

Giggles N Grins Child Care Center Parent Policy Handbook 2026



Giggles N Grins Child Care Center
409 6th Street South Suite A
Wahpeton, ND 58075
701-642-1650

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1. About the Program

1.1 Mission

The primary purpose of Giggles N Grins Child Care is to provide a safe, warm and welcoming daycare where children of all abilities, backgrounds, and needs learn, play and grow together.

1.2 Hours of Operation, Holidays, Closures, Vacations, and Absences

Hours of Operation

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

Drop Off

Parents/Guardians are required to drop children off no later than 9:00am. If a child is to come in later than 9:00am due to an appointment or emergency please let staff know via Procure App, phone call to the center or email to Amanda Gagne. We also request that no children are dropped off between 12:00pm and 2:00pm.

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.

Closures

During the 2026 year, Giggles N Grins will be closed the following days:

- 1) Thursday, January 1st – New Years Day
- 2) Friday, January 2nd – Winter Break
- 3) Monday, March 2nd – Professional Development Day
- 4) Friday, April 3rd-6th – Easter Break
- 5) Monday, May 25th – Memorial Day
- 6) Friday, July 3rd – Independence Day Observed
- 7) Monday, September 7th – Labor Day
- 8) Tuesday, September 8th – Professional Development Day
- 9) Thursday, November 26th and Friday, November 27th – Thanksgiving Vacation
- 10) Thursday, December 24th through Friday, January 1st, 2027 – Christmas Vacation

All dates listed will be paid days. Vacation days cannot be used during these closures. In the event we close due to weather or being short staffed due to illness, full payment is still required.

Early Dismissals

During the 2026 year, Giggles N Grins will close early the following days:

- 1) Thursday, July 2nd – Closing at 4:00 p.m.
- 2) Wednesday, November 25th – Closing at 4:00 p.m.
- 3) Wednesday, December 23rd – Closing at 3:00 p.m.

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. These days do not roll over into the following year.

Parent/guardians are required to notify Amanda Gagne in advance when these days will be used. Vacation/sick day allowance may be used in daily increments, and all vacation absences must be communicated **at least one week prior** to planned time off.

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.

1.3 Fees

Fee Schedules

FULL-TIME FEE SCHEDULE	
Infant (6 weeks old – 17 months)	\$240.00/week
Toddler (18 months – 2 years)	\$240.00/week
Preschool 1 (3 year olds)	\$220.00/week
Preschool 2 (4 years – 5 years)	\$220.00/week
School Age (6 years – 12 years) School Year	\$43.00/day
School Age (6 years – 12 years) Summer	\$210.00/week
Before/After School (Kindergarten – 12 years)	\$100.00/week
After School (Kindergarten-12 years)	\$70.00/week
MISCELLANEOUS FEES	
Deposit (nonrefundable)	\$250.00/family
Late Payment Fee	\$25.00/week
After-Hours Pick Up	\$5.00/minute/child
ACH Transaction Fee	\$1.00/payment
Credit/Debit Card Fee Transaction Fee	2.7%/transaction
NSF Fee (plus bank fees)	\$35.00/check
ACH Return Fee	\$15.00/transaction
Credit Card Return Fee	\$20.00/transaction
Wipes	\$3.00/pack
Diapers	\$1.00/diaper

Payment Policies

- **Enrollment** - 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.
- **Payment Schedule** - Payments are due the Friday prior to the week of care, unless other arrangements have been made with the Director, Amanda Gagne. Payments can be made weekly, biweekly, monthly, bi-monthly.
- **Payment Forms** - cash, check, online (myprocare.com), or automatic recurring payments via Tuition Express.
- **Checks & Cash** - 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.
- **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.**
- **Declined ACH and Credit Card Payments** – In the event that a Tuition Express payment is declined a Return Fee will be charged. **ACH Returns will incur a \$15.00 fee; Credit Card Returns will incur a \$20.00 fee.** Childcare will be terminated if payment is not made within 48 hours of notification.
- **Registration Fees** – A **registration fee of \$250.00** is required to reserve a spot. Registration fee will be collected per family with multiple children at the initial enrollment. If adding another child later an additional registration fee will be collected. The registration fee is non-refundable, and no portion will be credited should a parent decides to cancel.
- **Late Payment** - A **\$25.00 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. Collection procedures will be initiated in the event of non-payment.
- **Late Pick-Up** - A fee of **\$5.00/minute, per child after 5:30pm** will be charged if a child is not picked up by the time the center closes. If a parent or emergency contact cannot be contacted by 6:00pm, the Wahpeton Police Department will be contacted.
- **Damages** - Any damages over \$10.00 done to this facility or the objects in it will be reimbursed by the parent.
- **Child Care Assistance** - If families receive North Dakota child care 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-Pays are to be paid on the 1st business day of the month. Failure to pay co-pay by the 1st business day of the month will incur a late fee. Parents/Guardians must make payments for childcare until a childcare certificate is received. If families receive Minnesota child care assistance, child's case will need to be added to Giggles N Grins payment portal before start date. Payments are submitted bi-weekly and any tuition not covered by child care assistance will be the parent's responsibility. Payments are due bi-weekly.
- **Fee Increases** – Tuition rates may be adjusted twice a year in January and July. Rates will be communicated to families two months prior.

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.

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 recurring payments using either Credit/Debit Card or ACH (Checking/Savings Account).

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 Pediatric 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.

Performance Reviews

- Performance reviews for all staff are conducted annually to support growth, accountability, and professional development.

1.5 Licensing

Giggles N Grins has a center license and operates in compliance with the laws of the state of North Dakota. License # 3-39-00023C. A copy of the license is on display to meet the licensing requirements for the state of North Dakota. Red River Human Service Zone licensure contact information: Kristine Albers 701-403-5351

1.6 Grievance Procedure:

If you have any concerns or complaints about Giggles N Grins, please address them with the Director as soon as possible. If you have a serious complaint that you feel is not being addressed, you may email dhsec@nd.gov or contact the Early Childhood main line at 701-328-2115 or 1-800-997-8516.

1.7 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.

1.8 Mandated Reporting:

As a mandated reporter, child care providers are required to immediately report suspected child abuse or neglect as required by North Dakota Century Code section 50-25.1-03. To report suspected child abuse and neglect, call the statewide toll-free Child Abuse & Neglect Reporting Line 1-833-958-3500, between 8 a.m. – 5:00 p.m. Central Time, Monday-Friday. If a child is in immediate danger call 911.

1.9 Liability Insurance

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

1.10 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.

1.11 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.

1.12 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. Registration for a full-time spot requires completion of the registration form and a \$250.00 non-refundable fee per family, which will be applied to the first week of care. Both form and fee must be submitted to the Director to guarantee enrollment. Giggles N Grins does not deny enrollment based on race, creed, color, national origin, gender, age, or disability.

2.2 Enrollment Requirements

Pre-Admission

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.

Probationary Period

All new enrollments begin with a two-week probationary period. This allows staff, the child, and the family time to adjust, observe, and determine whether the placement is a good fit. During this period, staff will monitor the child's transition, behavior, and overall well-being, while maintaining open communication with parents. If concerns arise that cannot be resolved, the Director may discuss alternative options with the family. At the end of the two weeks, the child's enrollment will either continue as normal or be reevaluated based on the child's needs and the program's ability to safely and effectively support them.

Pre-Enrollment

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 4 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
- 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.
 - d) Ensure behaviors or needs that may impact safety are communicated to the program.
 - e) Work collaboratively with staff if concerns arise about their child's behavior.
 - f) Support interventions recommended by staff when behaviors impact safety or classroom functioning.
 - g) Participate in meetings or discussions requested by staff or the Director.
 - h) Follow through with actions steps outlined in behavior or support plans, when applicable.
 - i) Maintain respectful communication with staff and other families.
 - j) Communicate openly about the child's needs, routines, or changes at home that may affect behavior.
 - k) Work with teachers to maintain consistency between home and the classroom.
- 4) Adhere to Policies and Procedures
 - a) Parents/Guardians must:
 - i) Follow all arrival, departure, and security procedures.
 - ii) Adhere to illness policies and keep children home when sick.

- iii) Pick children on time and avoid chronic late pick-ups.
 - iv) Follow any additional classroom or licensing procedures communicated by staff.
- 5) Providing Accurate and Complete Documentation
- a) Parents/Guardians are responsible for:
 - i) Keeping all enrollment forms up to date (contact information, emergency contacts, immunizations, custody documentation, etc.).
 - ii) Ensuring all emergency contacts are reliable, reachable, and over the age of 16.
 - iii) Providing any additional required documents requested by Giggles N Grins.
- 6) Supporting a Safe and Respectful Environment
- a) Parents/Guardians must:
 - i) Model respectful behavior toward staff, children and other families.
 - ii) Avoid conduct that disrupts the program, including harassment, aggression, or arriving under the influence.
 - iii) Comply with all safety rules and staff guidance.
- 7) Maintaining Financial Responsibility
- a) Pay tuition and fees on time.
 - b) Communicate promptly about payment concerns.
 - c) Ensure returned payments or outstanding balances are resolved immediately.
- 8) Emergency Pick-Up Requirements
- a) Parents/Guardians agree to:
 - i) Provide at least two reliable emergency contacts who can pick up promptly when called.
 - ii) Respond immediately to calls regarding illness, injury, or behavior concerns.
 - iii) Ensure emergency contacts are aware they may be called and are willing to pick up.
 - iv) Update contact information whenever a number changes or becomes inactive.
- 9) Infant Readiness Requirements (Prior to Start Date)
- a) Crib Sleep Readiness
 - i) All infants must be:
 - (1) Able to sleep safely and comfortably in a standard childcare crib.
 - (2) Able to self-soothe or fall asleep with minimal assistance, using practices permitted by licensing (rocking briefly, patting, laying down drowsy but awake).
 - (3) Accustomed to back-sleeping with no prohibited sleep items.
 - (4) Families are responsible for practicing crib sleep at home prior to start date. If the infant is not yet crib-ready, the start date may be postponed.
 - ii) Bottle-Feeding Readiness
 - (1) All infants must:
 - (a) Consistently drink from a bottle, including breast milk or formula.
 - (b) Be comfortable taking a bottle from multiple caregivers.
 - (c) Families must introduce and maintain bottle-feeding at home. If an infant cannot drink from a bottle, the start date may be postponed.
 - (d) We encourage breast feeding and allow mothers to feed on site; however, infants should be able to bottle feed. Licensing requires we feed infants on demand and may not restrict feeds to specific times or specific amounts.
 - iii) Pre-Start Readiness Check
 - (1) Once week before enrollment, parents must,
 - (a) Confirm consistent crib sleep and bottle-feeding.
 - (b) Share the infant's feeding and sleep routines directly with the teachers.
 - (c) Complete and sign the *Infant Readiness Agreement*.
- 10) 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
 - Winter Gear (Winter Months Only)
 - Winter Coat
 - Snow pants
 - Hat
 - Mittens/Gloves

- Boots
- iii) Preschoolers
 - Winter Gear (Winter Months Only)
 - Winter Coat
 - Snow pants
 - Hat
 - Mittens/Gloves
 - Boots

2.5 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. Closing information will be shared via the Procure App and text message. 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.

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.

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.

Room 1 (Infants)		Room 2 (Toddlers)	
Time	Activity	Time	Activity
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
Room 3 (Preschoolers)		Room 5 (3 Year Olds)	
Time	Activity	Time	Activity
6:30a-8:30a	Arrival + Breakfast + Free Play	6:30a-8:30a	Arrival/Breakfast/Free Play
8:30a-8:45a	Morning Meeting	8:30a-8:45a	Morning Meeting
9:45a-10:45a	Lesson + Group Activity	8:45a-9:30a	Lesson + Group Activity
9:30a-9:45a	Morning Snack	9:45a-10:00a	A.M. Snack/Bathroom Breaks
9:45a-10:45	Lesson	10:00a-10:45a	Lessons
10:45a-12:00p	Lunch + Free Time	11:00a-12:00p	Lunch/Bathroom Breaks
12:00p-2:00p	Bathroom Breaks + Quiet Time	12:00p-2:45p	Nap
2:00p-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

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. Your child can bring one 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 does not provide transportation.
- We will occasionally 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.

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 child's assigned teacher for the day will message parents/guardians via Procure if the child has not arrived by 9:00am.
- 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 Injury/Accident Policy

- A plan is in place for how all injuries and accidents will be handled, including serious injuries, burns, and ingestion of poison. First aid will be administered for any minor injury or health concern that can be safely treated on-site by trained staff. An incident report will be completed for injuries, behavioral incidents or situations that results in a mark, required first aid, or involved unusual behavior or safety concerns. Incident report forms must be completed within 24 hours of the incident, signed by the parent/guardian when possible, with one copy provided to the parent/guardian (via Procure) and another placed in the child's file.
- Parents/guardians will be called for any injury above a minor scrape or bump, any head injury, signs of illness, or any situation that affects the child's comfort, safety, or ability to participate. Emergency services (911) will be contacted immediately for any serious injury, significant burns, symptoms of a medical emergency, or any situation that required prompt medical attention. In cases of ingestion of poison or potentially harmful substances, staff will immediately call Poison Control at 800-222-1222 and follow their instructions, then notify parent/guardian as soon as possible. At all times, the child's safety, supervision, and medical needs remain the top priority.

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 seek 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

Procedure for Excluding a Child

- 1) If a child is suspected of being ill while at the center, the staff member will check the exclusion list below regarding the child's symptoms.
- 2) If the child has excludable symptoms, a staff member will contact the child's parent or guardian to pick up the child as soon as possible. **Child must be picked up within 1 hour from the time the parent was notified.** Actions will be documented in the child's file with date, time, symptoms, and actions taken (and by whom).
- 3) A 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. This child will continue to be observed for new or worsening symptoms.
- 4) Staff will sanitize toys and other items the child may have put in his or her mouth and continue to practice good hand hygiene.
- 5) Follow the advice of the child's health care professional or the ND DHHS. Contact the ND DHHS if there is a question about a reportable communicable disease.
- 6) Children who are sent home sick may only return to care when they are symptom free for at least 24 hours without the aid of medication (e.g., fever-reducing medication, anti-diarrheal medication, anti-nausea medication, etc.), or as otherwise specified by the sick policy. In certain cases – such as contagious illnesses (strep throat, influenza, RSV, COVID-19, hand-foot-and-mouth disease, etc.) – a medical note is required stating when child is cleared to return to daycare. However, director's discretion overrides all medical notes.

Dose and Dash Policy

Administering medication to suppress a child's illness and then knowingly bringing them into the center without disclosing their condition ('dose and dash') is considered a serious violation of our health and safety policies. This practice puts all children and staff at risk. Any parent/guardian who engages in this behavior will face **immediate termination of their childcare contract.**

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 if they:

- 1) Have 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) Cannot participate in childcare program activities with reasonable comfort without the use of medication.
- 3) Require greater need for care than the staff of Giggles N Grins can provide without compromising their ability to care for other children.
- 4) Appear to be severely ill – this could include lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing or a quickly spreading rash.
- 5) Are determined by the local health department to be the transmission of illness during an outbreak.
- 6) Are siblings of children who are sent home from either daycare or school (public schools, Head Start, preschool, etc.) sick.
- 7) **Abdominal Pain** – Persistent abdominal pain (continues for more than 2 hours) or intermittent abdominal pain associated with fever, dehydration, or other signs or symptoms of illness.
- 8) **Chickenpox (Varicella)** – Until all lesions have dried or crusted (usually 6 days after onset of rash). Medical note required.
- 9) **Coronavirus** – Until 24 hours after fever has broken without the use of fever-reducing medication. Medical note required.
- 10) **Croup** – until 24 hours after fever free without the use of fever-reducing medication and barky cough has cleared up.
- 11) **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 in an hour), and toilet-trained children if the diarrhea is causing “accidents”. Additionally, diapered children with diarrhea should be excluded if the stool frequency exceeds 2 or more stools above normal for that child within a 4-hour period. Readmission after 24 hours without diarrhea (diapered children have their stool contained by the diaper AND not exceed 2 or more stools above normal within a 4-hour period 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 resolved. In children younger than 5 years with *Salmonella* serotype Typhi, 3 negative stool cultures are required.
- 12) **Eye Infections** – we will contact parents if a child displays symptoms of conjunctivitis (pink eye). The child may return after they have been prescribed medication, or it's deemed to be a viral infection.
- 13) **Fever** – Has 100-degree auxiliary/forehead (100.5-degree Fahrenheit ear) or higher temperature of undiagnosed origin before fever-reducing medication is given. 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.**
 - a. **Teething and Fevers** – While teething may cause fussiness, drooling, or mild discomfort, teething does not cause fevers. According to pediatric health guidelines, any fever (100.4°F or higher) should be considered a sign of illness, not teething. Many times, children may develop an ear infection due to excess drooling. For the safety of all children in our care:
 - i. If a child has a fever, they must be kept home or will be sent home, regardless of whether the parent/guardian believes the fever is due to teething. Children may return to care once they have been fever-free for at least 24 hours without the use of fever-reducing medication.
 - b. **Ear Infections and Fevers** – Ear infections are common in your children and can sometimes cause fever, irritability, or discomfort. Children may return to the center 12 hours after they have received their first dose of antibiotic and a note from the doctor stating the child is not contagious.
- 14) **Hand, Foot, Mouth** – Doctors recommend 5-7 days out of childcare and your child must be fever free for 24 hours without fever-reducing medication. If no fever is present, the child may return when blisters are scabbed over, and no new blisters have formed. Medical note required.
- 15) **Head lice or nits** – Excluded until all nits are removed from hair.
- 16) **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.) Medical note required.
- 17) **Impetigo** – until 24 hours after treatment has been started. Medical note required.
- 18) **Influenza** – Excluded until 24 hours fever free without the use of fever-reducing medication and the child can comfortably participate with additional medications (i.e., cough medicine).
- 19) **Measles** – until 4 days after onset of rash. Medical note required.
- 20) **Mumps** – until 5 days after onset of parotid gland swelling. Medical note required.
- 21) **Pertussis** – until 5 days of appropriate antibiotic treatment. Medical note required.
- 22) **Pneumonia** – to return, child must be fever free for 24 hours without fever-reducing medication and able to participate in activities comfortably without the use of any other types of medication (i.e., cough medicine). Medical note required.

- 23) **Rash** – child will be sent home until a physician has determined that the illness is not a communicable disease. Medical note required.
- 24) **Respiratory Syncytial Virus (RSV) infection** – a child may return once they are fever free for 24 hours without the use of fever-reducing medication and can comfortably participate with the use of additional medication (i.e., cough medicine). Medical note required.
- 25) **Ringworm** – a child must be excluded until:
 - a. **Skin Ringworm** – 24 hours after antifungal treatment has started and affected are covered with a bandage or clothing.
 - b. **Scalp Ringworm** – 48 hours after oral antifungal treatment has been started.
- 26) **Roseola** – must be excluded until rash stops progressing and be fever free for 24 hours without fever-reducing medication. Medical note required.
- 27) **Rubella** – until 6 days after the rash appears. Medical note required.
- 28) **Scabies** – until treatment has been given. Medical note required.
- 29) **Streptococcal pharyngitis (i.e., strep throat or other streptococcal infection)** – until 24 hours after treatment has been started. Medical note required.
- 30) **Skin lesions** – Any child who presents with unexplained or contagious looking skin lesions, rashes, or sores that may be weeping, draining, or oozing and unable to be kept covered with waterproof dressing. The child may return when the lesions are completely healed or with a doctor's not stating the child is no longer contagious and is cleared to participate in group care. Minor injuries such as small cuts, scrapes, or bruises from play that are not infected and are properly covered may remain in care.
- 31) **Tuberculosis** – until the child's physician or local health department states child is on appropriate treatment and can return. Medical note required.
- 32) **Vomiting** – if a child has vomited at the center, they will be sent home. Vomiting in the previous 24 hours unless the vomiting is determined to be caused by a non-communicable condition must be excluded. **Readmission after vomiting can occur 24 hours from the last time the child vomited.**

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

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

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:
*Wading pool (kiddy pool)/water table, water squirters, water balloons, water games
4. Children are not allowed to use hot tubs.
5. Wading pools are emptied, cleaned, and disinfected daily. Only potable water is used to fill the wading pool.
6. Wading pools are emptied when not in use.
7. Lifeguards are not considered to be teachers/caregivers. Lifeguards will not be counted in the child: staff ratio at a public pool.
8. Program will maintain child-to-staff ratios as follows:

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

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

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

Giggles N Grins follows **American Academy of Pediatrics (AAP)** and **Consumer Product Safety Commission (CPSC)** guidelines to reduce the risk of SIDS and ensure all infants have a safe sleep environment.

This policy applies to *all* staff, substitutes, volunteers, and parents when caring for infants at Giggles N Grins.

Sleep Position

- Infants are always placed **flat on their backs** in a safety-approved crib or playpen.
- A written medical order and written parental permission are required for any alternate sleep position or surface; Giggles N Grins may refuse care if requirements cannot be safely followed.
- Once an infant can roll both ways, they may remain in their preferred sleep position.
- Heads and faces must remain uncovered; overheating is prevented by avoiding over-layering.
- Remove all headbands, bibs, necklaces, hooded clothing, and hats before sleep.
- Pacifiers may be used but **cannot be tied or clipped** to clothing and must have no attachments.
- Positioners, wedges, and swaddling are not recommended and require a medical order if used. Swaddling and swaddle-style sleep sacks stop at **2 months** or at the first sign of rolling.
- Sleep sacks are recommended; one thin blanket or comfort item requires written parental permission posted by the crib.

Sleep Environment

- Only **CPSC-approved** cribs and playpens are used; hardware is checked weekly.
- Crib mattresses remain in the lowest position.

- No toys, mobiles, monitors, or hanging items in or on the crib/playpen.
- Infants sleep only on a **firm mattress or manufacturer playpen pad** with a fitted sheet; no additional padding.
- No pillows, stuffed animals, loose bedding, bumper pads (including mesh), or comforters.
- Infants never sleep on car seats, swings, couches, Boppys, or other soft surfaces.
- Playpen mesh must be under ¼” and intact; frames must remain sturdy.
- Bassinets, inserts, and changing pad attachments are not used.
- Infants never share a crib/playpen.
- No smoking within 20 feet of the building; staff may not smoke during work hours.

Supervision

- Sleeping infants are visually checked every **10–15 minutes** for breathing, color, and signs of overheating.
- Lighting allows clear visibility at all times.
- Infants remain within hearing range; monitors may be used.
- Awake infants receive supervised **tummy time** daily.
- Restrictive equipment (swings, bouncers, etc.) is limited to **15 minutes twice per day**.

Arrival & Departure

- Parents must remove infants from car seats and outerwear at arrival before handing the infant to staff.
- Staff may not place infants in car seats unless transporting them through Giggles N Grins–approved procedures.

Staff Training

- All staff, substitutes, and volunteers receive **safe sleep training** prior to caring for infants and annually.
- All individuals must sign documentation confirming they understand and will follow the safe sleep policy.
- Staff are trained in emergency response for unresponsive infants.

Parent Communication

- Parents review and sign this policy at enrollment and receive a copy.
- Parents are encouraged to follow the same safe sleep practices at home.
- Any changes to the policy will be communicated promptly.

Licensing requires written parental permission for **blankets, sleep sacks, pacifiers, or security items**.

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. The 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.

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.

When Behavior Becomes Concerning

- Dangerous Behavior: A child engaging in a behavior that poses a serious risk of harm to themselves or others.
- Developmental Appropriateness: While some aggressive behaviors are common in toddlers, persistent physical harm or other serious actions in older children may be a greater cause for concern.

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

1) Physical Aggression

- a. Intentional Harmful actions
 - i. Hitting, punching, slapping, or kicking with the intent to hurt.
 - ii. Biting another child (especially when repeated or severe). See Biting Policy.
 - iii. Scratching, pinching, hair-pulling, or spitting at another child.
 - iv. Throwing objects at others in a way that could cause harm.
- b. Dangerous Physical Contact
 - i. Choking or attempting to choke.
 - ii. Head-butting or body-slaming.
 - iii. Using toys, furniture, or classroom materials as weapons.
- c. Aggression During Conflict
 - i. Attacking others during play disagreements (e.g., hitting when told “no”).
 - ii. Repeated use of force to control toys, space, or peers.
- d. Patterned or Severe Aggression
 - i. Ongoing physical aggression that does not respond to redirection or positive guidance.
 - ii. Aggression that results in injury (cuts, bruises, bite marks, broken skin).
 - iii. Aggressive behavior that causes fear in other children.

**Developmental Note:* Toddlers and preschoolers may push, grab, or occasionally bite due to limited verbal skill – this can be addressed through redirection, teaching gentle touch, and modeling. But once behavior becomes frequent, harmful, or intentional, it crosses into unacceptable aggression and must be treated as a serious safety concern.

2) Profane or abusive language.

3) Defiance and Noncompliance: Refusing to follow simple directions or rules on a regular basis

**Developmental Note:* Toddlers – saying “no” frequently, testing limits, tantrums/meltdowns, ignoring direction, running away during transitions are all appropriate as long as it is occasional, brief, and can be redirected with consistency. Preschoolers – Arguing or negotiating, selective listening, mild power struggles, saying “You’re not the boss of me”, occasional tantrums/outbursts are all appropriate as long as behaviors do not involve aggression, are situational, and children can eventually follow through with guidance.

4) Property Damage: Intentionally destroying toys, furniture, materials, indoor or outdoor fixtures, etc.

5) Bullying or Taunting: Name-calling, teasing, or other forms of bullying.

6) Stealing: taking items that do not belong to them.

7) Self-destructive behavior.

8) Inappropriate sexual conduct: touching or attempting to touch another child’s private parts, trying to remove another child’s clothing, simulating adult sexual acts, forcing or pressuring another child to participate in sexual play or games, engaging in repeated or intrusive sexualized play beyond normal curiosity, using threats, intimidation, or physical force to involve another child, age or developmental differenced where one child has power over the other (e.g., an older child persuading a much younger child to engage in sexual behavior), persistent sexual behaviors that do not lessen with redirection or guidance and sexual behaviors accompanied by aggression, secrecy, or emotional distress.

**Developmental Note:* Young children (toddlers/preschoolers) showing curiosity about body parts, noticing differences, occasional self-touching without involving others, and using “bathroom words” or giggling about private parts are all normal developmentally appropriate responses. These behaviors should be calmly redirected and used as teaching opportunities about privacy and boundaries.

Procedures for Behavior Management

- 1) Staff will use redirection, offering choices, and positive reminders.
- 2) If the behavior is persistent, the child may be temporarily removed from the group activity to a safe, supervised space. Exclusion is a last resort strategy when all other strategies haven’t worked. May not be used in a shaming or punitive way, but as a chance to calm and reset.

- a. Time Limit: The exclusion will not exceed one minute for each year of the child's age (e.g., a 3-year-old = up to 3 minutes).
 - b. A staff member will remain within sight and hearing of the child at all times.
 - c. The child will be welcomed back to the activity once calm and ready to rejoin.
 - d. Follow-up: Staff will briefly review the behavior with the child in simple terms and encourage positive choices for next time.
 - e. If behavior continues, a behavior report will be written and a copy sent home with the parent. Contact will be made with a parent or guardian to notify them of the behavior.
 - f. If the behavior continues beyond the first documented incident and parent notification, a formal meeting will be scheduled with the parents/guardians, the child's teacher, and the center director. The purpose of this meeting is to develop a collaborative Behavior Support Plan outlining specific strategies, responsibilities, and follow-up steps to support the child's success.
 - g. If the Behavior Support Plan is not successful after an agreed-upon trial period, the center may require additional interventions (referrals, professional support, etc.)
 - h. If safety concerns remain, termination of care may be considered.
- 3) If a child exhibits aggressive or violent behavior outlined above towards themselves, another child, staff member or property, the child will be excluded from group activities for a period and will be sent to the administrative office. Depending on the age of the child and the severity of the incident, the child may be allowed to return to the group activity after the situation is diffused. A behavior report will be written with details describing the behavior. A copy of the report will be sent home with the parent and parent will be notified of the incident (This will be allowed no more than once in one day).
- a. If a child's aggressive behavior continues the same day, the child will be sent to administrative 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 until the parent picks up the child. A formal meeting will be scheduled with the parents/guardians, the child's teacher, and the center director. The purpose of this meeting is to develop a collaborative Behavior Support Plan outlining specific strategies, responsibilities, and follow-up steps to support the child's success.
 - b. If the Behavior Support Plan is not successful after an agreed-upon trial period, the center may require additional interventions (referrals, professional support, etc.)
 - c. If safety concerns remain, termination of care may be considered.
- 4) If a child exhibits inappropriate sexual conduct as outlined above, the child will be excluded from group activities and sent to the administrative office and the parents called. The parents will be expected to make arrangements to pick up the child immediately. The child will be excluded from group activities until the parent picks up the child. A behavior report will be written and a copy sent with the parent. An immediate termination letter will be presented, the parent of the victimized child will be notified and a report to the state will be made.

When Termination May Occur

Termination is typically a last resort, but may be considered if:

- Safety is Compromised: A child's behavior consistently makes others feel unsafe, even after interventions.
- Persistent Behavior Issues: The child's behavior is so severe and persistent that it cannot be managed within the program.
- Parental Non-Cooperation: Parents fail to work with Giggles N Grins to develop and implement a behavior management plan.
- Contract Violations: The child's behavior violates the terms of the childcare contract.

4.15 Termination Policy

Giggles N Grins Child Care Center may terminate a child's enrollment when continued care is no longer safe, appropriate, or workable for the child, staff, other children, or the program.

Reasons for Termination

Reasons for termination may include, but are not limited to:

Safety Concerns

- Behaviors that pose a risk to the child, other children, or staff
- Aggressive behavior that continues despite interventions

Consistent incidents requiring one-on-one care beyond staffing ratios

Repeated Policy Violations by Parents/Guardians

- Chronic late pick-ups
- Non-payment or repeated late payments
- Failure to follow illness policies or bringing a child while ill
- Violating drop-off/pick-up or security procedures

Lack of Parent Cooperation

- Refusal to work with staff on behavior or care plans
- Failure to provide required documentation
- Not following licensing or center requirements

Child's Needs Exceed Program Ability

- Needs that require supervision, medical support, or behavioral services the program cannot safely provide
- Inability to integrate the child into the classroom environment

Disruptive or Unsafe Behaviors

- Frequent hitting, biting, kicking, or aggression
- Behavior that disrupts learning or compromises safety
- Repeated property destruction or room disruption

Financial Non-Compliance

- Unpaid tuition or fees
- Returned payments
- Failure to maintain a payment plan

Administrative Decisions

- Classroom or staffing changes
- Program capacity or age-group limitations
- Determination that the program is no longer the best fit

Extreme Parent Behavior

- Harassment, aggression, or inappropriate conduct toward staff
- Undermining staff authority or refusing safety rules
- Arriving under the influence

Unreachable Parent/Emergency Contact Issues

- Parent/guardian cannot be reached during illness, injury, or behavior incidents
- Emergency contacts do not respond or refuse to pick up
- Dropping off a child and being unavailable for urgent calls
- Failure to maintain reliable emergency contacts or authorized pick-ups

Process of Termination of Care

Giggles N Grins strives to work collaboratively with families and support children through challenges whenever possible. However, when ongoing concerns arise, the following process will be used to determine if continued enrollment is appropriate.

Observation & Documentation

Staff will:

- Document concerning behaviors, safety issues, or policy violations.
- Track patterns, conversations, and interventions used.
- Note the impact on the child, classroom, and overall program.

Initial Communication with Parent/Guardian

The Director will contact the parent/guardian to:

- Discuss the specific concerns
- Review documented incidents
- Identify potential causes or support strategies
- Clarify relevant center policies

This may occur through conversations at pick-up/drop-off, phone calls, or written communication.

Written Warning or Behavior/Support Plan (If Applicable)

When appropriate, the Director may:

- Issue a formal written warning
- Develop a behavior or support plan
- Outline expectations, timeline, and next steps

Parents/guardians are expected to participate and follow through with required actions.

Follow-Up & Continued Monitoring

Staff and the Director will:

- Continue documenting progress or ongoing concerns
- Communicate with parents regularly
- Adjust support strategies as needed
- Determine whether improvement is occurring

If concerns continue without improvement, the case will move to the next step.

Final Decision & Written Termination Notice

If the situation cannot be resolved and continued enrollment becomes unsafe or unmanageable, a formal written termination letter will be provided, stating:

- The final date of care
- Reason(s) for termination
- Pick-up expectations
- Information on outstanding balances or refunds
- Instructions for collecting belongings
- Documentation of returned items (e.g., key fob(s))

A copy will be kept in the child's file.

Immediate Termination Situations

The program reserves the right to terminate care without prior notice in circumstances such as:

- Safety risks
- Violence or aggression

- Parent misconduct
- Unable to reach parent/emergency contacts during critical situations
- Major policy violations
- Situations requiring intervention by police or social services

In these cases, the Day-of Immediate Termination Letter will be provided.

Final Account Review

Upon termination:

- Any outstanding balance must be paid by the final date of care
- Prepaid tuition for unused days will be refunded or credited
- Key fobs or center property must be returned

About the Owner/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 bought Giggles N Grins in March of 2023. She has two children, Journie (14) and Embyr (9) 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

Parent Handbook Acknowledgement

I, the undersigned, acknowledge that I have received a copy of the Parent Handbook for Giggles N Grins Child Care Center. While I understand that the Parent Handbook is neither a contract nor a legal document, I recognize that it is my responsibility to read and understand policies, provisions, and procedures contained in the Parent Handbook.

In addition, I understand that the contents of the Parent Handbook are subject to change. I acknowledge that the Parent Handbook will be revised in accordance with the rules or regulations of state, federal, and accrediting entities, best practices for child care service providers, or at the discretion of Giggles N Grins Child Care Center and Preschool LLC. I recognize that any such revisions will supersede, modify, or eliminate the current contents of the Parent Handbook.

I acknowledge that it is my responsibility to stay informed of policy and procedure revisions to the Parent Handbook, which will be posted on the Giggles N Grins Child Care Center website at <https://www.gigglesngrinschildcare.com/about> . In the event I do not have internet access, I understand that I can obtain a hard copy of the updated Parent Handbook upon request to Giggles N Grins Child Care Center.

Moreover, I recognize that it is my responsibility to contact Giggles N Grins Child Care Center's Director for any questions I might have about the contents of the Parent Handbook now and in the future.

Guardian Name

Date

Giggles N Grins Child Care Center Representative - Signature