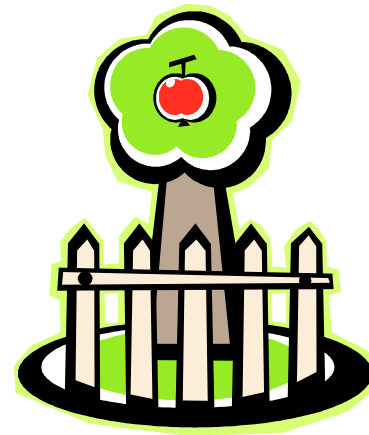


Growing Tree Learning Center



The Growing Tree Learning Center is growing and learning together in a Christian atmosphere.

Information Handbook and Policies & Procedures Manual.

123 29th ST. NE
Bemidji, MN 56601
444-4442

**TLC Learning Center welcomes children
without regard to race, color, religion,
national or ethnic origin, disability,
any other characteristic protected by
applicable law, or source of payment.**

IMPORTANT PHONE NUMBERS

Growing Tree Learning Center.....	218-444-4442
Ginny Kurtzweg.....	218-333-3932
Pastor Robert Wentzel.....	218-444-4441
MN Poison Control.....	800-222-1222
DHS or Division of Licensing.....	651-296-3971

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MISSION & GOALS

GROWING TREE LEARNING CENTER MISSION STATEMENT:

Jesus said, "Let the little children come to me, and do not hinder them, for the Kingdom of God belongs to such as these." (Mark 10:14)

Our Mission Statement for Growing Tree Learning Center is in following Jesus' command, to provide spiritual growth along with social, intellectual, physical and emotional opportunities for growth. We will provide this in a safe, healthy, and loving environment that is supervised at all times.

Our prayer is that by growing and learning together, we will live in joy and serve our Lord.

OUR GOALS

- ~ To encourage each child to think and act for himself/herself while also learning to live in harmony with others.
- ~ To help each child develop a positive self-image.
- ~To provide opportunities for each child to grow intellectually, socially, physically, emotionally, and spiritually.
- ~To teach children to enjoy learning: by playing, creating and exploring.
- ~To strengthen home education on behalf of the child by assisting the parent.
- ~To provide each child with enjoyable experiences.
- ~ To help share the teaching of Jesus' love for every child through stories, songs, and prayers.

IMPETIGO:

Until sores are healed or can be covered with bandages, and until child as been treated with antibiotics for at least a full 24 hours.

LICE (HEAD):

Until first treatment is completed and no live lice are seen.

ORAL HERPES (COLD SORES):

No exclusion necessary.

PINWORM:

Until after treatment has been started. (Must be out 24 hours after treatment starts).

RESPIRATORY ILLNESS:

Until the child is without fever for 24 hours and is well enough to participate in normal daily activities.

RINGWORM:

Scalp: 24 hours after treatment begins. Body: until after treatment begins.

STREPTOCOCCAL SORE THROAT:

No fifteen-minute test will be allowed. A 24-hour test is mandatory through the Learning Center.

For any other diseases, please contact the Director concerning exclusion policies.

EXCLUSION GUIDELINES FOR STAFF

It is the policy of Growing Tree Learning Center that staff follow the basic exclusion guidelines described above for children.

MOUTH SORES WITH DROOLING:

Until a medical exam indicates the child may return.

SPECIFIC DISEASE EXCLUSIONS GUIDELINES

AIDS:

Exclude infected child if he/she exhibits biting behavior, has open sores which cannot be covered, or any bleeding disorders.

CHICKEN POX:

Until all the blisters have dried into scabs—about six days after rash onset.

CONJUNCTIVITIS (PINKEYE):

Bacterial: until 24 hours after treatment begins.
Viral: until a letter from a physician is provided to verify that the child does not have bacterial conjunctivitis. In both situations, the child should be well enough to participate in normal activities. (Must be on medication for 24 hours before returning to Learning Center).

FIFTH DISEASE:

No exclusion necessary.

HEPATITIS B:

No exclusion necessary unless infected child exhibits biting behavior, or has open sores that cannot be covered. Ask your doctor about the hepatitis vaccination.

~ To assist each child in learning more about safety, health, and good citizenship.

~ To prepare each child for a positive adjustment to future school life.

~ To value each child as an individual and allowing him/her to learn at his/her own pace, without fear or pressure.

~ To provide a balance of teacher and child-directed activities.

BASIC OPERATION POLICY

ACCREDITATION:

The Growing Tree Learning Center has been licensed by the State of Minnesota with the provision that the consultants for the Department of Public Welfare visit on a regular basis. They recommend the needed equipment and procedures to use in the operation of the Childcare Center.

AGE:

Sixteen months through age five may be enrolled. Growing Tree Learning Center is open to all children in the community, not just members of Trinity Lutheran Church.

ENROLLMENT:

We accept enrollment for children throughout the school year. The first option shall be given to children on the waiting list, in order of application, regardless of church affiliation. Each child will be required to have a signed Health Care Summary within 30 days of enrollment. Immunization records must be up-to-date and completed at the time of enrollment, with other necessary forms.

MONTHS/HOURS OF OPERATION

Open: September-May

Monday -Friday 7:30am-5:30pm

HOLIDAYS

Growing Tree Learning Center is closed for the following

holidays:

Labor Day, Thanksgiving Break, Christmas Break, New Years Day, and Easter Break.

Parents will receive a yearly school calendar stating the days Growing Tree Learning Center will be closed. Payment is expected for actual holidays observed. It is your responsibility to find other childcare for the above holidays/holiday breaks.

PAYMENTS

Payment for your child is to be paid on the Friday prior to week of childcare. Checks are to be made payable to Growing Tree Learning Center. If you are experiencing hardship or are in need of extra time to make payments, please discuss these issues with the Director, Ginny Kurtzweg. If you are behind for a month or more, your child will be unable to attend the Growing Tree Learning Center, unless other arrangements have been made.

A two-week advance notice must be given on termination of enrollment. The child may attend during this two-week period. However, payments must be paid for these two weeks.

We operate our Learning Center on the amount of payments that are taken in weekly. Please meet your financial obligations in a timely manner. Thank you for your anticipated support.

FULL TIME RATES

Toddlers (16 months to 33 months) - \$160 a week

Preschool Age (33 months to age 5) - \$150 a week

PART TIME/DROP-IN RATES

Note: Part-time and Drop-in care is only accepted if full-time positions are not currently filled.

4 hours or more - \$40 a day

4 hours or less - \$17 a day

DIARRHEA:

An increased number of abnormally loose stools in the previous 24 hours (more than two in an hour). Observe the child for other symptoms; such as, fever, abdominal pain, or vomiting. Child must be out of the Learning Center until they have been symptom free for 24 hours..

VOMITING:

Any vomiting within the previous 24 hours—child must be out of the Learning Center until they have been symptom free for 24 hours.

EYE/NOSE DRAINAGE:

Thick mucus or pus draining from the eye or nose.

SORE THROAT:

Sore throat, especially when fever or swollen glands in the neck are present.

SKIN PROBLEMS:

Rash: Skin rashes, undiagnosed or contagious.

ITCHING:

Persistent itching (or scratching) of body or scalp.

APPEARANCE/BEHAVIOR:

Child looks or acts differently: unusually tired, pale, lacking appetite, confused, irritable, or difficult to awaken.

UNUSUAL COLOR:

Eyes or skin—yellow (jaundice), stool—grey or white urine—dark tea colored; these symptoms can be found in hepatitis and should be evaluated.

APPENDIX MEDICAL EXCLUSION

Guidelines for Excluding from Growing Tree Learning Center.

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms, or any child who is not able to participate in the program activities with reasonable comfort, or who requires more care than the program staff can provide without compromising the health and safety of other children, should be excluded from the Learning Center setting until:

1. A physician has certified the symptoms are not associated with an infectious agent or they are no longer a threat to the health of other children at the Learning Center.
2. Or the symptoms have subsided.

FEVER:

Auxiliary (arm pit) temperature: 99 degrees F. or higher, Oral temperature: 100 degrees F or higher, or Rectal temperature: 101 degrees F, or higher, especially if accompanied by other symptoms; such as: vomiting, sore throat, diarrhea, headache and stiff neck or undiagnosed rash. They need to be fever free without taking medication for 24 hours.

RESPIRATORY SYMPTOMS:

- ~ Difficult or rapid breathing and/or severe coughing.
- ~ Child makes high-pitched croupy or whooping sound after he coughs.
- ~ Child unable to lie comfortably due to continuous cough.

LATE PICK-UP CHARGES

The fee for a late pick-up is \$1.00 per minute (per child) beginning at 5:31 pm. When you leave the classroom with your child, the staff person who has stayed late will verify the time signed out. The late fee must be paid within three business days after receiving an invoice. We will add \$1.00 per day, including weekends and holidays, until your late fee is paid in full.

Parents who are late picking up their child five times in a two-month period may jeopardize their child's enrollment in the center.

If you know that you are going to be late, please call 218-444-4442.

THE PROGRAM

The children are grouped in each area according to age. Toddlers (16 months to 33 months) are grouped together and Preschool aged children (33 months-5 years) are grouped together.

As stated earlier, Growing Tree Learning Center provides opportunities for each child to grow intellectually, socially, physically, emotionally, and spiritually. It prepares each child for a positive adjustment to future school life. This program includes but is not limited to:

- ~ Free Choice time
- ~ Outdoor time
- ~ Circle time (weather permitting)
- ~ Art/Craft time
- ~ Reading time
- ~ Puzzles and Games
- ~ Christian Concepts
- ~ Sign Language
- ~ Weekly Themes

We offer activities that require the use of various equipment and material. We offer activities that are both quiet and active, teacher directed and child initiated. Parents are encouraged to visit the Childcare at any time to observe.

STAFF

The staff at Growing Tree Learning Center are a team of dedicated and creative professionals, qualified according to the Minnesota Department of Human Services. A creative and loving staff is vital to the quality of childcare. As parents, we encourage you to get to know the staff that works with your child so that you may work as a team to care for your child.

It is not the mission of the Center to provide childcare for any of its clients in any location other than at the Center during regular operating hours. Any arrangement for childcare which does not take place at the Center is strictly a private arrangement between the parents and the individual staff member. No such private arrangements shall be made for childcare during the work shift of a staff member or interfere with the operation of the Center or the individual's job performance. Parents and staff should understand that such arrangements are not within the course and scope of the staff members job duties and that staff members are free to either accept or reject such requests from parents.

PROPERTY DAMAGE

No student shall damage/vandalize or attempt to damage/vandalize property belonging to another or the school/church property. Students who destroy or damage school/church property will be required to pay for losses or damages. If students willfully destroy school property, suspension and/or subsequent expulsion may occur.

GRIEVANCE PROCEDURES

Should parents have concerns or complaints, they should be brought to the Director's attention within two (2) days so that appropriate action can be taken. If no action is taken by the Director, parents should contact the School Board Members:

Marie Borslien.....751-7677

Allison Chandler.....766-4830

The childcare program does not discriminate in admissions or emissions on the basis of race, color, creed, sex, religion, national origin, or source of payment. Confidentiality is of utmost importance. We will not reveal any information to anyone or any source without the written permission of the parent or legal guardian.

If you feel that you have not been treated fairly in the grievance procedure, you are welcome to call the Division of Licensing: 651-296-3971

**IF YOU HAVE ANY QUESTIONS
DON'T HESITATE TO ASK!**

VACATION & SICK DAYS

As parents, you will be allowed five days of vacation per year without charge for your child. Please provide at least two weeks written notice prior to any vacation time.

Vacation days cannot be accumulated year to year. You may also use one sick day per month without charge. Write the date your child was sick on payment memo and deduct daily charge from payment. Sick days cannot be accumulated month to month.

POISONINGS:

The Minnesota Poison Control Center will be notified, giving staff instructions on what to do if an accidental poisoning occurs.

LOST CHILD:

Local authorities will be contacted if a child strays or becomes lost from the Learning Center. Parents will also be notified.

CHILD ABUSE:

The learning center has a legal responsibility to report any suspected child abuse or neglect to the local authorities.

UNAUTHORIZED PERSONS:

If a parent or guardian will not be picking up their child, the Teacher or Director must be notified. The child will not leave the premises with anyone not authorized by the parent. Any questionable person on the premises will be asked to leave and local authorities will be contacted.

SEMI-ANNUAL ANALYSIS:

This will be done on all records and logs documented during the year. Accidents, injuries or incidents will be recorded and kept on file. Modifications will be made based on analysis.

COMPLIANCE:

This list will be reviewed by the Director, School Board, and staff members at the beginning of each school year. Failure to comply with the above listed procedures could result in loss of state licensing.

MEALS AND SNACKS

A nutritious hot meal will be provided for lunch. Breakfast and snacks are also included. Each month you will receive a monthly menu. If a child prefers to pack a cold lunch that is acceptable. If a child will arrive after the scheduled meal time, feeding him/her is the parent's responsibility.

Breakfast	8:00-8:30am	AM Snack	10:30am
Lunch	12:00-12:30pm	PM Snack	3:30pm

PRAYERS AND BIBLE STORIES

Prayers and Bible stories are an important part of Growing Tree Learning Center. Prayers will be said at all meals shared together. Bible stories will be told on a regular basis, along with Bible character coloring sheets, and occasional videos. Twice a week the children will have devotions with our pastor.

BATHROOM AND TOILET TRAINING

Children attending the Growing Tree Learning Center that are toilet trained will use separate boys and girls restroom facilities. Children will wash their hands after using the restroom facilities and before every meal. If a child has an accident and wets, he/she will not be scolded, but rather encouraged to keep trying. Children that are not yet toilet trained will need to supply diapers and ointment.

NAPPING AND SLEEPING

Parents need to provide a blanket, and small pillow for rest time. Every Friday your child's blanket and pillow are to be taken home and washed and returned for the following week. Children are assigned their own cot. The rest period takes place from 1 to 3 pm. Staff help the children to remain quietly on their cots for a minimum 30-minute rest period. If the child has rested quietly for 30 minutes and is almost asleep, the staff may allow the child to continue to lie on the cot to complete his/her nap. If the child does not fall asleep they will be allowed to participate in quiet activities.

If you as a parent are concerned your child is sleeping too much at rest time, we will help your child wake up gently only after 1/2 hour of sleep and only if the child awakens to a gentle touch by the teacher. If the child does not awaken with the first try, another gentle touch will be given after another 1/2 hour of sleep.

It would be greatly appreciated if any doctor's appointments, or early pick-ups be scheduled before or after rest time.

EMERGENCY PROCEDURES

MONTHLY FIRE DRILLS:

Fire drills will be held once a month and documented. The fire evacuation route is posted in the classroom. It includes two exit routes. A fire extinguisher is located inside the classroom for use in case of emergency fire.

WEATHER EMERGENCIES:

Tornadoes, Blizzards, Severe Weather Warnings: If severe weather is threatening, staff will make every effort to have the children returned home. If there is little or no warning, the staff can best ensure the children's safety by keeping them in the church. Tornado drills will be held and documented during the months of September, April, and May.

FIRST AID:

All staff members are required to have first aid and CPR training yearly. They will administer first aid to minor accidents.

MEDICAL EMERGENCY:

Staff will contact Sanford Clinic and parents in the event of a more serious injury or illness. Emergency contact numbers on the child's record will be used to contact parties involved for transportation of the child. In cases of severe injury or illnesses, an ambulance may be used.

ACCIDENT LOG:

All accidents (except minor scrapes) shall be noted in the log. Any accident that requires hospitalization, death of a child, or a fire that requires the fire department, must be reported to the DEPARTMENT OF HUMAN SERVICES within 48 hours.

In cases of a more serious emergency, help will be obtained from the Sanford Clinic or Sanford Bemidji Medical Center. Any evidence of unusual bruises, contusions, lacerations, or burns will be noted in a medical log book and reported to the person in charge. Parents will be notified, as well as proper social service authorities, if abuse is suspected.

CONTAGIOUS DISEASE:

If your child has been exposed to a communicable disease, please let staff know. Parents *must* notify the childcare in the event that your child has been diagnosed with a contagious disease. Parents will be notified of any infection or communicable disease that has occurred (and we are aware of) to children in our center. We would appreciate having parents keep communication open with staff if their child contracts any such disease. The center will then post and give notice to others of the condition. The health authority will also be notified.

MEDICATION:

Medication, prescription or non-prescription, will be given only under written orders signed by the parent. Medications are to be kept in their original containers bearing the original label with legible information on it. Any other form will be prohibited. All medications will be stored out of the reach of children. The parents are to be informed when any medications are given out.

FUNDRAISERS

Throughout the year Growing Tree Learning Center will participate in several fundraisers. Parents will be asked to help and support our fundraising efforts. The profit goes to help in the area of operational costs and supplies for our center.

CONFERENCES

Parent/Teacher conferences will be held two times during the school year, to discuss the child's intellectual, physical, social, and emotional progress. We encourage you to confer with the teacher at any time and invite you to visit us during the day.

SPECIAL EVENTS

Growing Tree Learning Center will join with TLC Preschool for Event Nights, Holiday activities and the Spring concert. These will include food, games, crafts, and other fun activities for the whole family.

FIELD TRIPS

Occasionally our center may go on a field trip that would coincide with the theme of the week. Parental permission is needed for these events. Signed permission slips need to be on file before your child goes on the field trip. Plenty of notice will be given.

OUTDOOR PLAY

Outdoor play is part of our program. Children should be dressed for the outdoors. This includes boots, hat, mittens, snow pants, and jacket. Please send along every day.

Please mark all possessions clearly with your child's name.

BEHAVIOR GUIDANCE POLICY

Children need boundaries and consistency. Simple rules are set to provide children with expected behavior so that their responses are predictable.

- ~ Children will be encouraged to share items and cooperate with one another.
- ~ Children will be encouraged to use kind words and calm voices to share their needs or feelings.
- ~ Children will be encouraged to "use their words" to express the conflict.
- ~ Listening skills will be enforced.
- ~ Respect for children and adults will be modeled.
- ~ Firm but gentle reminders will be given by staff for misbehaving.
- ~ The program is tailored to the child's developmental level; however, if warranted, a child may be required to sit away from the group so he/she can be spoken to privately by a staff member.
- ~ In cases of extreme misbehavior, the parents will be notified and required to remove the child from childcare for the day.
- ~ If chronic disruptive or dangerous behavior patterns occur, the child will be permanently dismissed from childcare.

The following disciplinary actions by the staff are PROHIBITED:

~ Corporal punishment, namely: rough handling, shoving, hair pulling, ear pulling, shaking, slapping, hitting.

~ Emotional abuse, namely: name calling, ostracism, shaming, making derogatory remarks about the child or the child's family, using language that threatens, humiliates or frightens the child.

~ Unsupervised enclosure in a separate room. If a child is separated from the group, he/she will remain within an unenclosed part of the classroom where the child will always be seen and heard.

~ Withholding basic needs. A child will not be punished by withholding any basic needs, use of physical restraints, or punished in any way for mishaps regarding bathroom use.

HEALTH CARE POLICIES

If your child does not feel well before class begins, please do not send them to childcare. If your child becomes ill during the day, a parent or emergency contact will be notified. Your child will be isolated on a cot away from the other children, but under the supervision of an adult until someone arrives to pick up the child.

In order to protect the health of each child and staff member, parents should not send their child to the center when he/she does not feel well. Please consult the Appendix: *Medical Exclusions* at the end of the handbook to help with decisions.

All staff members are certified in first aid. An emergency first aid kit will be available at all times. They will administer first aid for minor accidents.