

# Giggles-N-Grins Child Care

## Parent Policy Handbook

# Giggles & Grins

Play, Learn, and Grow...  
Together!



**Phone: 701.642.1650**  
**[www.gigglesngrinschildcare.com](http://www.gigglesngrinschildcare.com)**

Giggles N Grins Child Care Center and Preschool LLC  
409 6<sup>th</sup> Street South Suite A  
Wahpeton, ND 58075  
701-642-1650

# Table of Contents

1. About the Program.....	3
1.1 Mission .....	3
1.2 Licensing .....	3
1.3 Hours of Operation, Holidays, Closures, Vacations, and Absences .....	3
Hours of Operation .....	3
Holidays .....	3
Closures.....	3
Vacations .....	3
Absences .....	3
1.4 Hiring Policy: .....	3
Hiring Practices.....	3
Background Checks and Fingerprinting.....	3
Minors .....	3
1.5 Grievance Procedure: .....	3
1.6 Correction Orders:.....	3
1.7 Mandated Reporting:.....	4
1.8 Liability Insurance.....	4
1.9 Media Release .....	4
1.10 Visitors.....	4
Open Door Policy.....	4
Unauthorized Person .....	4
1.11 Changes in Policies and Procedures: .....	4
2. Enrollment.....	4
2.1 Eligibility .....	4
2.2 Enrollment Requirements.....	4
Pre-Enrollment.....	4
Confidentiality .....	5
Custody Arrangements .....	5
2.3 Responsibilities of Parents/Guardians .....	5
2.4 Fees .....	6
Fee Schedules.....	6
Payment Policy .....	6
Tuition Express.....	6
Sick and Vacation Allowance.....	7
Waiting List .....	7
Waiting List Process .....	7
Late Pick-Up/Arriving Early.....	7
Termination Policy .....	7
2.5 Schedules.....	7
Attendance.....	7
Changing Schedule .....	7
2.6 Storm Days.....	8
3. Program Policies and Procedures .....	8
3.1 Curriculum Overview .....	8
3.2 Daily Reports.....	8

3.3 Daily Schedule .....	8
3.4 Supervision.....	8
3.5 Guidance & Discipline Policy.....	9
3.6 Transition of Children .....	9
3.7 Personal Possessions .....	9
3.8 Transportation .....	9
3.9 Accountability Policy.....	9
3.10 Field Trips.....	9
4. Health and Safety .....	9
4.1 Incident Policy .....	9
4.2 Emergency Procedures:.....	9
4.3 Children with Special Needs .....	10
4.4 Immunization Policy .....	10
4.5 Guidelines for Exclusion.....	10
Sick Children.....	10
Procedure for Excluding a Child .....	11
COVID-19 Policy.....	11
Notification of Infectious or Communicable Disease .....	12
Lice .....	12
4.6 Medication Policy .....	12
4.7 Outdoor Play .....	10
Playground Rules .....	13
Sun Safety Policy.....	13
Aquatic Activity Policy.....	14
4.9 Meals and Snacks to be Served:.....	14
Meals and Snacks .....	14
Infants .....	15
4.10 Toilet Training:.....	15
4.11 Naps and Rest Time:.....	15
4.12 Infant Sleep Policy.....	15
Sleep Position.....	15
Sleep Environment .....	15
Supervision .....	16
Arrival/Departure.....	16
Training.....	16
When the Policy Applies .....	16
4.13 Biting Policy:.....	16
When Biting Does Occur: .....	16
When Biting Continues: .....	16
When Biting Becomes Excessive: .....	17
4.14 Inappropriate and Unacceptable Behavior Policy: .....	17
4.15 Damages:.....	17
About the Executive Director: .....	17
About the Director: .....	18

# Welcome to Giggles-N-Grins Child Care Center and Preschool!

## 1. About the Program

### 1.1 Mission

The primary purpose of Giggles-N-Grins Child Care is to provide a safe, secure environment for children. The activities are of an educational and recreational nature and involve aspects of social, emotional, physical, and intellectual development.

#### **Things that we value at Giggles-N-Grins Child Care:**

- Sense of self worth
- Everyone can be successful
- Self-motivation
- We all can develop our abilities

### 1.2 Licensing

Giggles-N-Grins has multiple licenses and operates as a center and preschool facility in compliance with the laws of the state of North Dakota. A copy of the license is on display to meet the licensing requirements for the state of North Dakota.

Our licenser's name is Kris Albers, and you may contact her at 701-403-5351.

### 1.3 Hours of Operation, Holidays, Closures, Vacations, and Absences

#### **Hours of Operation**

Giggles-N-Grins is open Monday – Friday from 6:30am-5:30pm

#### **Holidays**

Giggles-N- Grins will be closed during the following holidays:

- 1) New Year's Day
- 2) Memorial Day
- 3) Independence Day
- 4) Labor Day
- 5) Thanksgiving Day/The Day After Thanksgiving
- 6) Christmas Eve
- 7) Christmas Day

All holidays are paid. If these holidays fall on a Saturday, the Friday before is a paid holiday and we will be closed. If these holidays fall on a Sunday, the Monday after is a paid holiday and we will be closed.

#### **Closures**

Giggles-N-Grins may close for Child Care Conferences and Employee Trainings. These closures will be paid days. All day closures due to weather or being short staffed will be non-paid days and will be reflected as a credit on your account and will be used towards the next billing cycle.

In the event we are forced to close because of COVID-19, or your child comes into close contact with someone at our facility, we will be offering a 50% COVID-19 discount on tuition.

\*Updated July 22, 2021

#### **Vacations**

Parents/Guardians are required to let Amanda Gagne know ahead of time about any absences due to vacations. Inform of vacation absences by the Friday morning before the vacation.

#### **Absences**

**You are required to notify the staff by 9 am,** if your child will be absent on a scheduled day. If children are absent for 2 weeks with no contact from parents or guardians, the contract will be terminated. Payment for absence will still be owed.

### 1.4 Hiring Policy:

#### **Hiring Practices**

- Staff are encouraged to have 12 months of previous experience in childcare.
- All staff are required per licensing to have minimum hours of training annually depending on hours worked per week.
- All staff are required to have CPR, First Aid and AED certificates within 3 months of hiring.

#### **Background Checks and Fingerprinting**

- All staff, regardless of age, must complete a federal and state background check before being allowed to start their employment.
- Neither the Director nor any staff member employed or abiding in the facility will have been found guilty of homicide, assaults, kidnapping, gross sexual imposition, corruption or solicitation of minors, sexual abuse, sexual assault, robbery, burglary, sexual performances of children, promoting or facilitating prostitution, or a similar offense.

#### **Minors**

- Any staff member under the age of 18 is not allowed to be left alone with children and must always be supervised by an adult.

### 1.5 Grievance Procedure:

If you have any concerns or complaints about Giggles-N-Grins, please discuss them with the Director as soon as possible. If you have a serious complaint that you feel is not be addressed, you may contact the county licenser, Kris Albers at 701-403-5351.

### 1.6 Correction Orders:

Within three business days of the receipt of a correction order, the licensee of Giggles-N-Grins shall notify the parent, guardian, or custodian of each child receiving care at the facility that a correction order has been issued. In addition, the licensee shall post the correction order in a conspicuous location within the facility until the violation has been corrected or for five days, whichever is longer.

### **1.7 Mandated Reporting:**

All staff members are mandated reporters, and they will report any suspected child abuse or neglect as required by North Dakota Century Code 50-25. 1-03.

### **1.8 Liability Insurance**

Liability Insurance is a licensing requirement for center licenses that Giggles N Grins meets.

### **1.9 Media Release**

Giggles-N-Grins requires written permission for all children to have their picture taken. We will occasionally take pictures of children for room displays, bulletin boards and activities to take home. Giggles-N-Grins will never post pictures of children on any social media platforms or in advertising apart from the Procure App. Children cannot be photographed without written consent from their parents/guardians.

All records and information with respect to children, families and staff are kept confidential. Parents/Guardians will give written permission for photographs on their contract with Giggles N Grins.

### **1.10 Visitors**

All visitors are required to check in.

#### ***Open Door Policy***

Parents are welcome to stop at Giggles-N-Grins at any time. If for some safety reasons you find the doors are locked, please call. Parents will be notified via text, email or Procure Messaging if we lock the door for any unforeseen reason (unauthorized person attempting to pick up a child, suspicious person seen around the building, law enforcement requested lock down, etc.)

#### ***Unauthorized Person***

In the event an unauthorized person, a person who is incapacitated or suspected of abuse attempts to pick up a child, he/she will not be allowed to take the child. The parent (legal guardian) will be called if that person is insistent.

### **1.11 Changes in Policies and Procedures:**

Current policies and practices are reviewed and changed at times. Existing policies, practices, and fees are subject to change. These changes will be communicated to the parents, and all affected by the changes.

## **2. Enrollment**

### **2.1 Eligibility**

The program is designed to serve children, ages 6 weeks to 12 years old. Children may be full-time or part time (3 day minimum) participants. Registration for a full-time/part-time spot will include completion of the registration forms and a \$100 non-refundable fee per child that will go towards the first week of care. These forms and fee must be returned to the Director **one week** prior to the child's first day of attendance. Giggles-N-Grins does not deny enrollment based on race, creed, color, national origin, gender, age, or disability.

### **2.2 Enrollment Requirements**

#### ***Pre-Enrollment***

Pre-enrollment visits must be provided to parents/guardians to view the facility and discuss the policies. Parents/guardians shall be provided with written notice of any significant changes in services or policies.

Forms required to be completed prior to attendance:

- **Agreement for Child Care Services**
- **Child Information Sheet (SFN 845)**
- **Parent's Statement of Health of Child (SFN 847)**
- **Immunization Records** According to state law, you must provide Giggles-N-Grins with updated immunization records.
- **Copy of Birth Certificate** or other form of identification for your child including but not limited to social security card, insurance card, passport etc.
- **Custody Agreements**
- **Emergency Transportation Permission Form**
- **Child and Adult Care Food Program Enrollment Form**
- **Tuition Express Form** See page 7 for more information
- **Parent Consent Forms**
  - **Sunscreen and Insect Repellent Permission Form** (Given during the months of May-August)
  - **Diaper Cream Permission Form** – applicable children (Baby Powder is NOT allowed)
  - **Sleep Permission Form** – infants under 12 months of age
  - **Safe Infant Sleep in Childcare Form** – infants under 12 months of age
  - **Medication Permission Form** If applicable
  - **Water Activity Permission Form** (Months of June through August)

Records need to be updated annually in accordance with North Dakota licensing laws. We will update all records **one year** from the time of enrollment. Immunization records need to be updated as soon as new immunizations are given. It is the parent's responsibility to provide us with updated phone numbers, addresses, authorized pick up persons, emergency contact information, new health care providers, medical conditions, and allergies. These items will need to be added or corrected on the Child Information Sheet and or Parent's Statement of Health.

### **Confidentiality**

All records and information with respect to children, families, and staff are kept confidential. Giggles-N-Grins will do all we can to protect your family's privacy and will abide by the state privacy law. Written permission must be given to reveal specific information to outside agencies.

### **Custody Arrangements**

In the event of joint or sole custody of a child(ren) enrolled in Giggles N Grins Child Care, a legal copy of the custody agreement along with a monthly calendar with the dates and time of custodial exchange must be given to the Director. If there is no custody agreement on file, we must provide equal rights to both parents. If changes occur, a written statement detailing the changes of schedule or custody must be given to the director with both parent's signatures on the written statement. A current copy of the legal custody agreement must be kept on file.

## **2.3 Responsibilities of Parents/Guardians**

- 1) Children's Arrival and Parent/Guardian Departure
  - a) Parents/Guardians need to notify Giggles-N-Grins of any changes in schedule.
  - b) Parents/Guardians should walk their children into and out of the facility at arrival and departure. Parents/Guardians should help their children out of their coats and hang in proper spot. Child's hands should be washed when entering the classroom. A verbal exchange with the staff is required at both arrival and departure to ensure staff are aware child has arrived or is departing.
  - c) Parents/Guardians can park in the parking lot. Please keep sidewalk open so people that are entering and exiting the facility can walk by. Please use caution when entering and exiting parking lot.
  - d) Parents/Guardians should remove infants from the car seat as well as outerwear upon arrival.
  - e) Upon departure, parents/guardians should place their own child in their car seat and secure the car seat safety straps.
  - f) If Giggles-N-Grins suspects the person picking up the child is under the influence, a staff member will call one of the alternative people listed to transport the child.
  - g) It is important that parents/guardians/authorized pick-up sign their child in and out. Parents/Guardians have three options for signing their children in and out.
    - i) Check In Kiosk
    - ii) GPS via Procure App (Wahpeton Only)
    - iii) Contactless scan code via Procure App
- 2) Authorization to Pick Up Child(ren)
  - a) Only authorized people listed on your Child Information Sheet may pick up the child(ren) from the program. Please notify Amanda Gagne if any contact information changes.
  - b) Unknown adults will be asked for a Photo ID before children are to be released.
  - c) If there is a court order (such as a divorce settlement or restraining order) that limits the rights of one of the child's biological parents to drop-off/pick-up child(ren), you must provide Giggles-N-Grins with a copy of that court order.
  - d) Authorized pick up are required to be 16 years of age or older.
  - e) Follow North Dakota car safety restraint laws.
- 3) Parent/Guardian and Staff Communication
  - a) Information boards are located right outside the door of each classroom. There is also a information board located in the entry way.
  - b) Giggles-N-Grins will use various ways to communicate with parents such as newsletters, phone calls, emails, texting, and messaging through the Procure App. A monthly newsletter will be emailed at the beginning of each month.
  - c) All parent/guardians should refrain from using their cell phones during arrival and departure time.
- 4) Required Supplies
  - a) Parents/Guardians are responsible for providing extra clothing (appropriate size and for the season) for each child in case they become soiled.
  - b) Required supplies needed:
    - i) Infants
      - Diapers
      - Wipes
      - Bottles (3-4)
      - Diaper Cream
      - Breast Milk/Formula (If not using formula provided by Giggles-N-Grins)
    - ii) Toddlers
      - Diapers/Pull Ups
      - Wipes
      - Diaper Cream
      - Crib Sheet
      - Winter Gear (Winter Months Only)
        - Winter Coat
        - Snow pants
        - Hat
        - Mittens/Gloves
        - Boots
    - iii) Preschoolers

- Crib Sheet
- Winter Gear (Winter Months Only)
  - Winter Coat
  - Snow pants
  - Hat
  - Mittens/Gloves
  - Boots

## 2.4 Fees

### Fee Schedules

Full-Time Fee Schedule	
Infants (6 weeks old – 17 months)	\$185.00/week
Toddlers (18 months – 2 years)	\$175.00/week
Preschoolers (3 years – 5 years)	\$160.00/week
School Agers (6 years – 12 years)	\$150.00/week
Before/After School (Kindergarten – 12 years)	\$60.00/week
Before School (Kindergarten – 12 years)	\$20.00/week
After School (Kindergarten-12 years)	\$40.00/week

Part-Time Fee Schedule (Min. 3 days a week)	
Infants (6 weeks – 17 months)	\$40.00/day
Toddlers (18 months – 2 years)	\$37.00/day
Preschoolers (3 years – 5 years)	\$35.00/day
School-Agers (6 years – 12 years)	\$33.00/day
Before/After School (Kindergarten – 12 years)	\$12.00/day
Before School (Kindergarten – 12 years)	\$4.00/day
After School (Kindergarten – 12 years)	\$8.00/day
Hourly (Before/After Preschool Only)	\$7.00/hour

Miscellaneous Fees	
Deposit (nonrefundable)	\$100.00/child
Late Payment Fee	\$5.00/week
After-Hours Pick Up	\$1.00/minute/child
Wipes	\$3.00/pack
Diaper	\$1.00/diaper
Handling Fee (Payments in Cash & Check)	\$5.00/payment
ACH Transaction Fee	\$0.75/payment
Credit/Debit Card Transaction Fee	\$1.50/payment
NSF Fee (plus bank fees)	\$35.00/check

\*Updated September 27<sup>th</sup>, 2021. Updated February 18<sup>th</sup>, 2019.

### Payment Policy

- Payments are due the Friday prior to week of care, unless other arrangements have been made with the Director, Amanda Gagne. Payments can be made weekly, biweekly, monthly, bi-monthly.
- Accepted payments are cash, check, online (myprocare.com), or automatic recurring payments via Tuition Express.
- Please make checks payable to **Giggles N Grins**. Payments should be placed into the black payment box next to the office door/check in kiosk. Please use payment envelope provided near check in kiosk. Payment made using cash or check will incur a \$5.00 handling fee.
- NSF policy – payments must be made within 48 hours of notification with a money order or cash. Payments to follow will be in cash, credit card or money order. A \$35 NSF fee plus any bank fees for returned checks will be charged.
- Prepayments and credits on account are non-refundable. Prepayments must be used or are transferrable to another account.
- Collection procedures will be initiated in the event of non-payment.
- In the event we are forced to close COVID-19, or your child comes into close contact with someone at our facility, we will be offering a 50% COVID-19 discount on tuition.
- A \$5.00 a week charge will be issued for each week the payment is late unless other payment arrangements have been made prior. If payment is one week late, childcare will be discontinued.
- If families receive county assistance, Giggles-N-Grins must receive a Child Care Certificate stating the dollar amount that is covered by the county and what the monthly co-pay will be. Monthly co-pay must be paid before the child may start attending Giggles-N-Grins. Monthly Co-Pays are to be paid on the 1<sup>st</sup> business day of the month. Failure to pay co-pay by the 1<sup>st</sup> business day of the month will interrupt childcare services. Parents/Guardians must make payments for childcare until a child care certificate is received.

### Tuition Express

Tuition Express, part of our Procare Software management system, allows us to process tuition and fee payments safely, quickly and efficiently. Once enrolled in Tuition Express, your tuition and fee payments will be paid automatically and on a schedule that has been agreed upon. Giggles-N-Grins can produce a receipt for the payment, or you can receive instant email notification by signing up at [www.tuitionexpress.com](http://www.tuitionexpress.com).

Your personal account information is safe with Tuition Express – safer, in fact, than paying by check. Automated payments have proven safer than writing checks and eliminated potential check fraud or identity theft.

Parents/Guardians can sign up for reoccurring payments using either Credit/Debit Card or ACH (Checking/Savings Account).

### **Sick and Vacation Allowance**

Any child who has a full-time contract with Giggles-N-Grins Child Care is allowed **5 days per year** to be used for vacation or sick days. Please inform the Director of when these days will be used. Vacation/sick allowance can be used in daily increments.

### **Waiting List**

#### **Information needed to be added to the waiting list:**

- Parents/Guardian's first and last names
- Best contact telephone number(s) and or email address.
- Expected start month
- Child's name
- Date of Birth (unborn children may be added to the list with expected month and year of birth)
- Full Time or Part Time Enrollment

### **Waiting List Process**

- 1) To be added to the waitlist, call or email [amanda.gagne@gigglesngrinschildcare.com](mailto:amanda.gagne@gigglesngrinschildcare.com), or submit online at [www.gigglesngrinschildcare.com](http://www.gigglesngrinschildcare.com)
- 2) Provide the required information for your file on the waiting list: Be mindful and strategic of your expected start month, you may also put the earliest start month you will consider for e.g., you are willing to start in March, but you really need a space for May.
- 3) If there are any changes to your contact information, please contact the center to update your file.
- 4) There is no specific length of time that you need to be on the list to be offered a space.
- 5) Spaces are created when a family leaves the center. There is no specific time, however the months of July, August, and September have the most movement. Space can be available at any time of the year and at any point in the month.
- 6) We are usually able to contact families 2-4 weeks before any given space opens, as parents are only required to give us a 2 week notice of withdrawal.
- 7) Only once the withdrawal is confirmed in writing can we begin to find a family for the space.
- 8) With all spaces available at the center, the director will call families with the highest seniority date that are eligible to start. Parents who are waiting for a particular month are contacted when spaces are available. Even if the month you specified has already passed, they will be offered space.
- 9) Once a family is called from the waiting list, they are given a specific time frame to return the call and express continued interest in the space available. If there is no return call, a call will be made to the next family in line.
- 10) Once a child is officially offered a space, if you would like to accept it, families will be required to provide a \$100.00 deposit per child. The deposit will be applied towards the first week of care.
- 11) Families will remain on the centers list until the family has asked to be taken off the list.

### **Late Pick-Up/Arriving Early**

Contracted hours for full-time/part-time contracts are 6:30am to 5:30pm Monday through Friday. Children picked up later than 5:35pm will incur a fee of \$1/min per child. until the child is picked up. Continued late pick-up will result in termination of childcare contract. Because we open at 6:30am, there is no guarantee there will be someone here earlier.

### **Termination Policy**

- 1) **Client**
  - a) Client has the right to terminate but must give a two-week notice. Payment is due for the notice period whether the child(ren) attends or not.
- 2) **Program**
  - a) Giggles-N-Grins may terminate the contract at will. Giggles-N-Grins will give parents/guardians two weeks to find different care.
  - b) Program reserves the right to terminate immediately if the client does not meet contract and policy obligation.
- 3) **Reenrollment**
  - a) A 30-day written notice is required if you choose to withdraw and reenroll the child from Giggles-N-Grins. Withdrawal and reenrollment is only permitted during the summer months. Withdrawal and reenrollment require a \$100.00 deposit per child to hold the spot.

## **2.5 Schedules**

### **Attendance**

Families will be billed for days the child(ren) are scheduled whether child is in attendance or not except for when using vacation allowance days, or days stated under 1.2 Hours of Operation, Holidays, Closures, Vacations, and Absences. Children need to be at daycare no later than 9:30am each morning. Having children arrive before this time allows for easier planning. If you are unable to arrive by 9:30am, please call or message on the Procure App that you will be arriving late. If parents/guardians do not contact Giggles-N-Grins staff by 9:00am, someone will reach out. If you are unable to arrive by 9:30am and we cannot reach you, we ask that you keep your child home for the day. There are exceptions for appointments and emergencies, we just ask that you let administration know ahead of time.

\*Updated 6/23/2020

### **Changing Schedule**

Giggles-N-Grins requests a two week notice of any changes in the schedule. Any changes in the schedule are not guaranteed but will be evaluated on a case-by-case need.



## **2.6 Storm Days**

The program will close if the Wahpeton School District cancels school. We may also open late or close early if the Wahpeton School District has a late start or early dismissal due to weather. You will find closing information on our Facebook page as well as on Valley News Live. If Giggles-N-Grins closes early or opens late, parents will receive a text message (if signed up), an email and a message via the Procure App.

\*Updated September 9<sup>th</sup>, 2022

## **3. Program Policies and Procedures**

### **3.1 Curriculum Overview**

Lead teachers are encouraged to choose their own curriculum. Curriculum must include language/literacy, math, science, fine and gross motor activities, art, sensory exploration, and social studies. Curriculum must be brought to Amanda Gagne and Rachel Jonason for approval.

### **3.2 Daily Reports**

Staff will provide a daily report on infants and toddlers through an app called "Procure". Daily reports explain what they ate for the day, nap times, diaper changes and supplies that are needed. Staff and parents can communicate through this app with messages as well. New families will receive an email with instructions on how to register.

### **3.3 Daily Schedule**

Daily Schedules are posted in each room and outside the door of each classroom. Infant/Toddler schedules are flexible to allow for moods of the children on any given day. The daily routine fosters development of good health habits, self-discipline, adequate indoor/outdoor play, rest/sleep, and mealtimes with opportunity for various experiences. The environment protects the children from physical harm without restricting physical, intellectual, emotional, and social development. Environment and interaction requirements are complied with and reviewed.

<b>Room 1 (Infants)</b>		<b>Room 2 (Toddlers)</b>	
<b>Time</b>	<b>Activity</b>	<b>Time</b>	<b>Activity</b>
6:30a-8:00a	Arrival Time	6:30a-8:30a	Arrival/Breakfast
8:00a-9:00a	Breakfast/Diapers	8:30a-9:00a	Free Play
9:00a-9:30a	Arts and Craft	9:00a-9:15a	Diapers/Morning Snack
9:30a-10:00a	Morning Snack	9:15a-9:30a	Story Time/Daily Activity
10:00a-11:00a	Free Play	9:30a-10:30a	Free Play/Outside
11:00a-11:40a	Lunch	10:30a-11:00a	Music & Movement
11:40a-12:00p	Diapers	11:00a-11:30a	Lunch
12:00p-2:30p	Nap Time	11:30a-12:00p	Diapers
2:30p-3:00p	Afternoon Snack	12:00p-2:30	Nap
3:00p-4:30p	Free Play/Outdoor	2:30p-3:30	Afternoon Snack/Diapers
4:30p-5:30p	Clean Up/End of Day	3:30p-5:30p	Free Play/Outside/Dismissal

<b>Room 3 (Preschoolers)</b>		<b>Room 5 (3 Year Olds)</b>	
<b>Time</b>	<b>Activity</b>	<b>Time</b>	<b>Activity</b>
6:30a-8:30a	Arrival + Breakfast + Free Play	6:30a-8:30a	Arrival/Breakfast/Free Play
8:30a-8:45a	Morning Meeting + Attendance	8:30a-8:45a	Morning Meeting
9:45a-9:15a	Lesson + Group Activity	8:45a-9:10a	Group Activity
9:15a-9:30a	Music + Movement	9:10a-9:45a	Art/Music
9:30a-9:45a	Morning Snack	9:45a-10:00a	A.M. Snack/Bathroom Breaks
9:45a-10:45	Centers	10:00a-10:40a	Centers
10:45a-11:15a	Writing + Story Time	10:40a-11:00a	Story Time
11:15a-12:15p	Lunch + Recess	11:00a-12:00p	Lunch/Bathroom Breaks
12:15p-2:30p	Bathroom Breaks + Quiet Time	12:00p-2:45p	Nap
2:30p-2:45p	Afternoon Snack	2:45p-3:15p	P.M. Snack
2:45p-5:30	Free Play + Outside Play + Dismissal	3:15p-5:30p	Free Play/Outside/Dismissal

\*Updated September 9, 2022

### **3.4 Supervision**

Supervision means a staff member is responsible for care/teaching children being within sight or hearing range of an infant, toddler, or preschooler at all times so the staff member is capable of intervening to protect the health and safety of the child. For the school-age child it means a staff member is available for assistance and care so that the child's health and safety is protected.

Children should not depart the childcare premises unsupervised regardless of age. They must be picked up by a parent or another authorized person. School Age children must have permission to ride the school bus via the Agreement for childcare services. Giggles-N-Grins is not responsible for injuries due to an accident during active play, the child's coordination, or by another child. Parents are responsible for the insurance coverage of their own children. Giggles-N-Grins is also not responsible for lost or broken personal items.

### **3.5 Guidance & Discipline Policy**

Discipline is not punishment; it is a learning process. Behavior guidance is tailored to the developmental level of the child. Many approaches dealing with behavior guidance are:

- 1) Talking with the child explaining what is acceptable and what is not, explaining to the child that the action was unacceptable (not the child as the person), explaining the rules and consequences.
- 2) Redirect the child away from problems towards another part of the classroom with another toy or activity.
- 3) Provide immediate and directly related consequences for a child's unacceptable behavior (ex. Destructive to a toy –the toy would be off-limits to the child for a specific amount of time) and offering another solution to the situation (ex. Sharing, taking turns)
- 4) Repeated unacceptable behavior will be documented. If a child has repeated unacceptable behavior, a meeting will be set up with the parent, and a behavior guidance plan will be put in place. See Unacceptable and Inappropriate Behaviors Policy.
- 5) **Time Outs** for children under the age of two are not allowed. If a time out is necessary, the age of the child determines how many minutes the time out lasts. Ex., 4 years old for 4 minutes.
- 6) Duplicate toys and large motor activities help to prevent many problems from occurring.
- 7) Corporal (physical) punishment is never allowed and will result in immediate termination.

### **3.6 Transition of Children**

Children will be transition to the next ages group based on three factors: Chronological age, staffing, and maturity of child. Parents/Guardians wishes are always respected but may not always be granted due to the above factors.

### **3.7 Personal Possessions**

The staff work hard to provide your child with fun, educational activities to do while they are at Giggles-N-Grins. Please do not bring toys, puzzles, books, etc. from home. This way we can avoid special toys from being lost or damaged. There will be scheduled share days or toy days – parents will be notified via email or newsletter. Your child can bring one stuffed animal/doll that does **not make noise** and a blanket from home for rest time. Please send a full change of clothes (shirt, underwear, pants, and socks) appropriate for the season to be kept on site.

### **3.8 Transportation**

- Giggles-N-Grins will provide transportation for local fieldtrips for school agers (Kindergarten to 12-year-old) when necessary. All field trips planned will be posted ahead of time on the bulletin board in the entrance and a permission slip will need to be signed by the parents. We will walk to local locations – library, parks, etc.
- Parents/Guardians will sign an Emergency Transportation Permission Form at enrollment that gives Giggles-N-Grins, and its staff members consent to transport a child(ren) in the event of an emergency/evacuation.
- Children will never be left in a vehicle unattended. Children will be placed in age appropriate, compliant child safety restraints if needed.
- Giggles-N-Grins liability insurance covers staff member's vehicles when transporting children. Drivers will be 18 years and older. All drivers must have a valid driver's license.

### **3.9 Accountability Policy**

- If the child(ren) will not be attending or is going to be more than 10 minutes late, you must notify the program. The director/staff member will call the parent/guardian or emergency designee if the parent/guardian cannot be reached.
- During the school year, the school bus (typically bus 11) arrives at the program at or around 3:19pm. If the child does not get off the school bus, the school will be called to see if the child failed to get off the bus. If the child was not on the bus, the parents/guardian will be called. If the program is unable to locate either parent/guardian, they will contact the emergency contact person provided by you. If all efforts fail to find a responsible party, staff will notify the Wahpeton Police Department.

### **3.10 Field Trips**

Parents will be notified of the location and time of any field trips. The parent must sign a form granting permission for a child's participation on each field trip. If written permission is not given, your child may not attend the field trip. Permission must be given whether the child will be walking or riding in a vehicle.

It is our policy that staff will take along a first aid kit, emergency contact information and any emergency medication and a copy of the care plan for children with special needs.

## **4. Health and Safety**

### **4.1 Incident Policy**

Incident Reports need to be written anytime a child injures themselves. First Aid will be administered if the child requires it. Parents will be called in the event a child requires emergency care. If parents are unavailable, persons indicated on the registration form will be notified. In the event none of the above can be reached and it is an extreme emergency situation, the child will be taken to the nearest emergency facility.

Incident report forms are required within 24 hour of incident and needs to be signed by the parent/guardian, parent/guardian will receive a copy and a copy will be placed in the child's file.

### **4.2 Emergency Procedures:**

- Giggles-N-Grins will determine if children and staff will shelter in place or seek shelter in an alternate location. A copy of our Evacuation Disaster Plan (SFN 517) will be posted near our first aid station in the entry way.
- Parents/Guardians will be informed via email, text message, phone call and Procure App message if we are forced to see shelter in an alternate location. Once an all clear is given from emergency personnel, parents/guardians will pick their child up

from the alternate location. All information regarding where, when, why, and how we sought shelter will be communicated to the parents. If we are unable to contact parents, emergency contacts will be called.

- In case of a flood, gas outage, exposure to hazardous materials, oil spills, attack-bomb threats, biological, chemical or explosions that require evacuation of the facility, the staff, and help from local law enforcement will load children in cars and transport them to the basement of the Wahpeton Law Enforcement Center. Once we are at the Law Enforcement Center, staff will begin calling parents to pick up their children. If we cannot re-enter the facility, Giggles-N-Grins will be closed until we are able to re-open.
- The evacuation/fire/tornado escape plans are posted on the bulletin board in the entrance.
- Tornado drills will be practiced during the months of May through September. In the event of a tornado, staff and children will go into the centrally located bathrooms with a first-aid kit and emergency contact information in it, flashlight, a portable radio and wait until the sirens go off.
- To reduce the risk of fire, Giggles-N-Grins follows the fire safety rules and state laws regarding smoke detectors and fire extinguishers. Fire drills will be practiced monthly with all children at Giggles-N-Grins.
- Giggles-N-Grins keeps a list of emergency numbers near the phone (Emergency Phone List). Parents must provide the names and phone numbers of at least one other person to call if the parent cannot be reached in an emergency. Parents are contacted first, if unable to reach them, Giggles-N-Grins will contact authorized emergency contact persons you provided on the Child Information sheet.
- In case of a power outage, a first aid kit, flashlights, and extra blankets are accessible. The staff will call all parents and ask parents to come for their children if the power outage is a long-term event.

#### **4.3 Children with Special Needs**

- All children with diagnosed special health needs are required by licensing to have a current written health care plan signed by a parent/guardian or physician. These plans are required to be updated annually.
- Emergency medication and/or equipment included in a child's care plan should be provided by the parent, so it is available when the child is in care. If not provided, Giggles-N-Grins will need to call 911.

#### **4.4 Immunization Policy**

- Giggles-N-Grins Child Care must comply with the North Dakota state immunization law regarding immunizations. Written verification of immunization; including the month, day, and year for DTaP, Polio (IPV), MMR, Haemophiles Influenzae Type B(HIB), Hep A, Varicella, Pneumococcal Conjugate (PCV), and Rotavirus. You are required to keep your child's record current with all immunizations. Each time your child is immunized please provide Giggles N Grins with an updated record of your child's immunizations for our files.
- According to the North Dakota law, childcare programs cannot refuse to provide care to unimmunized children who are otherwise eligible if they present a valid exemption from immunization requirements; therefore, there may be unimmunized children in our program.
- If a vaccine preventable disease to which children are susceptible occurs at Giggles-N-Grins, it is recommended for unimmunized children to be excluded for the duration of the possible exposure.

#### **4.5 Guidelines for Exclusion**

##### ***Sick Children***

A child with any of the following conditions or behaviors is a sick child and must be excluded from a center not licensed to operate a sick care program. If the child becomes sick while at the center, the child must be isolated from the other children in care and the parent called for immediate pick-up. A sick child must always be supervised. The center must exclude a child:

- 1) Has a reportable illness or condition that the commissioner of health determines to be contagious, and a physician determines the child has not had sufficient treatment to reduce the health risk to others.
- 2) Is not able to participate in childcare program activities with reasonable comfort.
- 3) Requires greater need for care than the staff of Giggles-N-Grins can provide without compromising their ability to care for other children.
- 4) Appears to be severely ill – this could include lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing or a quickly spreading rash.
- 5) Has a 100-degree Fahrenheit auxiliary/forehead (100.5-degree Fahrenheit ear) or higher temperature of undiagnosed origin before fever-reducing medication is given AND behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea). An unexplained temperature above 100-degree Fahrenheit axillary/forehead in a child *younger than 4 months* should be medically evaluated. **Readmission after fever can occur 24 hours from the time fever breaks without the use of fever-reducing medication.**
- 6) Has diarrhea – defined by more water stools or decreased form of stool that is not associated with changes of diet. Exclusion is required for all diapered children whose stool is not contained in the diaper (2 or more times in an hour), and toilet-trained children if the diarrhea is causing "accidents". In addition, diapered children with diarrhea should be excluded if the stool frequency exceeds 2 or more stools above normal for that child. **Readmission after diarrhea can occur when diapered children have their stool contained by the diaper (even if the stools remain loose) and when toilet-trained children do not have toileting accidents.** Special circumstances that require specific exclusion criteria include the following:
  - a) Toxin-producing *E coli* or *Shigella* infection, until the diarrhea resolves and the test results of 2 stool cultures are negative for these organisms.
  - b) *Salmonella* serotype Typhi infection, until diarrhea resolves. In children younger than 5 years with *Salmonella* serotype Typhi, 3 negative stool cultures are required.
- 7) Blood or mucus in the stools not explained by dietary change, medication, or hard stools.

- 8) Vomiting two or more times in the previous 24 hours unless the vomiting is determined to be caused by a non-communicable condition and the child is not in danger of dehydration. **Readmission after vomiting can occur 24 hours from the last time the child vomited.**
- 9) Mouth sores with drooling unless the child's physician or local health department authority states that the child is noninfectious.
- 10) Skin lesions if they are weeping/drainage/oozing and unable to be kept covered with a waterproof dressing.
- 11) Rash with fever or behavioral changes, until a physician has determined that the illness is not a communicable disease.
- 12) Tuberculosis, until the child's physician or local health department states child is on appropriate treatment and can return.
- 13) Impetigo, until 24 hours after treatment has been started.
- 14) Streptococcal pharyngitis (i.e., strep throat or other streptococcal infection), until 24 hours after treatment has been started.
- 15) Head lice or nits, until after first treatment.
- 16) Scabies, until after treatment has been given.
- 17) Chickenpox (varicella) until all lesions have dried or crusted (usually 6 days after onset of rash).
- 18) Persistent abdominal pain (continues for more than 2 hours) or intermittent abdominal pain associated with fever, dehydration, or other signs or symptoms of illness.
- 19) Rubella, until 6 days after the rash appears.
- 20) Pertussis, until 5 days of appropriate antibiotic treatment.
- 21) Mumps, until 5 days after onset of parotid gland swelling.
- 22) Measles, until 4 days after onset of rash.
- 23) Hepatitis A virus infection, until 1 week after onset of illness or **jaundice** or as directed by the health department (if the child's symptoms are mild). (Note: protection of the others in the group should be checked to be sure everyone who was exposed has received vaccine or receives vaccine immediately.)
- 24) Any child determined by the local health department to be the transmission of illness during an outbreak.
- 25) Siblings of children who are sent home sick.

\*Updated September 13, 2021

#### **Procedure for Excluding a Child**

- 1) Ask the child's parent or guardian to pick up the child as soon as possible.
- 2) The teacher or caregiver will provide care for the child in a place where the child will be comfortable and away from other children, while still being supervised. The child should continue to be observed for new or worsening symptoms.
- 3) Follow the advice of the child's health care professional or the NDDoH.
- 4) Contact the NDDoH if there is a question about a reportable communicable disease. Document actions in the child's file with date, time, symptoms, and actions taken (and by whom); sign and date the document.
- 5) Sanitize toys and other items the child may have put in his or her mouth and continue to practice good hand hygiene.

\*Updated September 13, 2021

#### **COVID-19 Policy**

Any persons with COVID-19 or is displaying symptoms of COVID-19 is prohibited from entering the facility.

- 1) When to Isolate
  - a. Regardless of vaccination status, **you should isolate from others when you have COVID-19.**
  - b. **You should also isolate if you are sick and suspect that you have COVID-19 but do not yet have test results.** If your results are positive, follow the full isolation recommendations below. If your results are negative, you can end your isolation.
  - c. When you have COVID-19, isolation is counted in days, as follows:
    - i. If you have no symptoms:
      1. **Day 0 is the day you were tested** (not the day you received your positive test result).
      2. **Day 1 is the first full day** following the day you were tested.
      3. If you develop symptoms within 10 days of when you were tested, the clock restarts at day 0 on the day of symptom onset.
      4. **Day 6 you may end isolation** if you do not develop symptoms.
    - ii. If you have symptoms
      1. **Day 0 of isolation is the day of symptom onset**, regardless of when you test positive.
      2. **Day 1 is the first full day** after the day your symptoms started.
      3. **Day 6 you may end isolation IF you are fever-free for 24 hours** (without the use of fever-reducing medication.)
      4. **Days 6-10 wear a mask** when indoors around others in public.
  - d. When you have been exposed to COVID-19
    - i. Immediately:
      1. Wear a mask as soon as you find out you were exposed. Start counting from Day 1.
      2. **Day 0 is the day of your last exposure** to someone with COVID-19.
      3. **Day 1 is the first full day** after your last exposure.
      4. **Day 1-10, wear a mask** and watch for symptoms.
        - a. Fever (100.4°F or greater)
        - b. Cough
        - c. Shortness of breath
        - d. Other COVID-19 symptoms
      5. If you develop symptoms:
        - a. Isolate immediately
        - b. Get tested
        - c. Stay home until you know the results
      6. **Day 6 get tested** even if you don't develop symptoms. If you test negative, continue taking precautions through day 10. If you test positive, isolate immediately.

\*Updated September 9, 2022

## Notification of Infectious or Communicable Disease

Giggles-N-Grins Child Care must report cases of important infectious or communicable disease to all parents. This will be done by notifying all parents within 48 hours of any communicable disease incurred by a child. Be assured that this is anonymous and confidential.

Parents must notify the provider within 24 hours of the diagnosis of a serious contagious illness or parasitic infection listed below:

Acute Flaccid Myelitis	Hepatitis C	<b>Rabies</b>
Anaplasmosis	Hepatitis D	<b>-Animal</b>
<b>Anthrax</b>	Hepatitis E	<b>-Human</b>
Arboviral Infection (other)	HIV/AIDS Infection	Rocky Mountain spotted fever
Babesiosis	Influenza	<b>Rubella</b>
<b>Botulism</b>	-Pediatric deaths	Salmonellosis
<b>Brucellosis</b>	-Seasonal	Scabies outbreaks in institutions
Campylobacteriosis	<b>-Suspect novel, PCR Influenza A</b>	Shigellosis
<i>Candida auris</i>	<b>unsubtypable</b>	<b>Smallpox</b>
Carbapenem-resistant organisms	Jamestown Canyon virus disease	<i>Staphylococcus aureus</i>
- <i>Enterobacteriaceae</i>	<b>Laboratory incidents with possible</b>	-Vancomycin-resistant and
- <i>Pseudomonas aeruginosa</i>	<b>release of category A agents or</b>	intermediate resistant (VRSA and
Chickenpox (varicella)	<b>novel influenza virus</b>	VISA) – any site
Chikungunya virus disease	La Crosse encephalitis	<b>Staphylococcus enterotoxin B</b>
Chlamydial infection	Legionellosis	<b>intoxication</b>
<b>Cholera</b>	Leptospirosis	St. Louis encephalitis
<b>Cluster of severe or unexplained</b>	Listeriosis	<i>Streptococcus pneumoniae</i> infections
<b>illnesses and deaths</b>	Lyme disease	(invasive)
Coccidioidomycosis	Malaria	Syphilis
Creutzfeldt-Jakob disease	<b>Measles (rubeola)</b>	Tetanus
Cryptosporidiosis	<b>Melioidosis</b>	Tickborne disease (other)
Cyclosporiasis	<b>Meningococcal disease (invasive)</b>	Trichinosis
Dengue	Mumps	Tuberculosis
<b>Diphtheria</b>	<b>Nipah virus infections</b>	<b>-Disease</b>
<b>Eastern equine encephalitis</b>	Nosocomial outbreaks	-Infection
<i>E. coli</i> (Shiga toxin-producing)	<b>Novel severe acute respiratory</b>	<b>Tularemia</b>
Ehrlichiosis	<b>illness</b>	<b>Typhoid fever</b>
<b>Foodborne/waterborne outbreaks</b>	Pertussis	<b>Unexplained or emerging critical</b>
Giardiasis	<b>Plague</b>	<b>illness/death</b>
<b>Glanders</b>	<b>Poliomyelitis</b>	Vibriosis
Gonorrhea	Powassan virus disease	<b>Viral hemorrhagic fevers</b>
<i>Haemophilus influenzae</i> (invasive)	<b>Q fever</b>	<b>Weapons of Mass Destruction</b>
<b>Hantavirus</b>		<b>suspected event</b>
<b>Hemolytic uremic syndrome</b>		West Nile Virus
<b>Hepatitis A</b>		<b>Yellow fever</b>
Hepatitis B		Zika virus

If highlighted red, report immediately: 800-472-2180 or 701-328-2378

\*Updated September 13, 2021

## Lice

Giggles N Grins is a nit free zone. If your child is found to have nits or lice, they will be asked to be picked up and remain home until the Richland County Health Department has deemed them nit free and that they may return to daycare.

To make

## 4.6 Medication Policy

- 1) Giggles N Grins cannot give any medication whether it is prescribed or over the counter without written permission from parent or guardian.
- 2) Permission forms must be filled out in its entirety. A date to stop medication date will need to be filled in for over-the-counter medication as well. Over the counter medications cannot be kept at Giggles N Grins on an “as needed” basis.
- 3) All prescribed medication must be in an original container and parents need to supply their own syringe, spoon, or cup with the child’s name labeled. Pharmacies will supply a second container with label if you request one. Containers need to list:
  - a) Name of child – Cannot be in someone else’s name
  - b) Directions for giving medications
    - i) Dose, time, number of days, and if given by mouth, eye drops, or applied topically to skin
  - c) Name of prescribing health professional
  - d) Date prescription was filled
  - e) Date medication expires
- 4) All Over the Counter medication must be in the original containers
  - a) Name of the child must be written on the container – not just the outside box
  - b) Directions should be visible
  - c) Dose given by parent or guardian must match what is stated on the label otherwise a health professional must provide signed, written instructions for a dose that does not match the recommended dose on the packaging or if the instructions state “ask a doctor” for dosage.
  - d) Permission for over-the-counter medication is good for the number of days the medication can be given according to the instructions on the label or the number of days ordered by the health care provider.

- 5) We **will not** take expired medication.
- 6) **Parents and Guardians are required to give the first dose of any medication to their children at home to monitor for any side effects or allergic reactions.**
- 7) We will not give a child medication someone else has prepared. Parents or guardians who administer medication to their child must stay until their child is finished (i.e., if an infant is given medication in a bottle prepared by a parent or guardian – parent must take bottle home to be washed).
- 8) Parent's must be sure staff know how to administer medication before leaving.

#### **4.7 Outdoor Play**

Children should be dressed appropriately for outside activities. It is important that children get outside daily unless temperature and weather conditions make this impossible. Each classroom has a chart dedicated to high and low temperatures that would prevent children from going outside. National Standards for Child Care recommends that children are taken outside when temperatures are above 15 degrees F (wind chill and temperature) and below 90 degrees F (heat index).

Playing outside every day is important for children's health and development. Children cannot get sick by going outside. Going outside actually can keep children healthier. The National Health and Safety Standards for Child Care recommend that childcare providers take children outside at least one every day if the weather is not severe. If a parent requests that their child not go outside, without a written explanation from the child's physician, the child should not be in childcare. One child should not affect the planned activities for all the children in our care. Even on days when it may be too cold to play for an extended period, a short walk can be beneficial. Children need to be dressed appropriately to play outdoors safely. Parent should make sure their children have the following winter clothing with them every day so they can play outdoors during cold weather:

- Hat
- Mittens/gloves
- Boots
- Winter coat
- Snow pants

Hats, mittens, and boots are especially important because ears, fingers and toes are the parts of a child's body that most easily become frostbitten. Scarves and hoods are not recommended because they have caused strangulation and other serious injuries on the playground.

#### **Playground Rules**

1. Employees must NEVER leave a child outside alone.
2. When outside, employees will instruct the children in pedestrian safety and enforce strict adherence.
3. Children will stay within the playground area unless accompanied by an adult.
4. Children will not be allowed to go back into the center alone – they must be accompanied by an adult.
5. Equipment must be used appropriately and the way it was intended.
6. Playground must be kept clean of trash.
7. No pushing or shoving of any kind.
8. Rocks, sticks, grass, ice, snow, mulch, etc. must NOT be thrown.

#### **Sun Safety Policy**

Giggles N Grins Child Care Center and Preschool LLC is committed to protecting all children and staff from the harmful effects of the UV rays from the sun. Our sun safety policy is as follows:

We will educate children, staff, and families on sun protection.

- Parents will receive our sun safety policy upon enrollment of their child(ren) in our program.
- Information on sun safety practices will be posted and included in our newsletters.
- Staff will incorporate sun safety awareness through activities, displays, and materials in their classrooms.
- New staff will be orientated to this policy at the time of hire.
- This policy will be reviewed by staff and parents on a yearly basis
- Sun protection practices will be followed year-round.

We will follow procedures to reduce sun damage and heat illness

- We will limit sun exposure between 11:00 am – 2:00 pm. We will schedule outdoor activities before and after whenever possible.
- We will seek shade and provide shade for children and staff whenever possible.
- Parents will be encouraged to provide wide-brimmed hats for their child(ren).
- Parents will be encouraged to provide unbreakable sunglasses for their child(ren) that offer UVA and UVB protection.
- Parents will be required to provide sunscreen with an SPF of 15- 50 for their child at the childcare facility. Sunscreen needs to offer protection from UVA and UVB rays and be water resistant.
- Sunscreen will be applied with signed written parental permission to all children 6 months and older prior to outdoor activities.
- Signed written permission will be required if parents request that sunscreen is **NOT** applied to their child if over 6 months of age.
- Infants under 6 months of age will be kept out of direct sunlight since they are not recommended to use sunscreen. Written orders and instructions from a health care provider are required if parents request sunscreen to be applied to their infant if under 6 months of age.
- If a child arrives during outdoor play, parents will be asked if sunscreen has been applied. If not, sunscreen will be applied, and the child will be encouraged to play in a shaded location (if available) for 20 minutes to allow the sunscreen to become effective.
- Water will be provided and offered frequently for children during outdoor activities.
- Outdoor activities will not be allowed if the heat index is 89 degrees F or higher.
- Staff and children will be watched carefully for heat related illness such as heat exhaustion and heat stroke.

We will follow the recommended guidelines for using sunscreen.

- Gloves do not need to be worn to apply sunscreen. Staff do not need to wash their hands between applications to each child unless a child has an allergy to a sunscreen or if a child has open wounds, cuts, blisters, or rashes on skin.

- Sunscreen will be applied 20-30 minutes before outdoor activities and will be re-applied every 2 hours.
- Sunscreen will be applied to all exposed skin, including the child's scalp if the child is bald and not wearing a hat. We will avoid getting sunscreen into the child's eyes or mouth.
- Spray sunscreens are prohibited. Spray sunscreens are prohibited due to the possibility of inhaling the sunscreen or spraying the sunscreen into the eyes.
- Children who apply sunscreen to themselves will be closely supervised to ensure all exposed areas are covered. Children are recommended to wash their hands after applying sunscreen (hands can become slippery or can be rubbed into eyes).
- If sunscreen and insect repellent both need to be applied, the sunscreen will be applied first. Combination products with DEET and sunscreen are prohibited. The sunscreen is not as effective when combined with DEET and sunscreen needs to be re-applied more often than the DEET can be.
- Sunscreen will be stored out of the reach of children.
- Expired sunscreen will not be used. Sunscreen should not be stored in extreme heat and should be discarded upon expiration or after 3 years if no date is printed on the product.

Staff will act as role models for children and demonstrate sun safety practices.

- Staff will wear appropriate hats and clothing outdoors.
- Staff will wear sunglasses that provide UVA and UVB protection.
- Staff will wear sunscreen.

#### **Aquatic Activity Policy**

1. As per licensing requirements, written parental permission and a written description of a child's swimming ability is required before child(ren) participate in any aquatic activity.
2. There is not a permanent swimming/wading pool at our facility. We do have access to small removable wading pools.
3. The following types of water activities are provided at our childcare program:
  - a. Wading pool (kiddy pool)/water table
  - b. Field trips to the pool (school age class only)
  - c. Water squirters
  - d. Water balloons
  - e. Water games
4. All swimming pools are approved yearly by the local public health unit.
5. Children are not allowed to use hot tubs.
6. Wading pools are emptied, cleaned, and disinfected daily. Only potable water is used to fill the wading pool.
7. Wading pools are emptied when not in use.
8. Lifeguards are not considered to be teachers/caregivers. Lifeguards will not be counted in the child: staff ratio at a public pool.
9. Program will maintain child-to-staff ratios as follows:

AGE GROUP	CHILD-TO-STAFF SUPERVISION RATIO
<b>Infants</b>	4 to 1
<b>Toddlers</b>	5 to 1
<b>3 years</b>	7 to 1
<b>Preschool</b>	10 to 1
<b>School – Age</b>	10 to 1

10. Child-to-staff ratios will always be maintained.
11. Staff will not be involved in any activity other than directly supervising the children during water activities.
12. Children will be always kept in sight during water activities.
13. Staff are certified in pediatric first aid and CPR and will always be present during water activities.
14. A phone and a first aid kit will always be kept readily accessible.
15. Children in diapers are required to wear diapers designed for swimming/water activities.
16. Children with diarrhea or open sores will not be allowed to participate in water activities.

\*Updated July 23<sup>rd</sup>, 2021

#### **4.9 Meals and Snacks to be Served:**

All food is prepared onsite. Food served during the day will include a serving from each of the basic food groups as defined by the United States Department of Agriculture (USDA). Giggles-N-Grins participates in the Child and Adult Care Food Program (CACFP). This program employs strict standards on what we are and are not able to serve as creditable food. We strive to exceed these standards by offering a variety of whole grains, fruits, vegetables, and lean protein foods. Whole fruits will be offered more often than 100% fruit juice, and no sugary beverages (soft drinks, Kool-Aid, sports drinks, etc.) will be offered to children.

#### **Meals and Snacks**

- A cycled 6-week menu is posted on the bulletin board in the entry way of our facility.
- Children are encouraged to eat but coercion or force feeding is NEVER allowed.
- We supply breakfast, snacks, and lunch. We cannot deny a child a snack while they are in our care.
- Adaptations concerning special food requirements for medical reasons must have a signed medical statement from the child's physician.
- Children with food allergies will be fed alternative creditable foods to ensure that chances of an allergic reaction are reduced. Classrooms of children with food allergies will post a poster stating, "**Food Allergy** (replaced with specific item) **Aware**".
- **Food and drinks brought from home or restaurants are not allowed.** Exceptions for treats include:
  - Birthday celebrations
  - Assigned snack day for an activity
  - Special holidays (Christmas, Valentine's Day, Halloween, etc.)

## **Infants**

- Infants (younger than 12 months) will be fed on demand. A written order from the infant's physician is needed for alternative feeding instructions. This includes scheduled feeding times and rice cereal in bottles.
- Giggles N Grins provides **Members Mark (Enfamil Equivalent) Formula** at no cost to the parents. Parents are responsible to provide formula if they opt out of using the Members Mark formula or are breastfeeding their infant.
- Please notify Giggles-N-Grins of the types of foods being introduced to your infant and we will serve them to the infant as part of their daily meal routine. Giggles-N-Grins provides **Gerber stage 1 & 2** infant food at no cost to the parents.
- Breastfeeding mothers will be supported and encouraged to continue breastfeeding when their infants enter my care. Breastfeeding mothers will be provided a private and sanitary place to breastfeed their baby or express their milk, with an electrical outlet and comfortable chair. In addition, refrigerator space will be made available to store expressed milk. We are trained on the handling of human milk and will follow guidelines from the American Academy of Pediatrics and Centers for Disease Control in ensuring that breast milk is properly treated.

### **4.10 Toilet Training:**

Toilet training is a joint effort from the parents and the staff to make it a successful experience. It is recommended to have a discussion with child's caregiver before starting toilet training. It is also important to consider if the child is developmentally/physically ready (follows simple directions, remains dry for at least 2 hours at a time during the day, dry after nap time, regular and predictable bowel movements, walks to and from the bathroom, pulls down own pants and pulls them up again, seems uncomfortable with soiled or wet diapers, seems interested in the toilet, has asked to wear grown-up underwear). It is important to follow a consistent routine both at home and at Giggles-N-Grins. Please bring several extra sets of clothing to help make this an easier transition for all parties involved in this process. Dress child in clothing that is easily accessible for toilet training. Overalls, buttoned onesies, jeans etc. are NOT easily accessible for toilet training. Pull-ups are recommended until the child has mastered toilet training.

### **4.11 Naps and Rest Time:**

There is a daily nap or rest period for children according to the child's age, needs and parent's wishes. Parents/Guardians are responsible for providing a crib sheet for those children ages 12 months and older. Please label child's belongings with a permanent marker. You may bring a special blanket or other security item for naptime. Children's nap items will be stored separately in their own labeled, large Ziplock bag. Nap items will be washed once a week by staff members. Those children who do not nap will be provided a space for quiet play.

### **4.12 Infant Sleep Policy**

Ensuring infants are safe while they sleep is very important to our program. For this reason, Giggles N Grins has created a policy on safe sleep practices for infants up to 1 year old. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) to provide a safe sleep environment and reduce the risk of sudden infant death syndrome (SIDS). SIDS is the "sudden death of an infant under 1 year of age, which remains unexplained after a thorough investigation." The staff, substitute staff, and volunteers at Giggles N Grins adhere to the following policy.

#### ***Sleep Position***

- All infants (under one year of age) will be placed completely flat on their backs in a safety approved crib or playpen for sleep unless a written note from the infant's health care provider is provided stating the medical reason and the specific time frame that an alternate sleep position or alternate sleep surface (ex. car seat) is to be followed. Written permission from both parents must also be obtained in order to follow the order. Giggles N Grins reserves the right to refuse care if Giggles N Grins staff members do not feel comfortable following the order. Sleeping equipment does NOT include infant swings, an infant bouncy, etc.
- Infants will always be placed completely flat on their backs for sleep. However, when an infant can easily turn front to back and back to front, they can remain in whatever position they prefer to sleep.
- All infants' heads/faces will remain uncovered when sleeping.
- Infants will remain lightly clothed and will not be over-layered to prevent overheating.
- Headbands, bibs, necklaces, hooded sweatshirts, and hats will be removed before laying an infant down for sleep. Amber necklaces and bracelets are prohibited.
- Pacifiers will not be tied around an infant's neck or clipped on to an infant's clothing. Pacifiers will be checked for cracks/tears before use. No stuffed animals/toys will be attached to the pacifier.
- Positioning devices or wedges are not recommended and will not be used without a written order from a health care provider. Giggles N Grins reserves the right to refuse care if Giggles N Grins does not feel comfortable following the order.
- Blankets are not recommended. If used, only one thin blanket is allowed.
- Swaddling is not recommended. If swaddled, only one thin blanket will be used no higher than infant's shoulders. Swaddling will be discontinued once the baby reaches 2 months of age or sooner if showing signs of rolling.
- Sleep sacks are recommended instead of blankets. Swaddle sleep sacks will not be used once the infant reaches 2 months of age or sooner if showing signs of rolling.
- Written parental permission must be obtained to use one blanket, sleep sack, pacifier, or security item for sleep. Copy will be posted by each child's crib/playpen.

#### ***Sleep Environment***

- Our program will use CPSC guidelines for safety-approved cribs and playpens.
- Hardware will be checked weekly on cribs to make sure no pieces are loose, broken or missing.
- The mattress of the crib will always be kept in the lowest position.
- No crib toys or mobiles will be attached to the crib or playpen. No items will be hung over the side of the crib/playpen when an infant is in the crib/playpen.
- No monitors/devices are allowed to be attached to an infant or placed in the crib/playpen.
- All items will be kept out of the reach of an infant in the crib or playpen.
- Infants will not sleep on water beds, sofas, soft mattresses, car seats, swings, bouncy seats, Boppys, or other soft surfaces.



- Soft materials such as pillows, stuffed toys, loose bedding, bumper pads, quilts, (including breathable/mesh bumper pads) and comforters will not be placed in infants' sleep environment.
- If a crib is used, infants will only sleep on a firm tight-fitting mattress with a properly fitting fitted crib sheet.
- If a playpen is used, infants will only sleep on the pad provided by the manufacturer with a properly fitting playpen sheet. Pad will maintain shape when fitted sheet is used; lay flat and meet all four corners of frame. No extra padding or mattresses will be added. Velcro attachments will be used to keep pad in place.
- Playpen mesh will be less than ¼" and free from tears/holes.
- Playpen frame will be structurally intact and checked often to make sure the frame is sturdy.
- Bassinets will not be used.
- Bassinet inserts and changing pad inserts for playpens will not be used.
- Infants will not share cribs/playpens at the same time.
- Smoking will not be allowed within 20 feet of Giggles N Grins. Staff will not be permitted to smoke on their breaks during work hours.

#### **Supervision**

- A staff member will visually check on the sleeping infants regularly (every 10-15 minutes) to view the color of infant's skin, to check on infant's breathing, to monitor for signs of overheating, to re-adjust blanket/clothing if needed, make sure the head/face is uncovered. Lighting in the room will be bright enough to see the infant's skin color and breathing.
- Sleeping infants will always be within hearing of staff. Monitor will be used if staff is not always present in the room. Music/sound machines will be placed at a low volume to ensure infants' noises can be heard.
- When infants are awake, they will have supervised "tummy time".
- Infants will spend limited time (maximum of 15 minutes x 2 times a day) in restrictive equipment (ex. swings, bouncer/infant seats, etc.) when they are awake.

#### **Arrival/Departure**

- All infants must be removed from their car seats (and have outer clothing removed) by their parents and given to the staff when they arrive.
- All staff, substitute staff, and volunteers are not allowed to place infants in their car seats unless Giggles N Grins is transporting the infants for emergency purposes.

#### **Training**

- All staff, substitute staff, and volunteers at Giggles N Grins will be trained on safe sleep policies and practices before any individual is allowed to care for infants and yearly.
- Safe sleep policies and practices will be reviewed with all staff, substitute staff, and volunteers each year.
- Documentation that staff, substitutes, and volunteers have read and understand these policies will be kept in each child's file.
- All staff, substitutes, and volunteers at Giggles N Grins will be trained on emergency procedures for unresponsive infants as well as what to do when they have a question or need assistance before, they are allowed to care for infants.

#### **When the Policy Applies**

This policy applies to all staff, substitute staff, parents, and volunteers when they are caring for infants at Giggles N Grins.

#### **4.13 Biting Policy:**

Biting is unfortunately not an unexpected behavior for toddlers. Staff recognize that at times some children, for a variety of reasons, attempt to bite other children. Some reasons for biting are as follows:

**Infants:** Experimental, sensory pleasure, teething

**Toddlers:** Frustration, fatigue, attention seeking, confined spaces, inability to communicate

**Preschoolers:** Aggression, deliberate.

Biting can be harmful to other children and to staff. As a day care, we understand that biting, unfortunately, is a part of a day care setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten will be contacted. Names of the children are not shared with either parent.

#### **When Biting Does Occur:**

Our staff strongly disapproves of biting. That staff's job is to keep the children safe and help a child that bites learn the different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap. Staff will use age-appropriate behavior strategies for children who are biting. Staff will attempt to keep frustration levels of children low by providing plenty of stimulation to engage children's interests, having smaller groups of children (e.g., inside group/outdoor group), and using distraction techniques to minimize incidents.

##### **For the child that was bitten:**

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. An incident report form is filled out documenting the incident.

##### **For the child that bit:**

1. The teacher will firmly tell the child "No! Do not bite!"
2. The child will be placed in time out for no longer than the child's age (two-year-old, two minutes).
3. The parents are notified.
4. A Biting Report is filled out documenting the incident.

#### **When Biting Continues:**

1. The child will be shadowed to prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine cause.
3. The child will be given positive attention and approval for positive behavior.

### **When Biting Becomes Excessive:**

There are three steps to excessive biting:

1. If the child inflicts 3 bites in one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a **conference will be held with the parents or guardian** to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for **2 business days**.
3. If the child once again inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, **the parents will be asked to make other day care arrangements**.

If a child, who had been through steps 1 and/or step 2, goes 3 weeks (15 weekdays) without biting, we will go back to step one if the child bites again.

**If a child bites twice in a 4-hour period, the child will be required to be picked up from Giggles-N-Grins for the remainder of the day. This will not count towards the 2-day suspension.**

**\*Updated September 14<sup>th</sup>, 2021 \*\*\***This policy is effective January 27<sup>th</sup>, 2017. All past experiences of biting are not included in this policy as the policy was not in effect at the time of the biting. All biting occurrences from today forward will be counted towards a child's total biting incidents.

### **4.14 Inappropriate and Unacceptable Behavior Policy:**

Giggles-N-Grins must ensure that the play and learning environments for all children is safe, respectful, fun, and provides a model of proper behavior to all children within our care. We also must ensure that inappropriate and unacceptable behavior is addressed in a timely, consistent, and fair manner for the well-being of each individual child as well as the group. This policy will also take into consideration the age and developmental maturity of each child. This policy will address our plan for Inappropriate and Unacceptable Behavior.

**Inappropriate and Unacceptable Behavior may include (but is not limited to):**

- 1) Aggressive, physical, or verbally threatening actions directed at another child or staff member.
- 2) Profane or abusive language (does not have to be directed at another individual)
- 3) Refusal to comply with a teacher's instruction or request.
- 4) Treating Giggles-N-Grins (or another individual's) property with a lack of respect.
- 5) Disrespecting another child or staff member.
- 6) Self-Destructive behavior.
- 7) Other behavior determined by a Giggles-N-Grins staff member to be unacceptable.

While in the care of Giggles-N-Grins, we teach children to respect themselves, their friends, and teachers, their environment, and materials. Most of the time, small behavior issues and concerns are communicated to the parents through routine interactions at drop off and pick up times. In some instances, children who are disruptive or continuously aggressive may need a behavioral plan put in place. A parent meeting will be requested if a behavioral plan needs to be put in place for any child. While understanding that children of different ages will have varied expectations regarding what is developmentally appropriate behavior, Giggles-N-Grins will not be able to tolerate continuous disruptive, aggressive, or violent behavior by children of any age. If a child's behavior continuously takes away from the care and safety of the others, enrollment termination might be required. However, in most cases, the following process will be followed:

- 1) Teachers will log behavior issues on Giggles-N-Grins Behavior Report forms. A copy of each behavior report will be given to the parents and discussed. Parents are expected to further address the issue with their child at home.
- 2) If a child exhibits violent or aggressive behavior, the child will be excluded from group activities for a period and will be sent to an Admin. office. Depending on the age of the child and the severity of the incident, the child may be allowed to return to the group after the situation is diffused. (This will be allowed no more than two times in one day)
- 3) If a child's aggressive behavior continues the same day, the child will be sent to the Admin. office again, and the parent will be called. **The parent will be expected to make arrangements to pick up the child immediately.** The child will be excluded from group activities for the rest of the day until the parent picks the child up.
  - a) If the child is sent home more than 3 times due to aggressive or violent behavior, the following options are available:
    - i) A parent meeting to discuss and implement a behavioral action plan, which may include additional professional services and assessments.
    - ii) The center can hire another staff member to shadow their child, at the expense of the parent (Approx. \$375/week).
    - iii) The family can see an alternate care arrangement for their child. In most cases, we can accommodate up to a 2-week period while a family is looking for another arrangement. Please see the director, Rachel Jonason, to see if this is possible for your family.

### **4.15 Damages:**

Any damages over \$10.00 done to this facility or the objects in it will be reimbursed by the parent unless it is an accident.

### **About the Executive Director:**

The provider, Rachel Jonason, has a degree in Elementary Teacher/Early Childhood with many years teaching in Preschool, Kindergarten, Head Start classrooms and homeschooling. She also has had much experience in the childcare business. She operated her own daycare for 17 years out of her home and coordinated the Barnesville Kids Club school age program for 3 years. She completed her Director Credential in the fall of 2018. She is married to Nyle Jonason for 25 years and has 10 children: Sam (Mackenzie) (24), Abby (Jason) & Naomi (Aaron) (21), Susie (19), Nate (14), Grace (8), Toby (5) and in September of 2016 adopted; Jayden (14), Austin (13), and Bentley (8).

## About the Director:

The provider, Amanda Gagne, has an associate degree in Liberal Arts from North Dakota State College of Science with a background in Social Work and Business Administration. She has worked on and off in childcare since 2006 when she finally came to work for Giggles N Grins in January 2016 when it was the drop-in child-care facility. She completed her Director Credential in the fall of 2018. Amanda has two children, Journie (11) and Embyr (6) with whom she shares with her ex-husband.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax:  
(833) 256-1665 or (202) 690-7442; or
3. email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov)