

Giggles-N-Grins Child Care

Parent Policy Handbook

Giggles & Grins



**Play, Learn, and Grow...
Together!**

**75 3rd Ave N
Ellendale, North Dakota
June 2020**

Welcome to Giggles-N-Grins Child Care!

Program Purpose:

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.

Hours of Operation:

Monday – Friday from 7am-6pm

Early Drop-Offs/Late Pick-Ups

Contracted hours for full-time/part-time contracts are 7:00am to 6:00pm Monday through Friday. If your child is dropped off earlier than 7:00am or picked up later than 6pm, a \$1 charge per child, per minute will incur for each instance. Because we open at 7:00am, there is no guarantee there will be someone here earlier.

Closed:

We will be closed Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, Memorial Day, Independence Day, possible Child Care Conferences, and trainings. If these holidays fall on a weekday, they are paid holidays. 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. Non-holiday (the day after Thanksgiving) related closing with the exception of childcare conferences and trainings will be non-paid days.

Weather Related Closings:

The program will remain open the usual hours in the event that the public schools close early or are closed for the entire day. We will close if there are no children to care for due to the weather or a power outage.

Enrollment Policies:

The program is designed to serve children, ages 6 weeks to 12 years old. Children may be full-time participants; with a signed contract & payment of a registration fee or use as a drop-in, in which parents pay for the hours of care on a daily basis, no contract is required. Registration for a full-time/part-time spot will include completion of the registration forms and a \$100 non-refundable fee 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.

County Assistance:

If you 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 1st business day of the month. Failure to pay co-pay by the 1st business day of the month will interrupt child care services.

Withdrawal:

A two week written notice is required if you choose to withdraw your child from Giggles-N-Grins Child Care. In turn, we will give you two weeks to find different care if the contract is not working.

Absences:

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. Any child who has a part-time contract is allowed to make-up the absence as long as the day is used within the same week as the absence.

Please inform the Director or Office Manager of when these days will be used. **Please notify the staff by 8 am, if your child will be absent on a scheduled day.**

Licensing:

Giggles-N-Grins has a group license and operates 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.

My licenser's name is Robin Opsahl and you may contact her at 701-204-3143.

Immunizations:

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 DPT, Polio, MMR, Haemophilus Influenzae Type B(HIB), Hep A, Varicella, Pneumococcal Conjugate, 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.

Unimmunized Child:

According to the North Dakota law, child care programs cannot refuse to provide care to unimmunized children who are otherwise eligible if they present a valid exemption from immunization requirements; therefor, there may be unimmunized children in our program. If you do not choose to immunize your child, you are required to provide Giggles N Grins with a valid document of exemption.

Program Sites:

Giggles-N-Grins has two locations; Giggles-N-Grins Child Care Center and Preschool is located at 409 6th St S, Suite A, Wahpeton, ND (Center License) and 74 3rd Ave N, Ellendale, ND (Group License).

Payment Policy:

Payments are due the Friday prior to week of care, unless other arrangements have been made with the Director, Rachel Jonason or the Supervisor/Office Manager, Amanda Gagne.

- In the case of children whose parents have irregular work schedules, special arrangements can be made for notification and scheduling with the Director.
- A minimum two-week prior notice is required if your child is no longer going to be participating in the program, preferably 30 day notice.

Tuition Express & Credit Cards:

We are excited to offer you the convenience of Procure's Tuition Express- an automated payment processing system that allows you to easily pay tuition in a variety of ways.

*Online payments (a transaction fee of \$.33 per transaction)

*Recurring credit card payments (a transaction fee of \$.33 per transaction)

*Recurring payments from checking/savings account (a transaction fee of \$.44 per transaction)

You will receive an email receipt of payments due each billing cycle.

We accept Visa, Master Card, & Discover Card with Square Reader.

(A 2.75% fee per transaction)

Checks or Cash

Giggles-N-Grins Ellendale does not accept checks or cash.

Full-Time Fee Schedule:

Infants (6wks old – 18months):	\$145/week
Toddlers (18 months – 3 years):	\$140/week
4 - 5year olds:	\$130/week
School-agers:	\$125/week
Before/After-School (5yrs-12yrs):	\$50/week or \$10/day

Part-Time Fee Schedule:

Infants (6wks old-18 months old):	\$35/day
Toddlers (18 months – 3 years old):	\$30/day
4 – 5 year olds:	\$27/day
School-agers:	\$25/day

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, child care will be discontinued.

Drop-In Hourly Rate:

Drop-In Hourly Rate is \$4 per hour, per child.
(1 hour minimum charge, after that by 15 minute increments)

A 24 hour notice is required to cancel a reservation for drop-in services. Failure to do so will result in a \$10 charge per child. In the event that the weather calls for no travel advised by National Weather Service or the child becomes ill, the fee will be waived.

Picking Children Up:

In the interest of safety, only authorized persons are allowed to pick up children. Please list any persons who may be picking your child up on the Emergency Medical Authorization form. We are also asking that you list a close friend or relative that could pick up your child or be contacted in the event of an emergency. Any changes or additions to your list of authorized persons must be given in writing.

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.

Transportation:

Please let the staff know in advance if you have arranged for another adult to pick up your child.

Mandated Reporting:

All staff are mandated by North Dakota Century Code to report any suspected cases of physical or sexual abuse or neglect to Richland Social Services. If you suspect that I am violating any child care law, call Richland Social Services.

Hiring Policy:

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.

Privacy Policy:

Giggles-N-Grins will do all we can to protect your family's privacy and will abide by the state privacy law. I will keep all records and information about your child and your family private and confidential, unless I have your written permission to reveal specific information.

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.

Our Partnership Agreement:

We will work together to ensure that each child has the opportunity to develop to their full potential. We will communicate regularly about your child's physical, emotional, social, and intellectual growth. You will keep Giggles-N-Grins staff informed about any changes in your child's schedule, routine, or home environment. We will do the same for any changes at Giggles-N-Grins that affect your child. Parents will need to provide a health care plan for your child if he/she has a diagnosed health condition (ex. Asthma, diabetes, food allergy, etc.). Parents will provide any medications and any equipment/device specified in the care plan. The care plan must be updated at least once a year. Parents must agree to follow the policies of Giggles-N-Grins Child Care Program. In the event that there are any concerns about the care of your child, please contact the owner; Rachel Jonason on her cellphone at 218-329-5664 or email at rachel.jonason@gigglesngrinschildcare.com. Rachel is very involved in the well-being of your child and wants what is best for the overall care of the children.

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 must be provided. A monthly calendar of the dates and times of custodial exchange must be given to the Director. 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.

Records for Each Child:

Giggles-N-Grins will keep the following records for your child; you are responsible for updating these records immediately when any of this information changes:

***Child Information Sheet (SFN 845)** a required licensing form for each child. Your emergency contact information, including the name of a backup person in case staff are unable to reach you, and the phone numbers of the child's doctor and dentist. A list of everyone who is authorized to drop off and pick up the child. A signed consent form to obtain emergency medical or dental care.

***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**

Records need to be updated annually in accordance with North Dakota licensing laws. We will update all records in **December** regardless of enrollment date. Immunization records need to be updated as soon as new immunizations are given.

Backup Child Care:

Parents are responsible for finding backup child care in the event that Giggles-N-Grins is closed. This may include, but not limited to, the following reasons:

- *Emergency situation that requires Giggles-N-Grins to close.
- *Holidays or Child Care Conferences

Supplies for Your Infant Or Toddler:

Please provide the following items with your child's name.

- *Sunscreen (for infants 6 months and older), hats for all babies are recommended!
- *Insect repellent (for infants 2 months and older)
- *Disposable diapers
- *Wipes
- *Baby Bottles with covers and/or Breast Milk that is labeled with the child's name & date on each bottle.
- *Appropriate outerwear for outdoor playtime.
- *Formula and infant food (if you choose to use something other than what we supply)
- * Extra clothing – pants, shirts, socks and underwear – 4 extra pair are recommended for infants and toddlers.

Supplies for Your Preschooler or School Age Child:

Please provide the following items with your child's name.

- *Sunscreen (for infants 6 months and older)
- *Insect repellent (for infants 2 months and older)
- *Appropriate outerwear for outdoor playtime.
- *Blanket or towel for quiet times
- * Extra clothing – pants, shirts, socks and underwear –2 extra pair are recommended preschoolers. Storage containers are provided for extra clothing/sunscreen/insect repellent for preschoolers, but not school age children. It is recommended that school age children provide a backpack with all the necessary things they need, especially on non-school days.

Meals and Snacks to be Served:

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. Please notify Giggles-N-Grins of the types of foods being introduced to your infants and we will serve them to the infant as part of their daily meal routine. Giggles N Grins provides **Member Mark Infant Formula (Generic of Enfamil)** and **Gerber stage 1 & 2** infant food at no cost to the parents. Parents are responsible to provide formula if they opt out of using the Enfamil, choose to use a different brand of infant food or are breastfeeding their infant. We supply Breakfast, Snacks and Lunch.

Outside Food and Drinks:

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)

Nutrition:

1. In addition to following the national CACFP requirements, 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. Children are encouraged to try all foods, but will never be forced to eat anything.
2. In addition to offering children nutritional foods, our program will also strive to teach children about healthy foods through activities during story time and during a special unit every year.

Infant Feeding/Breastfeeding:

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.

Naps and Quiet Time:

There is a daily nap or rest period for children according to the child's age, needs and parent's wishes. At naptime, each child will have clean and separate bedding. You may bring a special blanket or other security item for naptime. Infants under the age of 12 months will be laid flat on their back for sleep in a safety approved crib or playpen, to reduce the chance of Sudden Unexpected Infant Death Syndrome (SUIDS). If you wish for staff to place your infant in an alternate sleep position, or in another device/equipment for sleep, you must provide a written order from a health care provider stating the medical reason and time frame to follow the order as well as written parental permission.

Toilet Training:

Toilet training is a joint effort from the parents and the staff to make it a successful experience. It is important to follow a consistent routine both at home and at Giggles-N-Grins. Please bring extra clothing to help make this an easier transition for all parties involved in this process.

Physical Activity:

Children will be provided with at least 120 minutes of total active play time each day, including outdoor and indoor play time. Children will have outdoor play time each day, including the winter months unless the temperature is 10 below with wind chill. Please provide appropriate snow gear to play outdoors. Active play time will not be withheld as a form of punishment, and children will not be expected to be seated for periods of more than 30 minutes (outside of meals and nap time). We encourage physical activity by participating in activities that are planned into our daily routine.

The American Academy of Pediatrics recommends all forms of screen time (including television shows, movies, computers, smart phones, ipads, tablets, etc.) be limited to 1-2 hours per day for children over the age of 2 years old. At this child care program, screen time is limited. Child-appropriated movies may be shown on special days or when the weather does not allow for extensive outdoor play.

Parental Involvement:

Giggles-N-Grins will keep the parents informed of the child's participation and communicate with the parents if any problems arise. Please notify the staff of anything that may affect your child's behavior.

Donations of snacks, craft materials, games, puzzles, clean recycled materials, or toys are greatly appreciated.

Personal Belongings:

The staff work hard to provide your child with fun, education activities to do while they are at Giggles-N-Grins Child Care. Please refrain from bringing 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.

Please send a full change of clothes (shirt, underwear, pants, and socks) appropriate for the season to be kept on site. Your child may also wish to bring a blanket to use at our quiet/nap time.

Indoor/Outdoor Activities:

Children should be dressed appropriately for inside and outside activities. They will be going outside on a daily basis. Please dress your child accordingly.

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.

Policies for 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 be supervised at all times. The center must exclude a child:

1. With 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. With chicken pox until the lesions are crusted over.
3. Who has vomited less than 12 hours before arriving at daycare.
4. Who has had three abnormally loose stools 12 hours before arriving at daycare.
5. Who has contagious conjunctivitis or pus draining from the eye.
6. Who has bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of anti-microbial therapy.
7. Who has unexplained lethargy.
8. Who has lice, ringworm, scabies that is untreated and contagious to others.
9. Who has a 100 degree Fahrenheit auxiliary (underarm) or higher temperature of undiagnosed origin before fever-reducing medication is given.
10. Who has an undiagnosed rash or a rash attributable to a contagious illness or condition.
11. Who has significant respiratory distress.
12. Who is not able to participate in child care program activities with reasonable comfort.
13. Who requires more care than the staff of Giggles-N-Grins can provide without compromising the health and safety of other children in care.

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:

- | | |
|---------------------------------------|------------------------------|
| Amebic Dysentery | Pertussis (whooping cough) |
| Brucellosis | Psittacosis |
| Encephalitis (all types) | Reye's Syndrome |
| Foodborne illness | Rocky Mountain Spotted Fever |
| Hepatitis, Viral (A ,B, Non A, Non B) | Rubella |

Lead Poisoning	Salmonellosis
Leprosy	Shigellosis
Leptospirosis	Trichinosis
Malaria	Tuberculosis
Meningitis (all infectious types)	Tularemia
Meningococemia	Typhus
Occupationally Related Diseases	Venereal Disease
Ophthalmia Neonatorum	Tetanus
Anthrax	Plague
Botulism	Poliomyelitis
Cholera	Rabies
Diphtheria	Smallpox
Measles (Rubeola)	

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 Dickey County Health Department has deemed them nit free and that they may return to daycare.

To make an appointment, you may call 701-349-4348.

Procedures Regarding Emergency Care:

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.

Procedures Regarding Medication Administration:

When a child is to be given oral or surface medication, whether it is over the counter or prescription, written instructions by a physician or dentist must be provided. Written authorization to administer current medication must be given by a parent. Medication must be in its original container and will be labeled and stored out of reach of children.

Procedures Concerning First Aid & CPR/AED:

Giggles-N-Grins staff is trained with Pediatric First Aid and CPR/AED every two years. If your child receives a minor cut or abrasion, the staff will treat the area according to first aid standards. Any further treatment of the area must be done at home. If the staff feels the area requires medical attention, parents will be notified.

Safety and Liability:

The staff will supervise all indoor and outdoor activities.

Outdoor Rules:

1. When outside, staff will instruct the children in pedestrian safety and enforce strict adherence.
2. Children will stay within the playground area unless accompanied by an adult.
3. Children will not be allowed to go back into the center alone-they must be accompanied by an adult.

Aquatic Activity

During the summer month Giggles N Grins will take the school age children to the local pools once per week. Our policy requires that the ratio be 1 teacher to every 6 students when attending aquatic

activities. Written permission must be obtained from parents for transportation and participation in this activity. If consent hasn't been given or proper swimwear is not provided by parents, students will not be allowed to attend. Alternate child care will be provided for these students at the center during these times. Please see the school age summer schedule for details on dates, times, & location.

Safety:

All equipment and furnishings will be kept in good repair. All equipment and furnishings in the center shall be stable-not prone to tipping or collapsing. Ice and snow will be removed from entrances to the building.

Emergency Information (Disaster Plan):

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.

The evacuation/fire/tornado escape plans are posted on the bulletin board in the entrance. 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.

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.

In the event of a tornado, staff and children will go into the basement with a first-aid kit and emergency contact information in it, flashlight, a portable radio and wait until the sirens go off. 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 to Evergreen Nursing Home. Once we are at Evergreen, staff will begin calling parents to pick up their children. If we are unable to contact parents, emergency contacts will be called. If we cannot re-enter the facility, Giggles-N-Grins will be closed until we are able to re-open.

Daily Reports:

Staff will provide a daily report on Infants, Toddlers, & Preschoolers through an app called "Kids Reports". Daily reports give an explanation of what they ate for the day, nap times, diaper changes and supplies that are needed. Staff and parents are able to communicate through this app with messages as well.

Transportation:

Giggles-N-Grins will not provide transportation. 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.

Procedures of Accountability:

School-age children are not allowed to leave Giggles-N-Grins unsupervised; they must be picked up by a parent or another authorized person. If your child will be arriving at the program unaccompanied by a parent (walking from school) and fail to arrive at the expected time, staff will notify you by phone so you can locate your child. 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.

Photos:

Giggles-N-Grins will occasionally take pictures of children. Staff would use pictures for activities and to show the children how much they change over a given amount of time. If you do not want your child's picture taken, please let staff know.

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

Daily Program:

When your child arrives at Giggles-N-Grins Child Care, they will be greeted and be given the freedom to ease into the day with puzzles, games, coloring, or by playing with manipulatives (Legos, Duplo, etc.). During the day, your child will experience various learning activities. The activities include:

Story time	Work-play activities	Science/discovery
Social studies	Dramatic play activities	Health/safety
Group activities	Creative art	Group time
Emergent math	Nutritious meals	Emergent literacy
Clean-up time	Rest time	Teeth brushing

Program Rules:

1. Listen
2. Share
3. Take turns
4. Put everything back where it belongs
5. Keep your hands to yourself
6. Use nice words
7. Use inside voices
8. Please walk indoors

Behavior Guidance 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.

Biting Policy:

Biting is unfortunately not an unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. 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.

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 Behavior 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 week days) 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 week days) 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 week days) 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 week days) 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.

Inappropriate and Unacceptable Behavior Policy:

Giggles-N-Grins must ensure that the play and learning environment 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 as a whole. 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 of time. 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 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.
 - 3.1. If the child is sent home more than 3 times due to aggressive or violent behavior, the following options are available.
 - 3.1.1. A parent meeting to discuss and implement a behavioral action plan, which may include additional professional services and assessments.
 - 3.1.2. The center can hire another staff member to shadow their child, at the expense of the parent (Approx \$ 375/week).

3.1.3. 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.

Change 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.

Giggles-N-Grins Child Care Nondiscrimination Practices:

Giggles-N-Grins Child Care does not discriminate in its recruitment or admissions of its enrollees because of race, creed, color, national origin, sex, abilities, or age.

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 that the Director is not addressing, you may contact the ND Regional Licensor, Robin Opsahl and you may contact her at 701-204-3143.

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.

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 Owner:

The owner, Rachel Jonason, has a degree in Elementary Teacher/Early Childhood from Valley City State University & North Dakota State University, with many years teaching in Preschool, Kindergarten, Head Start classrooms and homeschooling. She also has had much experience in the childcare business. She operated a daycare for 17 years out of her home in Barnesville, MN and coordinated the Barnesville Kids Club school age program for 3 years. She is married to Nyle Jonason for 25 years and has 10 children: Sam (23), Abby & Naomi (20), Susie (18), Nate (13), Grace (6), Toby (3) and in September of 2016 adopted; Jayden (13), Austin (12), and Bentley (7). In October 2016, she purchased Giggles N Grins Drop-In Daycare in Wahpeton, ND and moved there in December 2016 to expand and operate her business. In October 2018, Rachel completed her Aim4Excellence Director's Credential.

About the Site Supervisor:

Ali Olson, our Site Supervisor, born in Colorado, but spent most of her childhood in South Dakota. She now lives in Ellendale, ND with her husband, Lane and 4 children; Khristian (7), Jazzlynn (4), Rory (2) and Miranda (1). Ali has worked with Giggles N Grins since the Ellendale site opened in July 2018! Ali enjoys working with the children and their families! She also loves being able to raise her children and still work full time. Ali is currently working on attaining her Child Development Associate Credential (CDA).