake.

Night lights or dim lighting will be used in accordance with the children's needs when sleeping overnight.

Please feel free to discuss your child's bedtime rituals/routines so that I can accommodate these needs.

Daytime Quiet Time/Rest Period

Infants and toddlers will be put to sleep in separate port-a-cribs during nap times which are located in a bedroom equipped with a video & audio monitor. Older children will use separate rest/nap mats or cots. These mats are placed in the family room so that I am in direct supervision of the children during rest/nap times.

Children from 6 weeks to 10 years will be laid down mid day for a nap or rest period, and younger infants will be laid down more often as their own schedule will determine. Our afternoon nap time is from 1:00 - 3:00pm. Younger children's nap times will obviously vary, and if children older than four need a nap, they may lay down as well. I do require each child under age 10 to relax and lay down for a minimum of 30 - 45 minutes. If children are not asleep after that time, they will be permitted to get up and participate in a quiet activity until the other children awaken.

Potty Training

Upon the arrival of potty training time, I will assist in helping with this, provided the child is at least 18 months of age and is showing signs of readiness. Signs of readiness are:

- The child is able to use the appropriate "words" such as "potty", "pee" etc.
- The child is able to vocalize the NEED to use the potty.
- The child stays dry in diapers for at least two hours at a time consistently.
- The child's bowel movements are consistently more solid and only 1-2 times a day.
- The child shows an interest in the potty.

The parents must initiate the process at home first either over the weekend or during vacation. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, once potty training has begun, the child needs to be in training pants (quilted, not plain terry cloth) with plastic pants (preferred method) or pull-ups at all times until your child can and will announce that he/she needs to use the bathroom and can control his/her bladder and bowels for a few minutes beyond that announcement.

During potty training the child needs to be dressed in "user friendly" clothing as much as possible. The best items are shorts and pants with elastic waists. Try to avoid really tight clothing, pants with snaps & zippers and overalls.

During potty training you are asked to supply me with 3 extra full changes of clothing, including socks and quilted training & plastic pants or pull-ups.

Your child's readiness is something we can discuss because consistency between our homes will be very important. This is a special time for your child, a sign that he/she is growing up. Toilet training should be a good experience.

Transportation Plans

Occasionally I may need to run an errand during the evening or weekend hours or we may wish to take your child on a field trip. These occasions will require us to transport your child by moving vehicle. Each child will be securely fastened in an appropriate passenger restraint system. No child is permitted to remain unattended in any vehicle. (Rule 9502.0435, Subp. 9)

Supplies - Parents are responsible for supplying the following

- Infants: Disposable diapers, 2 changes of clothes, bottles, formula and baby food (if providers brand is not acceptable). If disposable bottles are used, parents must provide the liners.

- Toddlers: Disposable diapers (if not in potty-training stage), disposable pull-ups or quilted training pants with plastic pants, 2-3 changes of clothes including socks, depending on the potty training achievements.
- Preschoolers and older: Change of clothing including socks and underwear.
- All Children: Over the counter medication, prescription medication, etc. and their pacifier or special stuffed animal or blanket for daytime nap/rest or overnight sleep time. If sleeping overnight, pajamas, toothbrush & toothpaste.

The provider will keep a supply of disposable diapers on hand for those times when the parents' supply is depleted. If the provider should need to use her supply, parents will be charged \$1/diaper which will be due upon pick-up each day.

Sick Child/Management of Communicable Diseases

A child too sick to participate in the activities, experiences, and routines at Kare'n' 4 Kids should stay home until well enough to enjoy and partake in the child care day.

My number one priority is keeping my home a healthy and safe place for all the children to play, learn, and grow. As such, I want to prevent and control the spread of any and all communicable diseases within my home. A common cold or minor cough is not a problem for attendance, but I am not a sick baby clinic. I, therefore, do not accept sick children. If your child becomes ill while at my home, I will immediately call you to pick up your child. If you can not be reached within one half hour, I will call the other numbers on the emergency pick up list until I find someone who can pickup your child. Once someone has been contacted, they have one hour to pick up your child. I strongly recommend that you pick up your child as soon as possible though. If after one hour from notification no one has come to pick up your child, I will begin to call the other names on the emergency list. A sick child needs to be evaluated by a doctor, and needs a parent's extra attention, and does not need to share their illness with any of their friends at child care. I realize that it can be inconvenient, however, that is a responsibility as a parent, and if sick children stay here at Kare'n' 4 Kids, they share their germs with other children.

In order to protect the other children I am caring for, if your child has any of the following symptoms, you will need to make other child care arrangements:

Fever - A child with a fever over 100 degrees auxiliary (under arm) or 101 degrees orally will not be permitted to stay in my home. A child sent home with a fever may not return for twelve hours after the fever is gone without the aid of a fever-reducing medicine. Masking a fever with a fever-reducing medicine and then bringing the ill child to me for care will be cause for immediate termination.

Rash - With the possible exception of a diaper rash or mild eczema, no child with a skin rash may attend child care until the rash has cleared up. Also, if you notice your child having a skin rash in the evening or through the night, please do not send them to child care in the morning, instead take them to a physician to be evaluated. Upon a child's return to care, I will require a doctor's note stating both the diagnosis of the rash, and if the rash is contagious. In some cases a child may return to child care before the rash is completely cleared up, if I have a Dr's note on file stating the diagnosis and that the rash is not contagious. However, I reserve the right to exclude a child from care because of a rash even with a Dr's note, if I feel it is in the best interest of the other children to do so. Approximately 9 out of 10 skin rashes on children that are not due to allergies, diaper area irritation, or eczema are contagious.

Diarrhea can be extremely contagious and more than one abnormally loose stool in a twenty-four hour period is considered diarrhea. Children with diarrhea can not stay at my home, and your child will be sent home if they have two or more loose stools while in attendance here. Also, if you notice your child having loose stools in the evening or through the night, please do not send them to child care in the morning. If your child is sent home with diarrhea, or if they are having diarrhea at home, they may not return to child care for twenty-four hours after the last abnormally loose stool.

Pink Eye or Eye Drainage - Any eye drainage could be a sign of conjunctivitis (pinkeye). Any child with a pink eye or eye drainage will be sent home and may not return without a doctor's note stating the drainage was cultured and found not to be contagious, or a doctor's note stating the child is on antibiotics. However, I reserve the right to exclude a child from care because of eye drainage even with a Dr's note, if I feel it is in the best interest of the other children to do so.

Infected Skin - Any infected skin patch on your child will be cause for you to pick up your child from daycare. The child may not return without a Dr's note stating the diagnosis of the infected skin area and that they are not contagious. (A note just stating they are not contagious is not enough, it's important to know what the diagnosis is as well). However, I reserve the right to exclude a child from care because of an infected area of skin even with a Dr's note, if I feel it is in the best interest of the other children to do so. If your child is prescribed an antibiotic topical cream for the infection, in most cases they may return 24 hours after the first application of the cream with a Dr's note.

Vomiting - Vomiting is defined as two or more episodes in the previous 24 hours. Your child may not attend child care until the vomiting has stopped for a period of at least 12 hours.

Other illnesses - Any complaints of a stiff neck, inflamed or swollen tonsils, severe cough, or excessive nasal discharge are symptoms that require your child to be taken out of my home, evaluated by a doctor, and return only with a doctors note stating they are free from communicable disease, a diagnosis of the symptoms, and that they are able to return to child care.

Antibiotics - Any child on an antibiotic may not return to daycare until twenty-four hours after beginning the antibiotic.

Vaccines - Children may not return to Kare'n' 4 Kids for 12 hours after receiving vaccinations. Most vaccinations will not produce severe reactions; however, if a child was to have a reaction to a vaccination, I would want them to be at home with their parents, not here at child care. Also, children tend to be tired or fussy after vaccinations and benefit from some TLC from their parents or another family member.

A child too sick to participate in the activities, experiences, and routines at Kare'n' 4 Kids should stay home until well enough to enjoy and partake in the child care day.

As a provider I shall comply with the following health requirements:

Keep immunization records for each child in care, using forms provided by the County. (Rule 9502.0405, Subp. 4C)

Obtain written permission from the child's parents prior to administering medicine, diapering products, sunscreen lotions, and insect repellents. (Rule 9502.0435, Subp. 16F1)

Obtain and follow written instructions from a licensed physician or dentist prior to administering each prescription medicine. Medicine with the child's name and current prescription information on the label constitutes instructions. (Rule 9502.0435, subp. 16F2)

Notify Scott County Public Health Nursing (496-8520) or Minnesota Department of Health of any suspected case of reportable disease (per MN Rule 4605.7000) as specified below. (Rule 9502.0435, Subp. 16E)

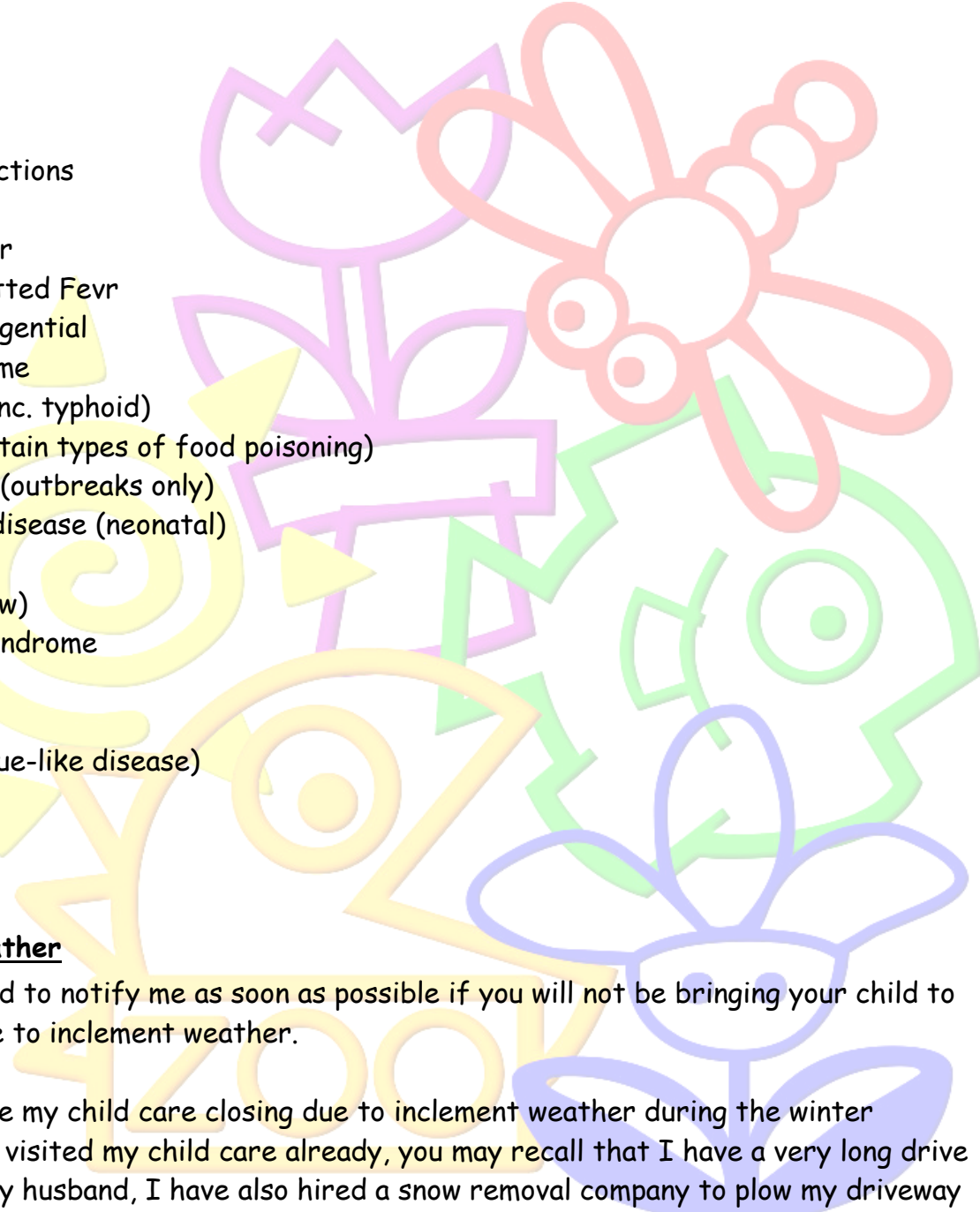
Follow written instructions from an authorized agent or the physician of an ill child placed in the provider's care if the child has any of the illnesses listed below. (Rule 9502.0435, Subp. 16B)

Inform parent(s) of each exposed child the same day the provider is notified a positive diagnosis has been made for any of the illnesses or parasitic infestations listed below. (Rule 9502.0435, Subp. 16D)

The following diseases are reportable in Minnesota:



Acquired Immune Deficiency Syndrome (AIDS)
Amebiasis (Amebic Dysentery)
Anthrax
Babesiosis
Blastomycosis
Botulism
Brucellosis (Undulant Fever)
Campylobacteriosis
Chancroid
Chlamydia trachomatis
Cholera
Diphtheria
Diphyllobothrium latum
Echinococcosis
Encephalitis
Escherichia coli (pathogenic) E. Coli
Giardiasis
Gonorrhea (venereal disease)
Haemophilus influenzae
Hemolytic Uremic Syndrome
Hepatitis (all viral types)
Herpes simplex infection (for infants less than 30 days of age only)
Histoplasmosis
Human Immunodeficiency Virus
Infections (HIV)
Influenza (unusual case incidents or laboratory confirmed)
Kawasaki Disease
Lead Poisoning
Legionellosis
Leprosy (Hansens Disease)
Leptospirosis
Listeriosis
Lyme Disease
Malaria
Measles



Meningitis (Infectious)
Meningococemia
Mumps
Mycobacteriosis
Pertussis (Whooping Cough)
Plague
Psittacosis
Q fever
Rabies
Retrovirus infections
Reye Syndrome
Rheumatic fever
Rocky Mnt Spotted Fevr
Rubella and Congenial
Rubella Syndrome
Salmonellosis (inc. typhoid)
Shigellosis (certain types of food poisoning)
Staphylococcal (outbreaks only)
Streptococcal disease (neonatal)
Syphilis
Tetanus (lockjaw)
Toxic Shock Syndrome
Trichinosis
Tuberculosis
Tularemia (Plague-like disease)
Typhus
Yellow Fever

Inclement Weather

You are required to notify me as soon as possible if you will not be bringing your child to my program due to inclement weather.

I do not foresee my child care closing due to inclement weather during the winter months. If you visited my child care already, you may recall that I have a very long drive way. Besides my husband, I have also hired a snow removal company to plow my driveway during the snow season. However, with the terrific New Market wind we often have, our driveway usually drifts. It's up to you to decide if you want to risk getting stuck in the snow. I can't leave my house to help shovel you out if I have children in care, but I can provide a shovel! So please be prepared to be bundled up with snow boots and all as you may have to park at the end of the driveway and carry your child to my door.

Alternate Back-up Care

If at any time I need to be gone for a short period of time, (i.e. doctor appointment), I will provide a substitute caregiver. "Substitute" means an adult of at least 18 years old, who assumes responsibility of the provider. The use of a substitute caregiver must be limited to a cumulative total of not more than 30 days in any 12-month period unless the substitute is also a licensed provider or the provider has the written consent of the agency. (Rule 9502.0315, Subp. 14)

It is the parents responsibility to seek alternate back-up care when Kare'n' 4 Kids will be closed.

Pets

We have one cat, Fluffy, that roams freely outside and is housed in our garage. When the children are outside, they may have some contact with the cat.

We also have a Yorkshire terrier dog, Molly. Since Molly is an inside pet, the children will have some contact with her.

We also have a Vizsla dog, Maggie. She is kenneled outside and will have minimal contact with the children.

All pets are kept current on their vaccinations.

Grievance/Conflict Policy

When I accept a new family into my child care, I like to be sure that we can share openly any questions or concerns that may arise. It is important that we keep the lines of communication open so that there is a similar child care philosophy between us. Any questions, feedback or discussions of any kind are welcome to insure a positive outcome for your child. If concerns cannot be satisfactorily resolved between us, you may take your concerns to the following agencies:

1. Scott County Social Services Intake (for reporting of suspected maltreatment) at 952-445-7751 or
2. Scott County Child Care Licensing (Family & Group Family Licensed Homes) at 952- 445-7751 or
3. Minnesota Department of Human Services, Licensing Division, (Child Care Centers) at 651-296-3971. (245A.04, subd.1)

Miscellaneous Information

- No child will be discriminated against on the basis of race, creed, color, religion or gender. (Rule 9502.0405, Subp. 3F; Subp. 6)

- I have day care liability insurance which meets the minimum amount required by the State of Minnesota. (Rule 9502.0405, Subp. 30 and 9502.0355, Subp. 4)
- No smoking is allowed in my home at any time. (MN Statute 144.414, Subd. 2)
- As a child care provider, I am required to report any suspected child abuse or neglect.
- Children under my care will not be permitted to leave my house or property without being accompanied by me.
- There will be no inappropriate television, videotape, music or other media allowed while children are in my care.
- Parents are free to call at any time to see how their child is doing. An answering machine is available, so if I am away from the phone or can't get to it due to the children, leave a message and I will call you back as soon as possible.
- Please let me know if there are any circumstances (divorce, new sibling, bed wetting, etc.) bothering your child that I should be aware of.
- Parents have free access to all areas of my house and yard that are used by the children.
- Remember, you can always discuss any concerns or questions you may have with me regarding child rearing, sleeping, feeding, and behavior guidance practices essential for the care of your child at any time. (Rule 9502.0405, Subp. 1)
- Special instructions from the parent shall be obtained in writing and followed about toilet training, eating, sleeping or napping, allergies, health problems, homework and activities. (Rule 9502.0405, Subp. 4B)
- A copy of the rules & regulations regarding the licensing of child cares in Minnesota is available at www.revisor.leg.state.mn.us/arule/9502/.
- I reserve the right to terminate care of part-time clients in order to accommodate the child care needs of full-time clients.

In Conclusion

I take my job very seriously, and am committed to the very best for your child, and I will always treat your child with love and respect. It is important that we work together as partners and that we feel comfortable discussing your child's needs. I look forward to a long and rewarding friendship with your child and family. If at any time you have any suggestions, comments or questions, please feel free to bring them to my attention.

As a provider, I reserve the right to make changes and updates to the Child Care Handbook. Parents will be notified when changes are made.

Thank you for your interest in finding the best possible care for your child!

Biting Policy

Biting is, unfortunately, not unexpected when toddlers are in group care. It is always upsetting when children are bitten in my care, and I recognize how upsetting it is for parents.

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at Kare'n' 4 Kids is my primary concern. This biting policy addresses the actions that will be taken if a biting incident occurs.

Toddlers bite for a variety of reasons, most not related to behavior problems, therefore, the focus is not on punishment for biting, but on effective techniques that address the reason for the biting. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get my attention or the attention of his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. The children will be encouraged to "use their words" if they become angry or frustrated.

The following steps will be taken if a biting incident occurs at Kare'n' 4 Kids:

- The biting will be interrupted with a firm "No...we don't bite people! That hurts."
- The bitten child will be comforted.
- The biter will be removed from the situation.
- The wound of the bitten child shall be cleansed with soap and water and ice applied if the child is willing.
- I will work with the child who bit to learn other behaviors of expression.
- The parents of both children will be notified of the biting incident and a written record will be kept in the form of an accident report.

The names of the children involved will be kept confidential to avoid labeling of the children which makes it more difficult to work quickly and positively toward stopping the biting.

If the biting remains a persistent problem, we will address a behavior plan with a probationary period and if the problem can't be corrected, alternate child care arrangement must be made.

I wish I could guarantee that biting will never happen at Kare'n' 4 Kids, but we know there is no such guarantee. I will deal appropriately with biting so that it will end as quickly as possible. I will support your child whether they bite or are bitten. I want the best for all the children in my care. If you want more information on biting or have any questions or concerns, please let me know.