

Child Care Center (based off the YMCA).

Ages served: 3 months – 5 years old

Goals:

1. Children learn to work independently.
2. For children to express their ideas by using their imagination.
3. Safe and hazard-free environment.
4. Teach children to make healthy choices.
5. To respect and be kind to their classmates and materials.
6. Encourage children to explore the world around them.
7. For the atmosphere to feel safe and welcoming for everyone.
8. Using different activities throughout the day that encourage all areas of development.

Licensing approval:

1. Contact child care licenser in your county (Burleigh) at social services. Ask for a copy of the North Dakota Child Care Center Administrative Code (Chapter 75-03-10). Read and review the information.
2. Contact Child Care Resource and Referral (CCR&R) for help. CCR&R will provide you with a child care consultant to guide you with tips on running on good center, and good business practices for starting a child care center. – The child care consultant is not a licenser, and cannot provide you with a license.
3. Fill out an application to contact the county child care licenser. The licenser will give more detail on rules and regulations. Pre-licensing site visits will take place to make sure the site is safe, and is ready for the next steps. A list of documents will need to be submitted to the licenser such as: Emergency procedures, proof of liability insurance, copy of child care polices/procedures, and so on.
4. After the application is submitted, the application can take up to 60 days to be reviewed by the county licensure and Department of Human Services.

A Child Care Center can care for 19 or more children.

Meet minimum standards of: physical size of the facility, safety features, cleanliness, staff qualifications (including training and background checks), staff-to-child ratios.

Floor Plan: about 45 square feet per child in each room.

Doors in each classroom are 12 square feet for wheelchair accessibility.

Bathrooms are down the hall at each end of the center.

Infant room (3-12 months): 8 children. 2 staff members. Classroom size is 18 feet by 20 feet wide. Doorway is at the front of the room. Sink is in the back of the classroom by the changing area. 2 windows are at the back of the classroom, with wood furnishings in the middle of each set. Windows are egress in case of fire. Windows open 4 square feet.

Toddler room (12-24 months): 12 children. 2 staff members. 540 square feet. The room will be about 23 feet by 24 feet wide. The sink will be in the area by the eating area, so that children can wash their hands in convenience of just steps away. The windows open 4 square feet and are egress.

Toddler room (24-36 months): 12 children. 2 staff members. 540 square feet. The room will be about 23 by 24 feet wide. The sink will also be by the eating area, so that the children can have easy access to wash their hands. The windows open 4 square feet and are egress.

Preschool room (3 years old): 18 children. 2 staff members. 810 square feet. The room will be about 28 feet by 29 feet wide. The sinks will be by the sitting and eating area. The two windows will be egress and open 4 square feet.

Preschool room (4 and 5 years old): 20 children. 2 staff members. 900 square feet. The room will be 30 feet by 30 feet wide. Two sinks by the eating area. The two windows will be egress and open 4 square feet.

Outdoor space:

Two separate play areas:

Infants and Toddlers: 55 square feet per child. 1,760 square feet total for everyone.

Preschoolers: 4,200 square feet. There should be a gross motor area, and an area for running.

Operating Budget:

Tuition:

Infants: Newborn-1 year old rooms and 1-2 year old rooms: (Non-members): $(8 \times \$915 \times 51) = 373,320$. (Members): $(8 \times \$835 \times 51) = \$340,680$.

Toddlers: 2-3 year old rooms: (Non-members): $(12 \times \$845 \times 51) = \$517,140$. (Members): $(12 \times \$765 \times 51) = \$468,180$.

Preschool: (Non-members): $(38 \times \$795 \times 51) = \$1,540,710$. (Members): $(38 \times 720 \times 51): \$1,395,360$.

Total: \$2,204,220.

Discounts:

Vacancy (5%)

Total Discounts: <20,509>

Other Income:

Application Fee: $(30 \times \$10) = \300

Interest on Account: \$300

Fund-Raisers: \$3,000

Total other income: \$3,600

Total income: \$2,007,311

Expenses:

Personnel:

Director: \$50,000

Head Teachers (10): \$43,800

Teachers (30): \$109,500

Assistants (part-time): (10): \$32,850

Substitutes: (5): \$10,000

Secretary: \$5,000

Custodian: \$10,000

Cook: \$9,000

FICA, Workers' Comp., Unemployment, and Insurance: \$75,000

Total Personnel: \$345,150

Personnel:

Rent: \$60,000

Utilities and Telephone: \$25,000

Advertising: \$500

Food: \$36,000

Office Supplies: \$1,500

Custodial Supplies: \$500

Classroom Equipment and Supplies: \$10,000

C.P.A. Fees: \$500

Insurance: \$2,000

Licenses: \$1,500

Staff Development/Training: \$2,500

Teachers' Petty Cash: \$2,000

Total Nonpersonnel: \$142,000

Total: \$2,007,311

Program Policy:

- Mission Statement: To provide support, nutrition health, guidance-based learning, and to treat all employees and families with the dignity and respect.
- Licensing: The Department of North Dakota Human Services has licensed this center as a child care center.
The license is displayed in the main office.
- Liability Insurance: I do carry business liability insurance.
- Mandated Reporting: In any suspicion of physical abuse or neglect I am a mandated to report by North Dakota Century Code 50-25.1-03.
If you have any suspicion of physical abuse or neglect please call Burleigh County Social Services at 701-222-6622.
- Employees/Substitute Caregivers:
All those seeking a job at the center will need to come to the center to fill out a paper copy of our application. Once the application is submitted and reviewed, the potential employee will receive a phone call for an interview time slot. Once an interview is completed, and the center feels the potential employee is suitable for the job, the new employee will receive a phone call. The employee will need to fill out a background check, schedule an appointment to have fingerprinting completed, and training on Growing Futures. All the information will be provided prior to the employees first day of work. No experience necessary, future employee must have no record of previous child abuse.
Substitutes: If the main care giver cannot come into work due to family emergency, sickness, or time off, a trained substitute will be provided for the day. The substitute will have the same responsibilities as any other employee.
- Privacy Policy: Families records and personal information will not be shared with any family or children at the center. If you find out personal information about a family please keep that information to yourself. Treat others as you would want to be treated!
- Discrimination: Our center does not tolerate discrimination of any person based on race, gender, or disability,
- Children with Special Needs: I have experience in training with children with special needs.
A care plan for your child with a disability is required under licensing.
Any other needs such as medication or adaptations, please let the teacher be aware of.
- Rules Regarding the Center: The doors will always be locked, please enter your parent code to get inside, or ring the doorbell. Only those listed to pick up a child will be able to pick up. No exceptions.
 - Please sign your child in and out when you come to drop them off and pick them up.
 - Child will have their own cubbies to keep personal items in.
 - Please bring an extra pair of clothing for you children in case of accidents.
- Records: Records will be kept safe and secure. If at any time you would like to see them or update them, I or any of the staff will let you know. All records will not be shared with anyone besides myself and center services. The following records are mandatory to be on file:
 - Child Information Sheet

- Parents Statement of Health of Child
- Immunization records
- Verification of identity of child
- Infant sleep form if child is under 12 months
- Backup Child Care: All parents are responsible for providing child care for their child if school is closed. The center will close for the following reasons:
 - Weather issues
 - Holiday
 - Child is sick
- Supplies: Please provide the following items for your child: Please label everything with your child's first and last name (note some items are seasonal).
 - Extra clothes (pants, shirt, underwear, onesies, socks)
 - Diapers
 - Wipes
 - Ointment
 - Bottles
 - Pacifiers
 - Formula (if child is breastfed or you do not want to use the center-provided formula)
 - Blanket
 - Pillow (anything else your child needs for nap time)
 - Sunscreen
 - Insect Repellent
- Weather:
 - All families will receive a phone call before the center opens if we are closed for the day due to harsh weather.
 - Families are required to contact me or the center if you are not bringing your child to the center due to weather challenges.
 - Please notify me or the center if you will not be dropping your child off, if your place of employment is closed.
- Grievance Procedure: If you have any complaints about the center please contact me first. If you feel unsatisfied with my answer feel free to contact my licenser at 701-328-2316. Everyone that is a part of the center needs to know the rules and aware of filing a complaint.
- Correction Orders: Within three business days, myself, the licensee must contact the families at the center, that there has been a correction order placed. The licensee must post the correction order in an area where everyone can see. The order must be left up until the violation is corrected, or five days.
- Accountability: Children will be expected to arrive at their set time each day. If the child does not arrive, I will call you.
 Families are required to contact me at a minimum thirty minutes before scheduled arrival time.
 If the phone is not answered I or the teacher will contact the emergency contact.
 If there is no callback by the end of the day, the police will be called.

- Activities/Curriculum: The activities below are developmentally appropriate so that children may understand the curriculum. Materials are safe and appropriate for children's working.
 - Dramatic play
 - Physical activity
 - Art activities
 - Gross motor activities
 - Free play
 - Eye-hand coordination activities
 - Sensory activities
 - Reading and quiet time
 - Language Development activities
 - Math activities

Here is a tentative schedule throughout the day:

1. Morning activity- free play
2. Breakfast
3. Circle time (reading)
4. Daily activity (physical, art, sensory, math, and gross motor).
5. Lunch
6. Nap
7. Snack
8. Afternoon reading
9. Free play until pickup

- Clothing: As stated earlier, children that are being toilet-trained must have extra clothing brought in, in case of an accident (pants, shirt, underwear, socks).

Please send seasonal appropriate clothing and shoes.

- Celebrations: For birthdays and celebrations the following apply:
 - Snack brought it must be nut free.
 - Snack must be healthy
 - Snack must be preapproved by classroom teacher.

- Food and Nutrition: I do not participate in a Child and Adult Care Food Program. Food will be offered to every child, but I will not force them to eat anything they do not want to eat.

Schedules of the mealtimes and food served will be hung up in every classroom.

Meal times and snack schedule:

- 8:00: Breakfast
- 11:30: Lunch
- 2:30: Snack

For infants, please provide the center with a schedule of how often your infant(s) should be fed.

Infants' bottles will be kept in a sanitary area, and washed after each bottle is used.

- Naps and Quiet time: Each child will have their own cot at nap time. Each cot will be sanitized after each nap.

Make sure your child has a blanket and pillow, or anything else your child would like to sleep with.

If your child does not fall asleep, the child will be given a book to read during nap time.

Infants:

Infants will be kept in a safety approved crib, with the option to have a blanket. If there is a blanket with the infant, please fill out a request to have the baby swaddled or not.

To prevent SIDS children under 12 months will be placed on their backs while they sleep. If you feel the need to want your child to sleep in an alternate position for medical reasons only, please contact me and fill out a request. An attorney will either deny or accept your request. Children will be checked every 10-15 minutes, to make sure they are sleeping appropriately.

- **Outdoor Policy:** Children will be taken outside twice a day, to engage in large motor activities and exercise. If the wind chill is below 0 degrees or over 98 children will remain inside. Weather permitting (rain, snow).
- **Toilet Training:** I will help all children learning to use the toilet. Please make sure if the child is wearing pullups that they are sent with your child to the center.
- **Toys:** Children may only bring toys from home during show and tell. No outside toys may be brought into the center, due to sanitary issues. Toys will be washed and bleached on a weekly basis.
- **Behavior Guidance:** Discipline will be used when children acting out or behaving inappropriately. The child will be talked to and asked what he/she can do better than acting out. I do not believe in time outs I believe in children taking breathers. If a child is acting out, and talking to them does not work, I will ask the child to sit down and take a breather.

I always notify parents at the end of the day of a child's inappropriate behavior, and ways to prevent the behavior at home.

A child will never be physically harmed or shamed by a staff member.

- **Ill Child Policy:** I will ask all families to respect my illness policy, as bringing or keeping a sick child in care, can result in other children getting sick as well. If you do not comply with the illness rules, your contract will be terminated.

If your child is sick and not able to participate in activities, the main care giver will be called to come pick up the child. If the main caregiver does not answer, I will call the emergency contact to come pick up the child.

In order for your child to be able to attend class again, a doctor's note must be provided stating that your child may return to school.

A child that has a fever (100F), vomiting, breathing issues, scratching, or diarrhea may not attend class, and must stay at home.

If the fever is 101 or higher, the child must be fever free without medication for 24 hours before returning back to school.

If your child is sick please call the center by 7:00 to let the teacher know your child will not be in class that day.

- Injuries/Accidents: Any child that gets hurt and requires first aide, will receive a copy of the incident within 24 hours. The main caregiver will be notified immediately of any emergency situation that the child needs immediate care.
If a death or any care that needs hospitalization occurs while at the center, county social services will be notified within 24 hours.
- Medication: In order for the child to receive any medications at the center, a doctor's note must be filled out explaining why the medication needs to be distributed and directions. The label with the child's name on, can also be a form of note from the doctor.
The following must be labeled on the child's medication:
 - Child's first and last name.
 - Date the medication was filled.
 - Name of the doctor who prescribed the medication.
 - Medication's expiration date.
 - The instructions on the dosage and how to distribute the medication. Instructions on how to store the medication, administration, and disposal.
 - Name and strength of the medication.
- Immunizations: You are required to fill out a form, of the child's recent and most up to date immunizations. Every time your child gets updated immunizations, let the center know immediately, so the forms can be updated. If you refuse immunizations for your child they are still allowed to come to the center. You must fill out a form explaining why your child is not receiving immunizations.
- Emergency Information: A list of emergency contacts will be kept on file. Please provide the center with at least one emergency contact, if case the main caregiver cannot be reached.
I follow the state fire safety rules. The children and staff will be taught proper fire safety so that everyone can get out of the center safely in case of a fire. A fire escape plan will also be posted in every classroom.
For power outages the center has a first aid kit in every room with flashlights, blankets, and emergency food.
If your child is involved in a serious emergency, 911 will be called, and the main caregiver will be called.
As mentioned above, if the child is involved in a non-life-threatening injury, and incident report will filled out, and given to the main caregiver. The main caregiver must sign a copy of the form.
- Other Safety Precautions:
 - Practice emergency meeting area outside the center.
 - Practice fire drills (required by state law).
 - Emergency plan for tornadoes, blizzards, and flash floods.
 - Emergency plan for a missing or abducted child.
 - Emergency plan for transporting children.
 - Emergency plans for gas leaks, power failure, water loss, phone failure, heating and air conditioning failure.
 - Emergency response to accidents.

Emergency for chemical spills.

- Pets: Pets are not allowed inside the building unless for medical reasons. If a pet is used for medical reasons, please let the center know and a form will need to be filled out.
- Water Hazards: There is a swimming pool at our facility.
A parent signature form will need to be filled out with your child's swimming ability on the form.
If a child is transported to the swimming area, the transportation will be for swimming lessons and mini field trips only. Again, a form will need to be filled out for the field trip or if you want your child enrolled in swimming lessons.
If a child is transported to the water facility, I will not be involved in the water activities, and the teachers will be there to supervise only. The pool will be provided with a lifeguard as well.
- Smoking, Drinking, and Drugs: Our center does not tolerate drugs and alcohol and if any employee is found doing either during the work day, they will be asked to leave immediately.
- Transportation:
Children will be transported by bus or walk to different locations.
Parents will need to fill out a form in order for children to be transported by bus for any of the following reasons:
 - Field trips
 - Transportation to after school activities
 - Emergency transportation
- Field Trips: We do offer field trips and will need a written permission form, to be able to participate in field trips.
The center will carry a first aid kit on every field trip, and have an emergency plan.
Pictures may be taken, and emergency contact numbers will be taken with.
- Pickup Authorization: Parents must fill out a form for who can pick up your children.
Anyone that is not on the list to pick up your child, will be asked for photo ID for assurance of safety of your child.
Main caregivers will need to update changed when people will removed or updated from the list.
Any court orders must be given to the center to file.
Please call the center in advance if your child will picked up earlier or later from their scheduled time.
If the child is not attending school for the day, please call the center before the child's scheduled arrival time.
- Pickup and Drop-off Policy: Please do not pick up your child if health and safety is an issue. Have another family member or friend pick up the child if the main caregiver is not able to do so.
You must follow state laws complying with transportation safety.
If the center feels the child is being transported unsafely the center will take action on the following:
 - Call an emergency contact to come pick up the child.

- Call a cab, or another alternative form of transportation.
- If the child does not have a car seat or proper form of restraint, the child must stay at the center until the care giver comes back with the proper restraint.

If the center feels the main caregiver is unable to take their child home, another suitable form of transportation will be called.

You are required to sign your child in before your child can participate in activities, and sign him/her out before the child can leave the facility. If the child is not signed out, the center will assume the child is missing and an emergency contact will be called. If then, the child is still unfound, police will be called.

The center does not help place children in the car or car seat. This is the responsibility of whoever is picking up the child.

- **Transporting School-age Children:**

School-age children may only leave unsupervised with a signed parent permission form. Children may only be picked up by those authorized to pick up the child.

If a child walks into the center unsupervised, I will contact the main caregiver immediately so that the main caregiver can be located. If the main caregiver does not answer, I will contact the emergency contact. If all else fails, the police will be called.

Transition Plan:

Transition Plan

Committee Members Affiliation

Gary Zimmerman - School: principal

Allison Dehn - School: pre-school teacher

Sarah Lowly - Parent: PTA vice-president

Jenna Burhan - School: class 1 kindergarten teacher

Marie Lacey - School: class 2 kindergarten teacher

Kari Jackson - School: Head Start provider

Designated Leader: Gary Zimmerman

1. Visit classrooms and interact with the teachers and students
2. Inform parents on how to prepare their child for kindergarten
3. Talk to the preschoolers about kindergarten – practice some kindergarten curriculum

4. Get preschoolers involved in the community

Type of Connection	Sharing Information	Building Relational Supports	Fostering Alignment Between Settings	Evaluation (Step 4)
Child-School	Teacher talks to the students about Kindergarten, and a discussion is held to share feelings, and worries.	Children spend time with a Kindergarten buddy, in the classroom for a day.	Children practice Kindergarten-related activities Some Kindergarteners come into the pre-school classroom to talk about Kindergarten.	Students seem excited for Kindergarten, they ask a lot of questions and talk about what they want to accomplish in Kindergarten.
Family-School	Pamphlets are sent home informing parents about which teacher the child will have, school supplies, and what to expect the first few weeks of class.	Kindergarten orientation is held for families to meet their teacher. Teacher talks about Kindergarten expectations.	Families are encouraged to volunteer in Kindergarten, to help their child with the transition. Pre-school teacher contacts families the first few weeks of Kindergarten, to check-up on the child(ren).	Parents are asking valuable questions, and are anxious for their child to start Kindergarten. For parents with their oldest child going to Kindergarten they feel well-informed on what is expected.

Type of Connection	Sharing Information	Building Relational Supports	Fostering Alignment Between Settings	Evaluation (Step 4)
	Kindergarten teacher goes in	Pre-school teacher	Pre-school teacher goes	Pre-school and Kindergarten

<p>School-School</p>	<p>the pre-school classroom to talk about Kindergarten to the children.</p>	<p>collaborates with Kindergarten teacher to visit the classroom and check-up on the students personally.</p>	<p>into the Kindergarten classroom to speak with the teacher on progress and curriculum.</p>	<p>teachers discuss evaluations and records of the children. Teachers feel children are almost ready to enter Kindergarten.</p>
<p>School-Community</p>	<p>Provide pre-school parents with flyers to hang up around town about Kindergarten registration.</p>	<p>Community members are informed about how they can be part of the Kindergarten transition team.</p>	<p>Have the teachers talk to the students about how they can help out in the community.</p>	<p>Students are excited to help out in the community and meet new classmates. Community members are signing up to be part of the transition team.</p>