



*A special caring
with the
joys of learning.*

Welcome.



Our Philosophy

We believe that each child is unique and special.

We believe in focusing on the “WHOLE CHILD.”

We believe that a positive, loving approach is the foundation for developing high self esteem and a rewarding learning experience.

We believe that a child’s positive self worth is a combination of intellectual, physical, social, and emotional development.

We believe that experienced SPECIALISTS in early childhood development, who truly love children, are essential for an exceptional program.

We believe in stimulating, specially designed programs which provide a balance and variety of group activities, individual attention, and creative free time.

We believe in providing the best in facilities, teaching materials, and resources; including classrooms, infant nursery, indoor play systems, and outdoor park-like fenced activity areas.

We believe in a full spectrum of concepts and activities, from learning to play cooperatively, building friendships, sharing, taking turns, understanding respect for others, large and small muscle development, creative play, exploring the arts, music, language, and more.

We believe in providing a safe, clean, caring environment. In turn, an overall feeling of confidence and comfort is experienced.

We are dedicated to providing the very best: “Special caring with the joys of learning.”

We welcome your visits and comments. Thank you!



General Program Concepts

Your child's care is our primary objective. In keeping with this task, we provide programs in education, social and physical growth, and development under the direction of qualified staff.

A Program Plan has been written to insure all of these areas are being developed in each child. This Program Plan is on file and is open to parents' viewing at any time. Programs are designed to enhance the child's self-identification and group social involvement.

Our Criterion For Excellence has been designed as a resource for parents. Research shows that in order for a child to grow cognitively, their emotional, social, and physical development must be nurtured, too. Our Criterion will outline the methods we will use to insure your child gets a well rounded education in a positive, loving, learning environment.

Planned activities as well as scheduled indoor and outdoor play are offered to all children who attend.

In order to share these commitments with you, you will receive a planned schedule from your child's teacher monthly.

Conferences are scheduled twice during the year to better acquaint the parents with our programs through personal discussion with the teachers. Progress reports are written on each child at these times and conferences can be arranged at any time on a particular concern that may arise. Together we can better assure a more positive and satisfying environment so important to your child.

As a parent at our Center, you are welcome to visit the Center any time during the hours of operation. We do encourage parents to use their discretion in choosing times that won't disrupt your child's day.



Center Policies

ADMISSIONS:

Our Early Childhood Education Program is designed for children ranging in age from six weeks through elementary school. We are licensed by the Department of Human Services to provide care for a maximum of 137 children.

The Center will be open from 6:30 A.M. to 6:15 P.M., Monday through Friday throughout the year with the exception of the following six holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. The Center will close at 3:00 P.M. on Christmas Eve Day. FULL TUITION IS CHARGED FOR THE ABOVE HOLIDAY WEEKS.

In as much as the Center closes at 6:15 P.M., A LATE FEE FOR \$10.00 WILL BE ASSESSED FOR EVERY 15 MINUTE PERIOD OR FRACTION THEREOF that a child is left beyond closing time. That charge is payable immediately and serves as a direct remuneration for employees forced to remain overtime.

Your child will be welcomed to our Program and given equal treatment without regard to race, sex, color, or creed.

FEES:

For full time children, all fees are due in advance and payable on the first Monday of each week for the current week.

For those children attending part time, the fees are due on the first day of attendance each week. Please refer to attached Fee Schedule for current rates.

Electronic Transfer Service is available for the families interested. Child care fees can automatically be withdrawn from your account once monthly upon your request.

*A \$5.00 Late Payment Service Fee will be added to your weekly fee if your payment is not turned in at this time. **NOTE: THERE WILL BE A \$25.00 CHARGE FOR EACH RETURNED CHECK.***

NUTRITION AND REST PERIODS:

*CHILDREN'S DISCOVERY ACADEMY OF EARLY LEARNING employs a full time cook who will provide your child with the nutritional needs required for that part of the day in attendance. These needs include snacks in the morning and afternoon, as well as a balanced lunch. Breakfast can be provided at an additional cost. Breakfast is required of children attending nine or more hours. Our breakfasts are prepared for a predetermined number of children. Because of this reason, if your child is signed up for breakfast, there will be **NO CREDITS** given for breakfasts. This applies to days your child is **NOT** in attendance.*

For children too young to eat table foods, parents should bring a daily supply of unopened formula and baby foods. In this way, we can ensure each individual child will be eating a daily diet which is set for his/her specific needs.

Each afternoon there will be a quiet time in which children are expected to rest quietly on their cots or to engage in quiet activities. Please bring in a small blanket to school for this time of day.

*If children bring treats to be shared with other children at school, they must be store bought and in their original unopened container. **NO HOME-MADE FOOD MADE OFF OUR PREMISES IS ALLOWED TO BE SERVED TO CHILDREN AT OUR CENTER.***

PRE-ADMISSIONS CONFERENCE:

You are required to visit our facility with your child and observe the activities taking place. As a concerned parent, feel free to ask questions and share information with us on any special needs you view important to your child. At this time, we may discuss the necessary enrollment forms along with the medical record that must be filled out by your family physician. This medical record, verifying a physical exam, must be completed within 30 days after your child begins attendance. Your child must be fully immunized prior to enrollment and proper records must be submitted.

In keeping with your child's best interest, children having special needs can be accepted if our staff determines that our programs meet these individual needs. This will be determined with a qualified consultant and written permission from a Licensing Agent prior to acceptance.

FIRST AID AND CPR:

Basic First Aid and CPR will be administered by a staff member as deemed necessary. All Assistant and Lead Teachers are trained in Multi Media First Aid and CPR. In the event emergency care is required due to an accident or injury, the parents will be notified immediately. Local paramedic units will be called if necessary to take your child to Children's Hospital for treatment. Additionally, all infant staff have SIDS training.

INSURANCE:

CHILDREN'S DISCOVERY ACADEMY OF EARLY LEARNING meets or exceeds the insurance policy requirements by government agencies.

DISCIPLINE:

Our staff is dedicated to search out the positive aspects of all the children. If a problem develops in a particular situation, we will continue to search out alternate methods to bring the child back to appropriate behavior. Personal relations that develop between teacher and child will normally lead to positive actions. If the child's behavior remains disruptive, the child may be removed from the class activity for a brief period. If our staff cannot resolve the situation along with the help of the parents, we will recommend that you find alternate care for your child. The child is never physically or mentally abused by any member of our staff within the Center.

HEALTH CARE SUMMARY:

Each child's Health Care Summary must be returned within 30 days of the child's first day of enrollment. All immunization records must be in by the time the child starts the Center. These medical forms should be updated each time your child moves into another classroom.

COMMUNICATION WITH PARENTS AND CHILD CARE STAFF:

Parents are requested to read the parent bulletin board, the menu bulletin board, the monthly newsletter, and all other signs posted on the walls outside each classroom door. Parents should check their families folder daily for notes from the office.

SUBSTITUTE STAFF:

Substitute staff is provided for CHILDREN'S DISCOVERY ACADEMY OF EARLY LEARNING. If a staff member cannot report to work, substitute staff will provide adequate staffing for the Center.

"WHOLE DAY" KINDERGARTEN:

The Kindergarten Program is available for any child who is five years old, on or before September 1st. The Kindergarten Program will be held each day between 9:00 A.M. and 3:00 P.M. from September to June. Child care hours will be available to Kindergarten Children each day from 6:30 A.M. to 6:15 P.M. to meet individual needs.

RESEARCH AND PUBLIC RELATIONS:

CHILDREN'S DISCOVERY ACADEMY OF EARLY LEARNING will obtain written permission from each parent before their child is involved in experimental RESEARCH or public relations activities while at the Center.

PETS IN CHILD CARE:

CHILDREN'S DISCOVERY ACADEMY OF EARLY LEARNING will occasionally have household animals in classrooms as pets. Each animal will be kept in a cage or leashed and must be approved by the office.

TRANSPORTATION:

Parents must provide transportation to and from the Center. Your child must be signed IN and OUT each day in order for our facility to accept legal responsibility. Parents are also responsible for bringing the child's belongings to the appropriate classroom. Parents must fill out an emergency card stating who has permission to pick up their child/children. In the event your child must be picked up by someone other than the parent, please notify the office. These people must be able to show an I.D. to prove they are who they say.

CHILD PICK UP:

Unless notified, a child will only be released to leave the Center with custodial parent or guardian. If you would like someone else to pick up your child, please call us or write a note authorizing us to release your child from the Center with the designated person. Any person picking up a child that we have not met before, is required to present their ID before we will release the child to them.

CHILD PICK UP BY UNAUTHORIZED PERSON:

If an unauthorized person attempts to pick up a child in our care, the child will not be allowed to be released to their care and the appropriate parent or guardian will be contacted.

CHILD PICK UP BY INCAPACITATED/IMPAIRED PERSON:

If an incapacitated/impaired person attempts to pick up a child, we will call another person to pick up. If that person refuses to leave the child at the Center, we will get the license plate number of the incapacitated person and call sheriff.

FIELD TRIPS:

Fully supervised trips are planned to places of interest for children. CHILDREN'S DISCOVERY ACADEMY OF EARLY LEARNING will provide the same adequate, responsible supervision for these excursions as is provided to the children while in attendance at the Center. Bus service will be arranged through a qualified company. You are responsible to sign a field trip permission slip which explains destination, reason for field trip, cost, and time for each field trip taken. If you do not choose to have your child attend a particular field trip, you are obligated to find alternate care and no child care fee reduction will be given.

CLOTHING:

*It is essential to send along a complete change of clothing to be left at the Center. Children's clothes are very much alike in looks and size. Clothes **NEED TO BE CLEARLY MARKED WITH THE CHILD'S FULL NAME.***

CENTER CLOSINGS:

*CHILDREN'S DISCOVERY ACADEMY OF EARLY LEARNING is committed to being open for our families even during adverse weather conditions. The only time we will close is in the event of blizzard conditions which are intense enough to close down the entire city including the University of Minnesota. Listen to WCCO radio to hear announcements of this type. **FULL TUITION IS CHARGED FOR THESE WEEKS.***

PARENT'S GRIEVANCE POLICY:

CHILDREN'S DISCOVERY ACADEMY OF EARLY LEARNING has a written grievance policy on file in the office for parents use whenever they deem necessary.



FEE SCHEDULE

LUNCH AND SNACKS: are included in the weekly fee and are served to all children in attendance.

BREAKFAST: is available on an optional basis at \$1.00 each and is served at 8:00 A.M. daily. Our breakfasts are prepared for a predetermined number of children. For this reason, if you sign your child up for breakfast, there will be no credits given for breakfast on days your child is not in attendance.

“WHOLE DAY” KINDERGARTEN: is provided to children who are five years old before September 1st. See office for more details.

ABSENCES AND VACATION POLICY: Absences of 60 percent or more of a child's regularly scheduled daily reservation qualifies for a one half reduction applied to the time not used. For example, if you have reserved five full days per week and are absent three days (60 percent of five) or more, you will receive half credit for the days not used. (Scheduled days absent times the daily rate divided by two equals the amount of credit.) Credits will not be posted on the card which is in use during the actual absence, therefore causing a time lag of up to two weeks during processing. Absences of less than 60 percent do not qualify for credit.

INFANT PROGRAM: Due to the licensing regulations of staffing our Infant Program, **WE CANNOT GIVE REFUNDS FOR THE DAYS YOUR CHILD IS ABSENT. THERE WILL BE NO MAKE-UP DAYS FOR ABSENCES DUE TO ILLNESS OR HOLIDAYS.**

LATE PAYMENT SERVICE FEE: All weekly fees are due the first day of each week your child attends the Center. A \$5.00 Late Payment Service Fee will be added to your payment if not turned in at this time.

WITHDRAWAL POLICY: You are required to complete a withdrawal notice at least two weeks in advance. Failure to notify us will make you responsible for payment of your normal fee for that period.



ILLNESS/MEDICAL POLICIES

CENTER'S POLICY ON ILLNESS:

Knowing when a child is too ill to be at the Center or needs to be removed has always been a challenging part of our job at the Center. We all want to keep as much illness out of the Center as possible, but also respect a parent's need to be at work. We met with a local pediatrician to set up a specific guideline we all can follow concerning illness. Some of these areas were discussed.

CHILDREN SHOULD NOT ATTEND OUR CENTER IF THEY:

- *Have a fever of 100° axillary or more within the last 24 hours without fever-reducing medicine.*
- *Have had diarrhea or vomiting within the last 24 hours.*
- *Have red or mattery eyes and have not had eye drops for at least 24 hours.*
- *Have had any undiagnosed skin rash. We must have a doctor's written slip saying the irritation is not contagious.*
- *Show signs of general flu or virus condition.*
- *Have a condition that requires more attention than the teacher child ratio. Infants 1:4, Toddlers 1:7, Preschool 1:10.*

CHILDREN WILL BE ASKED TO BE REMOVED FROM THE CENTER IF THEY:

- *Run a fever of 100° axillary or more.*
- *Have 3 loose stools or diarrhea.*
- *Have vomited or diarrhea which is uncontrolled (preschool only).*
- *Have any symptoms of pink eye (red mattery eyes), impetigo (skin irritation).*
- *Have a slight fever combined with a change in behavior or mood and the appearance of illness.*
- *Are extremely upset and demonstrating a discomfort that the staff at the Center cannot seem to meet.*

If your child is showing any of these symptoms, he/she must not return until meeting the above requirements or a doctor gives a signed form stating your child isn't contagious and is ready to return to group daycare. As our Public Health Nurse so wisely up it: "Child Care Workers are not trained to diagnose illness; they can recognize symptoms and then the doctors should take it from there."

**If your child has been exposed to any contagious disease, such as whooping cough, measles, mumps, chicken pox, diphtheria, or scarlet fever, it should be reported to our office immediately.*

ILLNESS POLICIES CONTINUED:

**Parents are required to inform the Center within 24 hours, exclusive of weekends and holidays, when a child is diagnosed by a child's source of medical or dental care of having a contagious reportable disease. The Center will post a sign informing parents of such contagious diseases as those mentioned. If your child should show symptoms of illness while at our Center, he/she will be removed from the group and given a quiet space. The parents will be contacted and asked to take their child home as soon as possible. If parents can't be reached, an emergency contact will be called to pick up your child. OUR CENTER IS A WELL CARE CENTER. Our curriculum and ratio are designed for children who are feeling full of energy and healthy. If all of us are conscientious about following these guidelines, we can cut down much of the illness that enters our Center. In turn, your children will be more healthy and keep you in your place of work. Thank you for your efforts.*

MEDICATION REGULATIONS:

The State of Minnesota requires that all prescription medications which are administered through the Center must have written instructions by a physician or dentist and a written authorization to administer medication must be given by a parent.

In order to satisfy the compliance, all medications must be kept in their original containers bearing the original label with legible information stating:

Prescription Number, Name of Drug, Strength and Quantity of Drug, Expiration Date of any Time Dated Drug, Directions for Use, Child's Name, Date of Original Issue, Name and Address of the Licensed Pharmacy Issuing Medication.

We can only issue prescription drugs that meet the above requirements and are required to be given during the time of day your child is in attendance. All written instructions must include a starting and ending date for the Center to administer the drug. With each new or repeated occurrence of an illness, a new prescription must be prescribed and a new medical permission slip must be filled out. All medicines which are past their expiration dates will be destroyed by the staff at the Center.

PRESCRIPTION DRUGS:

If your child is on a prescription drug, the medical permission slip does not have to be signed by the doctor (the prescription itself takes care of that item), but it must be filled out in entirety by the parents.

OVER THE COUNTER MEDICATIONS:

If it is over the counter medications that your doctor has advised, the doctor must fill out the top of a Medical Permission form and sign the form. Please make sure the forms are filled out entirely or we cannot administer the medication to your child. The teacher will give you a 6 month standing order to be signed for Tylenol. It's designed to be used only in the case of an emergency. If a child comes down with a fever of 103° and rising and the parents are unable to be reached, we will give Tylenol if this form is completed. The parents are still required to come pick up their child as soon as they can be reached.

PRODUCT PERMISSION:

Parents should sign a permission slip for products like wet wipes, over the counter diaper ointments, and sunscreen. This will give us authorization to use these products until we are told otherwise. No doctors' signatures are necessary for these products.



Special caring with the joys of learning. Two locations • 433 E. Little Canada, MN 55117, 651-484-4931 • 3665 Talmage Circle, Vadnais Heights, MN 55110, 651-653-9871