

## Concordia Community Arts Play Care Policy and Handbook Fall 2018 to Summer 2019

Welcome to Concordia Community Arts Play Care! Thank you for enrolling your child in Concordia Community Arts Play Care (CCAP)! At CCAP, we embrace that each child is unique and valued. We see ourselves as one community coming together to embrace the creative and unique spirit of each individual who enters our doors. The arts are incorporated in all areas of our day and play to help support each child's uniqueness and development. Children are involved daily in the Kindermusik music curriculum, Reggio Emilia process based art, and the Get Ready get set for school program. There is also a large emphasis on free, unstructured play inside and outside. We believe children need opportunities to move throughout their day and incorporate movement to support learning and social interactions with peers and adults. Our program is an integrated music and movement program and we create a culture in which all children are accepted and included.

### **Mission:**

We are a Music, Reggio Emilia inspired, play-based preschool. We aim to encourage the natural curiosity, creativity, communication, and community in our kids. We believe in the innate drive of children to understand and experience the world through hands-on expression, trial and error, and openness. Our small class size allows us to follow the interests of each child wherever they may lead. We have a monthly theme that guides our daily art and craft projects such as Weather, Family, Vehicles, and creatures. We are highly focused on building the social and emotional skills that will create a foundation of confidence in community, good friends, and life-long learners. The Concordia Community Arts play care is a childhood-first, constructivist, exploration and discovery-based preschool. We care about childhood and giving kids the space to explore their own young minds, follow the ideas that strike them, and learn from their mistakes. We want kids to be excited about figuring out the way the world works by inspiring curiosity and encouraging rich imagination-based play. We strive to cultivate curiosity, creativity, concentration, openness, and social understanding. We believe that every child is filled with wonder and potential and their innate curiosity drives their interest to understand their world and their place within it.

### **Staff:**

We have one Lead teacher: Mrs. Cindy as well as one to two teacher's helpers, Miss Haley and Miss Izzy. We also welcome parent volunteers. Concordia Community Arts Play care and our families work together to build a strong community. All staff members meet the state requirements as lead or assistant teachers, pass a background check, are certified in CPR and first aid, and participate in a variety of program trainings and staff development opportunities annually. Mrs. Cindy has a 30 year background of teaching early childhood and Early child hood special education for the public schools as well as a Kindermusik Educator for 15 years. She teaches piano, ukulele, and guitar and enjoys incorporating music and art in learning for children. Our Teacher's helpers are also considered highly capable teachers of your children. Miss Haley has a wonderful art background and her calm demeanor and willingness to see strengths in all children makes her an asset to our program. Miss Izzy has a wonderful background of

being a sister to children with special needs. She is very kind and genuine to the children and the children immediately feel calm with her.

**Child Care Program Plan:**

It is the policy and practice at CCAP that all children are supervised by an approved staff person at all times, meaning that a child is always within sight or hearing of a staff person. Your child is your responsibility before they are signed in and after they are signed out each session on the sign-in/sign-out form located in the preschool classroom. CCAP is an equal opportunity employer and educator. CCAP offers a non-sexist, non racist, multicultural curriculum and environment and does not discriminate against staff, parents/guardians, or children on the basis of sex, gender, gender identity and expression, age, race, ethnicity, national origin, sexual orientation, marital status, income, status in regards to public assistance, religion/spirituality, language, physical or mental abilities, or veteran status. CCAP promotes an inclusive, welcoming, and safe environment in part by representing many different kinds of families within the curriculum, decorations, books, toys, activities, and teaching materials in the classroom, providing opportunities for children to experience different cultural activities and to ask questions, and not celebrating any particular culture's holidays. Throughout this document the term parent/guardian is used, however it is understood that a caregiver such as a nanny, babysitter, grandparent, or other adult may accompany your child to/from CCAP and/or may be the child's primary caregiver. Please share this information with all of your child's caregivers as it is a valuable resource for all of the caregivers who will be involved in your child's preschool experience so everyone knows what to expect from your child's time at CCAP.

**Ages and Numbers Served:**

CCAP serves children ages 26 months to 5 years during the school year and 26 months to 8 years during the summer months. CCAP does not require children to be potty trained to be part of the program, CCAP will work with families when the child is ready to be trained. CCAP generally has no more than 14 children in each session of preschool. To comply with Family Child care licensing this is 10 2-4 year olds and 4 5 or older. Half day classes have 14 children and at least two teachers. Full day classes offer the same ratio. We try to keep our ratio of 6 to 1 and when 14 are enrolled 4-5 to 1 adult.

**Yearly Schedule:**

CCAP is open from the Tuesday following Labor Day to the Friday before Memorial Day. It is also open June to August with with four weeks off during the summer 1-2 weeks each month. CCAP is closed on federal holidays including Labor Day, Thanksgiving (and the Friday after), Christmas Day, New Year's Day, and Memorial Day. CCAP is also closed for the Duluth Public Schools' holiday, winter, and spring break weeks. Families receive the yearly calendar with enrollment materials. These days are considered to be part of the scheduled billing and are included in tuition fees.

**Days and Hours of Operation:**

CCAP offers preschool during the school year 8:30-11:30 or 11:30-2:30 or 8:30-3:00 Tuesday, Thursday, Friday. 12-4 Monday and Wednesday with extended care 8-9 or 4-5 in case by case circumstances. CCAP will be closed when the Duluth Public Schools (ISD #709) close due to severe weather (see the Weather Emergency Closings section for more information). CCAP is a 9-month program and requires a commitment for the

entire year. Summer sessions are in addition to school year programming. The following sessions will be offered this school year:

Days	Time	May 2019 Tuition Deposit due by 5/1/2018	Monthly	Semester Fall Sept to December Spring Jan to April (if you paid May deposit)	Full School Year (If paid May tuition)
Mon/Wed	12-3	\$150	\$150	Fall\$600/ Spring \$600	\$1200
Mon/Wed	12-4	\$200	\$200	Fall \$800/ Spring\$800	\$1600
Tue/Thur	8:30-11;30	\$150	\$150	Fall\$600/ Spring \$600	\$1200
Tue/Thur	11:30-2:30	\$150	\$150	Fall\$600/ Spring \$600	\$1200
Tue/Thur	8:30-3:00	\$310	\$310	Fall \$1240/ Spring \$1240	\$2480
one session per week	8:30-11;30 12-3:00 11:30-2:30	\$90.00	\$90/60	Fall \$360/\$240 Spring \$360/\$240	\$720/\$480
Friday	8:30-11:30 11:30-2:30	\$90.00 (\$60 if enrolled in other sessions per week)	\$90/60	Fall \$360/\$240 Spring \$360/\$240	\$720/\$480
Friday	8:30-3:00	\$170 (\$140 if enrolled in other sessions per week)	\$170/140	Fall \$680/\$520 Spring \$680	\$1360/\$1120

**Program Enrollment:**

CCAP does not discriminate in admission on the basis of gender, race, religion, creed, national origin, disability, or source of payment. There are no geographical boundaries for enrollment to CCAP. CCAP accepts children with special needs and works with staff, parents, and, if necessary, appropriate professionals to help all be successful in our program.

**Required Enrollment Forms:**

An enrollment packet will be mailed to you in the Summer and includes program information required by State of MN licensing regulations. Before the first day of preschool new children must have the following documents completed and submitted:

1. Family Child Care Admissions and Arrangements form
2. Immunization History
3. Family Childcare allergy information form
4. Allergy Action Plan (ICCP), required for ALL mild and severe allergies
5. Concordia Community Arts Application
  - A. Payment Option
  - B. Release Photo/Video Permission
  - C. Dietary and Medical Needs
6. Walking Field Trip Permission
7. Family profile form
8. Prescription and Over-the-Counter Medication Administration Forms, if applicable

Families must submit an Individualized Child Care Plan (ICCP) if your child has a learning disability, special needs, a mild or severe food allergy, asthma, seizures, or another medical condition that needs special attention. Parents can complete the ICCP for mild allergies, but the form should be completed in cooperation with and signed by the child's medical provider for severe/ allergies. I can provide this form at your request. These forms provide CCAP staff with information about medications that your child is taking that need to be administered while the child is at CCAP. This includes medications for allergic reactions such as an EpiPen as well as over-the-counter medications such as StingEase or Tylenol.

#### **Waiting List Policy:**

CCAP maintains a waiting list for two purposes: families may apply to be on the waiting list for a class that is currently full and families may place a young child on the list for a class that begins in a future fall. Families may apply to be placed on the waiting list by submitting a Waiting List Application Form and a non-refundable \$25 administrative fee. No application or fee is needed to place a currently enrolled child on the waiting list for a different class, for example if you want to put a child on the waiting list for a full day class for the same school year. The date of application, preferred year to begin enrollment, age of the child, gender, and other factors determine a child's position on the waiting list. As openings at CCAP occur, enrollment of a child in any one of our four classes is determined by these criteria in the following priority order:

1. Internal movement of a child between classes.
2. Sibling of a current or alumni child that is on the waiting list. Prior tuition payment history will be considered before an offer of enrollment is made.
3. Child on the waiting list.
4. General Public. Every effort is made to contact families on the waiting list by email, mail, and telephone when spots become available. If we are unable to get in touch with a family or do not get a response, CCAP will move on to the next family on the waiting list.

#### **Drop-off and Pick-up Policies:**

Children benefit from routine arrival and departure times and you are encouraged to keep to a regular schedule whenever possible. Arrival and departure times provide

opportunities for you to communicate with your child's teacher about their day and discuss any questions you may have. You must "sign-in" your child each morning upon arrival in order to transfer responsibility of care from parent to authorized program staff. Upon departure you must "sign-out" your child. Once your child is signed out, he/she is no longer the responsibility of CCAP and the CCAP staff. CCAP staff use the sign-in sheets to track the number of children present and use it as a roster in an emergency situation.

### **Drop-off Policies**

Parents must accompany children into and out of the building at all times. The sign-in/sign-out form also has space for parents to leave special contact information for the day or changes in who will pick off or drop off a child. Parents are requested to leave this information if they will be away from their regular telephone number or if some else will pick up their child so that they can be reached in case of an emergency.

Arrival: Please have your child take off outer wear and hang up and get ready for the day, lunch on cart, and go to the bathroom and wash hands before starting their day.

Children should have an extra change of clothes, including socks for each day.

Changes of clothing, etc., may be kept in the child's backpack. If your child will be late for their session, please call CCAP or email your teacher so that we know you will be arriving late. If your child will not be attending on any particular day due to illness or other reasons, please inform CCAP as soon as possible. If we haven't heard from you, we'll try to contact you to make sure all is well. Please move other children and conversations with other parents outside of the classroom as soon as possible after dropping off your child to allow children to settle in and teachers to start the session.

### **Pick-up Policies**

Pick up is at 11:30 am for morning classes and 3:00 pm for half day classes or 4:00 for extended child care. Pick-up time for the full day classes is flexible, but all children must be picked up by 4:00 (with some arranged circumstances until 5:00). Families are welcome to remain on the play ground after children are picked up. Once a child is signed-out they are no longer the responsibility of the CCAP staff or program. If you will be late, please call CCAP to let us know. This way we can let your child know that you will be late and we will not attempt to call you or contact alternate adults to pick-up your child. In the case of car malfunction, traffic, snow storm, etc., it is expected that you would be in contact with CCAP by the end of your child's session. Please see Emergency Procedures Related to Child Pick-up for more information about what CCAP would do if no one came to pick up a child.

### **Parking Lot**

Please hold child's hand in parking lot up until they are on the sidewalk headed to preschool or on the grass next to the parking lot. When children are outside, they are not allowed to run to you at the car in the parking lot. They must wait until family comes to pick them up on the playground or in the classroom.

### **Sample Daily Schedule**

The CCAP curriculum values spontaneity and takes advantage of seasonal changes and happenings in nature. However, many people, especially young children, benefit from having a regular schedule. CCAP maintains a loose schedule with predictable events such as circle time, snack and meals, and outdoor play time during each

session. Below is a sample CCAP daily schedule for full and half day classes. This schedule is subject to change depending on the weather, play opportunities, and in response to the children's interests and needs each day.

Full Day Classroom Daily Schedule Half Day Classroom Daily Schedule:

Arrival

Half day:

Question of the day, Journals, Get ready get set names

Free choice (art, music, unstructured play)

Morning snack

Outside play

Kindermusik / Calendar/ Concepts

Art/table top activities

Free choice

Dismissal

Full day:

Question of the day, Journals, Get Ready get set names

Free choice (art, music, unstructured play)

Morning snack

Outside play

Kindermusik Curriculum/Calendar/Concepts

Art Table top activities

Free Choice

More musical fun: Kindermusik

table top/art/ sensory/Handwriting without tears curriculum

Outside time

Lunch/snack

Free choice

dismissal

### **Curriculum**

CCAP teaches pre-literacy, pre-numeracy, science, social skills, and literacy through the Get Ready Get Set for School Curriculum from Learning without tears and Music and Movement and literacy with the Kindermusik Curriculum. The Help At Home for 3-6 year olds is also used to balance out the curriculum. We focus on play-based, experiential, and developmentally appropriate learning at CCAP. The CCAP curriculum includes a mixture of inquiry-based and hands-on activities, group and individual activities, indoor and outdoor activities, and active and quiet activities. Children develop self regulation, problem-solving skills, confidence, and more as they learn to dress themselves for all seasons and play inside and outside at Concordia. Our Curriculum is aligned with the Early Childhood Indicators of Progress: Minnesota's Early Learning Standards for Children Ages 3 to 5 (ECIPS). The learning domains addressed in ECIPS (revised in 2017).

### **Assessment**

CCAP's assessment tool is Get Ready Get set and the Hawaii Early Learning profile ages 3-6 which is Parent Aware approved and aligned with MN early learning standards. The child's portfolio of learning will be used in conjunction with ongoing

informal assessment to individualize instruction and is shared with families during parent teacher conferences and as requested. \* pretend play, \* Playing games  
\*Practicing putting on boots and coats independently \* Reflecting on the events of the day through sharing, answering question of the day, journaling. \*Manipulating crayons, markers, and paintbrushes \*Watching out for each other as we walk in the woods or play outside\* sock hop and other family events \*Counting during calendar time \*playing instruments or dancing to recorded music\*sensory tables and play \*Counting natural objects \*Pretend cooking with utensils and measuring cups \*Using sticks to create letters on the ground /Get ready get set wooden sticks \*Creating art projects with a variety of natural materials \* Using building blocks made of a variety of materials \*Using dramatic play materials such as dress up clothes or a tent \*Using water and other ingredients to make “soup” or potions \*Using crayons, markers, pens, and pencils to draw and write \* Reading books and listening to stories read or told aloud \*Playing in the sand/water table \*Using manipulatives such as puzzles or matching games.

### **Technology in the Classroom**

At CCAP we do not include technology such as computers in our classroom or offer children computers, tablets, or other technological devices to play with. We occasionally show children a brief video clip or music video to enhance our learning on a topic such as dinosaurs, space, or. As they grow up, children will have ample opportunities to become masters of technology. CCAP offers children a space when they can be unplugged and be immersed in the rhythms of the natural world and engage with their classmates and teachers. CCAP staff only use mobile devices when with the children to briefly snap photos for the daily email and the children’s learning records or make emergency calls.

### **Outdoor Play**

At CCAP s policy that all children who are well enough to attend preschool are well enough to participate in outdoor activities and play. We work in conjunction with families to make sure that families send clothes appropriate for Minnesota weather outside. This means snow suits are sent any day snow and cold weather might occur and rain jackets are sent with rain. We make sure that children are dressed in clothing that is appropriate for the weather conditions. Families must cooperate when it comes to preparing children to spend time outdoors in all weather. Play time outdoors will be appropriately limited in cold weather or severe weather based on the weather forecast from the National Weather Service and the judgment of preschool staff.

#### **What to Bring Each Day**

Please send the following items with your child each day that they attend preschool.

Please label

all items.

\* Small backpack

\*Hearty, healthy snack or lunch if child is full day.

\*Water bottle that is easy for your child to drink from without assistance.

\*Seasonally appropriate outdoor clothing and foot wear

\*Indoor shoes if you want. We do not use shoes at music group time.

\*1-2 complete changes of clothes Required Clothing Children need comfortable, non-restrictive clothing that is appropriate for both outdoor and indoor play every day of preschool. In addition, the clothing needs to be easy to take on and take off independently in the restroom. Please do not send children in clothing that would be missed if misplaced or soiled. All clothing must be labeled, including boots and shoes. Unlabeled clothing can easily be mixed-up or lost.

### **Indoor Clothing**

Flip-flops and open-toed sandals are not recommended for the play ground and grassy hill. They can be used inside of the classroom, however. We love to play with a variety of materials at art and sensory time, so sending clothes you do not mind getting dirty is recommended. We do not wear shoes during music time so socks are recommended as well. Each child must have at least one extra complete change of clothing including underwear, socks, pants, and at least one long-sleeve and one short-sleeve top with them every day in their backpack. Please also check backpacks as seasons change and as your child grows.

### **Outdoor Clothing:**

We try to get outside everyday and get fresh air and a chance for unstructured play and movement. Children should be adequately dressed for outdoor play for all seasons and weather conditions.. Children need comfortable, protective shoes with gripping soles for running, jumping, climbing, and playing. Sneakers, rubber boots, winter boots, or well-fitting hiking boots are recommended depending on the season. Closed-toed sandals with heel straps are allowed during the warmest weather. Flip flops and open-toed sandals are not encourage as outdoor shoes. We live in Minnesota so snow suits and coats should be sent all year once the season starts.

### **Additional Program Information Holidays and Celebrations**

At CCAP we do not celebrate religious holidays, do not attempt to provide religious education to children, and do not use religious symbols in the classroom. We welcome you into our classrooms to share special songs, stories, and cooking experiences from your family's culture with the children. Schedule such an event with your child's teachers. We may celebrate secular holidays such as Halloween, Thanksgiving, Valentine's Day, St. Patrick's Day, and Mother's Day for the fun of having celebrations and as a way to encourage artistic expression and to practice writing. We will also celebrate special seasonal events such as harvest time in the fall,

### **Babysitting**

CCAP does not endorse or recommend staff to parents or parents to staff for child care outside of CCAP hours (babysitting) and neither encourages or prohibits staff from entering into these arrangements with families. CCAP assumes no liability whatsoever for any injury, damages, liability, or loss of any kind resulting from or occurring during the private child care or babysitting provided by any CCAP staff member who is not on duty at CCAP during regular hours of operation.

### **Walking Field Trips**

CCAP children will take weekly walking field trips into the Hartley Park and to Glen Avon ice rink, or the play ground at Washburn school.

Parents give their permission for these walking field trips via the enrollment information form at the time of enrollment.



## **Parent Communication**

### **Daily Communication**

We all work together to meet the needs of all children. As part of this goal, CCAP strives for on-going communication and collaboration with all families through a variety of methods. Please feel free to bring any questions or concerns to the preschool teachers and/or the preschool director. Arrivals and departures can be useful times for you to briefly exchanging information or concerns with the preschool teachers. You are strongly encouraged to share any information that may help CCAP teach and interact with your child. Please try to share any private information out of the hearing of other adults and other children. It is helpful to share information when:

- \* A family member is ill.
- \* A parent is out of town.
- \* The child did not sleep well the night before.
- \* A pet is missing or has passed away.
- \* Other life changes occur, such as a move, a divorce, or the arrival of a new sibling.

However, any topic that will take more than a moment to communicate should be communicated via a written note, an email, or a phone message. A meeting can also be arranged so that you have time to adequately discuss an issue with us. You are also welcome to call or email y to talk about your child, the program, or any concerns or questions you may have. The contact number for CCAP is 218-590-2567. Every day you will receive an email describing the day's activities. These emails include photos of the day, information about upcoming events, updates on appropriate seasonal clothing, and other reminders.

### **CCAP Newsletter**

CCAP will start a periodic family newsletter fall of 2018. The newsletter contains information about CCAP seasonal teaching themes, activities, events, and photos of the children. Families and staff are welcome to contribute content to the newsletter.

## **Parent Teacher Conferences**

Parent teacher conferences are offered twice a year and are a formally scheduled time for you to discuss your child's growth and development and to set future goals with your child's teacher(s). We will use a variety of tools to document and report on your child's intellectual, physical, social, and emotional development including work samples, photos, checklists, and anecdotal notes kept in your child's assessment portfolio. At conferences you get to hear about your child's strengths, interests, and successes and collaborate with your child's teachers to plan for areas in which your child needs to strengthen his/her skills. Please feel welcome to schedule additional meetings with teachers throughout the year as needed.

### **Parent Involvement**

Parent involvement is a vital aspect of our program and critical for your child's healthy development. There are many ways in which you can help and support CCAP such as volunteering, organizing a fundraiser, Parents are encouraged to be involved in CCAP in any of the following ways and more:

- \* Attend the Open House held before the preschool year begins where you'll have a chance to meet the staff and learn what to expect for the coming year.
- \* Attend parent/teacher conferences twice a year.

- \* Read emails, newsletters, and other communication from CCAP.
- \* Attend parent and family events offered by CCAP when possible.
- \* Volunteer in the classroom.

### **Visitors**

Parents/Guardians of Enrolled Children Parents/guardians of enrolled CCAP children are welcome to visit CCAP at any time and have access to their child at any time while the child is in the care of CCAP.

### **Community Volunteers**

All visitors, including grandparents or teenage siblings, must sign in in the classroom . A volunteer may not be left alone with CCAP children, other than their own child, at any time. CCAP reserves the right to deny access to the preschool classroom or children to any person at any time for the purpose of protecting the rights of children, parents, and staff and for programmatic integrity.

**School-Age Children** A child under the age of 13 who has attended a kindergarten program is considered a school-age child by the State of MN and, according to State Statutes, “cannot be present in the child care center unless the program is licensed for school-aged children.” The only exceptions are when the child accompanies a parent, caregiver, or staff person into the classroom to pick-up or drop-off an enrolled child. School-age children must be accompanied by an adult at all times when they visit the CCAP preschool classroom.

**Photography** is a common means for documenting learning and development and is used by CCAP staff. For example, CCAP staff may take photos of a child’s art project to include in the child’s portfolio, take photos for the newsletter. If you want restrictions placed on when your child may be photographed or videoed, please indicate this in the Photo/Video Permission on the Enrollment Form. CCAP uses social media sites such as Facebook and Instagram to promote the CCAP program. No names are used and no “tagging” will be done by CCAP staff in photos posted on CCAP’s social media sites.

### **Withdrawal of Child Care Services**

**Parental Notice of Termination** If you wish to discontinue preschool services at CCAP a written notice must be submitted to the preschool director at least four weeks prior to your child’s last enrollment day. Tuition is charged until your child’s last official day of attendance following receipt of that written notification regardless of your child’s attendance during that time. All fees for preschool services must be paid on or before your child’s last official enrollment day at CCAP. The deposit will not be refunded and cannot be applied to the child’s last month of preschool if before May.

### **Program Notice of Termination of Care**

In the event that any of the following situations occur, preschool services may be terminated by CCAP:

- \* Non-payment of fees by parent/guardian, i.e. 30 days in arrears or breach of established payment plan contract.
- \* Failure to provide the required health, immunization, and/or emergency contact information.
- \* A parent’s inappropriate behavior, such as menacing and/or verbal threats towards staff, children, other parents, or property of the program.

\*Lack of cooperation from parents/guardians with the program's efforts to resolve differences and/or to meet the child's needs through parent teacher meetings, conferences, and/or additional interventions.

\* Chronic lateness (four times or more) in picking up child at the end of the session.

\* Failure to pick up an injured or ill child within an hour of being notified, for the second time in a calendar year. A written notice from CCAP will be sent to the parent/guardian as soon as possible after the occurrence of any of these events. CCAP will also communicate this decision to the parent verbally. A parent may grieve the notice of termination within two working days of its receipt— Regardless of the duration of the grievance process, the child or children of the parent/guardian who has received the notice of termination shall remain in CCAP for a period of not more than two weeks after the parent/guardian has received the notice of termination.

### **Behavior Guidance Policies and Procedures**

General Policies and Procedures At Concordia Community Arts Play care, our behavior policies and procedures encourage positive, healthy, and safe interactions between children and between children and adults. CCAP must abide by the guidelines from MN Statute 9503.0055 regarding the development and implementation of written policies and procedures for Behavior Guidance. CCAP behavior guidance policies and procedures:

\*Ensure that our staff provide all children with positive role models of acceptable behaviors;

\* Are tailored to be developmentally appropriate for 2.5-8 year old children;

\* Redirect children and groups of children away from problems toward constructive activity in order to reduce conflict;

\* Teach children how to use acceptable alternatives to problem behaviors in order to reduce conflict;

\* Protect the safety of children and staff persons; and

\* Provide immediate and directly related consequences for a child's unacceptable behavior. In general, CCAP staff enforce ground rules, employ logical consequences, and deal with specific problems in a caring, consistent, and positive manner.

In general, the staff emphasize positive behaviors, offer reasonable choices, recognize feelings, and make clear when a child's behavior is unacceptable. The staff will not bribe, use threats, moralize, shout, or humiliate children. If a behavior becomes dangerous, destructive, and/or disruptive then a staff member will intervene in order to protect people and property in a way that protects a child's self-esteem and helps them understand the problem with the behavior. Different children and different situations will call for different responses. Physical force would only be used to contain a child if necessary to protect the child or others from harm. You will be notified if your child acts in a harmful manner, for example if he/she bites another child. You may be asked to remove your child for the remainder of the session if their behavior continues to be harmful or threatening. Any behavior which requires an increased amount of staff guidance and time, such as on-going biting, kicking, hitting, pinching, or scratching will be observed and recorded by staff. If deemed necessary, staff will work with you and other staff members to develop a plan to address the behavior. Observation records created by staff members will be used as the basis for this discussion. Other professionals may be consulted when appropriate.

See Referral Process for more information.

### **Referral Process**

Occasionally staff members have questions regarding assessment or additional services for children already enrolled in our program or will need to make a plan regarding persistent unacceptable behaviors. When issues such as these arise, you will be notified in person, by email, or phone of the concerns and invited to participate in the development of an individual plan to address program concerns. Continued participation in HNP's program is contingent upon a cooperative relationship between CCAP staff, parents, and appropriate professionals, as needed.

1. Program teaching staff will communicate with parents regarding the concern.
2. Program teaching staff will observe and document the child's behavior(s) at the onset of a concern regarding personal or developmental behavior.
3. Program teaching staff may request the preschool director or an Early Childhood Education Consultant to conduct an observation of the behavior(s) of concern.
4. Staff will receive communication from the director regarding the observations within one week, if applicable.
5. Staff and/or the preschool director will meet with the parents to discuss the behavior(s) and observations and to create an Individual Child Care Plan, which parents must sign within 30 days.
6. If it is indicated that additional professional observation is necessary, staff will provide parents with a list of potential resources outside of CCAP that may provide the needed observations, including: Duluth School District—Child Find at 218-336-8744
7. Staff will work with outside professionals to arrange for observation and intervention times that best meet the needs of the child within the context of the child's participation at CCAP.
8. Staff, parents, and outside professional staff will meet periodically to evaluate the outcome of the intervention and the child's progress.
9. In the event that the staff, parents, and outside professional staff cannot come to agreement about outside professional observation and assessment and/or the total program being offered to the child and family, enrollment may be terminated.
10. When a child's behavior results in either of the following situations, the preschool director will meet with the child's family and CCAP staff to set a date for termination of child care services:
  11. The child's behavior poses a threat to the physical and emotional safety of other children and/or him/herself and staff can no longer assure the safety of all children in their care, and/or
  12. Through extensive attempts at intervening with any specific behavior, such as developmental delay, CCAP has exhausted the available program, staff, community, and professional resources and/or staff is only able to meet the needs of that individual child through frequent or persistent one-on-one care. While this compromises their ability to adequately meet the needs of all the children in their care, it also indicates that CCAP is no longer the most appropriate environment for the child.

**Financial Policies Family Payment Policy** We rely on revenue from tuition fees for the preschool's operating expenses. It is essential that you pay tuition promptly and regularly. By enrolling your child in CCAP and signing the CCAP Contract for Preschool Services, you agree to pay the fees as set out in CCAP's policies and procedures.

\*Tuition is due on the 1st of the month every month.

\* The deposit of one month's tuition is necessary to secure a child's place in CCAP. The deposit is non-refundable and will be applied to the May tuition only.

\* Tuition is based on the enrollment schedule, not on children's actual attendance. Sick days, vacation days, holidays, staff development days, and emergency closings are considered to be part of the enrollment schedule.

\* A \$25 late fee will be applied if payment is not received by five business days after the due date.

\* If payment is 30 days past due it becomes delinquent. See Collection of Delinquent Accounts for more information.

\* If a child is withdrawn from the program, the family must provide written notification to the Preschool Director and tuition is due for 30 days. The deposit is not refunded to the family. See Withdrawal Policies for more information.

**Accepted Methods of Payment** Tuition for the nine-month school year can be paid annually, semester or monthly. Advance payment for the full year cannot be made by credit card. CCAP prefers that monthly tuition payments are made via an automatic withdrawal from a bank account in order to make payments smooth and efficient. You must give authorization for these automatic monthly withdrawals. Automatic payments will start with the September 1st tuition payment and end with the April 1st tuition payment provided May 2019 tuition was prepaid. The preschool deposit is applied to the May tuition payment. Families also have the option of paying by check, card, or cash on a monthly basis. If you select this option you will receive an invoice via email monthly. CCAP charges a \$35 handling fee for the processing of any check returned to CCAP due to insufficient funds (NSF). Upon receipt of the second NSF check, all future CCAP tuition payments must be made by cashier's check, money order, or automatic electronic withdrawal. Contact Cindy to discuss additional alternative methods of payment and questions/concerns. Childcare Assistance and Scholarships

CCAP is able to accept St. Louis County Child Care Assistance and MN Early Learning Scholarship payments. CCAP will work with the family and St. Louis County or the State to arrange for payments to be made to CCAP. Families that are on a child care assistance program are also eligible for a reduced rate on membership and camp programs. CCAP also has a limited scholarship fund. You can apply for the scholarship fund if you DO NOT qualify for an Early Learning Scholarship or County Child Care Assistance and need help paying for preschool. Documentation of your income and need is required with the application. CCAP scholarship applications are considered on an individual basis and generally cover 25-75% of tuition. You can ask me for an application if needed.

### **Collection of Delinquent Accounts**

An account is considered past-due when the balance is delinquent more than 30 days from the posted due date. The following steps will be taken when an account becomes 30 days past-due, in addition to the \$25 late fee charged when a payment is not received by five business days after the due date:

\*\*The preschool director will speak with the family. If necessary, a notification letter will be given to the family identifying the delinquent charges owned to Concordia Community Arts Play care and the date when the fees must be submitted.

**\*\*A meeting will be scheduled between the family and the Cindy, the director to determine a payment schedule, such as a promissory note or signed payment contract. If a delinquent account is not paid as agreed upon in the payment plan, the account will be turned over to a collection agency and enrollment will be terminated. See Withdrawal Policies for more information on Program Notice of Termination of Care. The parent/guardian will be responsible for all costs of collection, including fees charged by the collection agency and legal fees. Confidential Policy CCAP has an obligation according to the MN Data Practices Act, MN Medical Records Act, and the Health Insurance Portability and Accountability Act to safeguard protected family and staff member information. All personal information is kept locked. Your child's record is available to you upon request. Staff members may never share with others the following information without your permission:**

1. Names, addresses, phone numbers, or emails of children, parents, or staff (other than those shared in the CCAP Family Directory and staff CCAP email addresses)
2. Medication Administration forms.
3. Health Care Summaries, Immunization Records, ICCP forms, Accident Reports, and other forms with health and insurance information.
4. Credit card, debit card, and other payment information.
5. Participation of families in needs-based assistance or other human service programs.
6. Results of informal or formal assessment screenings, special needs information including Individual Education Plan (IEP), and Individual Child Care Plan (ICP) information.
7. As reasonable, information about your child's day at CCAP will be shared personally with you without other parents or children listening in.

#### **Health Policies and Procedures First Aid Policies**

Great care is taken to provide a safe environment and children are taught safe practices for being in the preschool classroom, church basement, and outdoors. However, sometimes accidents and injuries occur. All teachers and assistant teachers are certified in first aid and CPR as required by the State of MN. There is a first aid kit in the classroom and a first aid kit travels with staff when the class is outdoors. In the event of injury, such as minor bumps, bruises, cuts, or insect bites, or illness, a staff member will administer appropriate first aid which is always accompanied by verbal explanation and appropriate comfort. You can expect an accident/injury report any time your child needs first aid beyond a Band-Aid and appropriate comforting. You will be contacted immediately if an injury requires emergency attention. Injuries that require a child to receive treatment by a physician are reported within 24 hours to the State Department of Human Services Licensing Division at (651) 431-6500. Sources of Emergency Medical Care In an emergency situation a staff member will immediately call 911. If emergency transportation is required it will be provided by the paramedics that respond to the 911 call to the hospital that you indicated on the Emergency Information Sheet. You will be contacted immediately; if you cannot be reached, CCAP staff will contact the emergency contacts listed on your child's Emergency Information Sheet. Injuries that require a child to be seen by a physician or require EMS response are reported within 24 hours to the State Department of Human Services, Division of Licensing at (651) 431-6500. Children's Health Records A completed and signed

Immunization Form, Health Care Summary, ICCP for allergies, and Emergency Information Sheet MUST be on file when the child begins enrollment at CCAP. There are no exceptions to this policy. You must keep your child's health forms and the Emergency Information Form current.

### **Immunization Policy**

MN state law requires that every child entering a child care center have verification of immunizations. CCAP prefers that all children are fully immunized. You must submit a record of immunizations at the time of enrollment. There are no exceptions. An updated report is required whenever a child receives additional immunizations. Families who have medical exemptions for immunizations or are following an alternate immunization schedule must have their health care provider sign their immunization form. Families who choose not to immunize or who choose only to partially immunize must submit a notarized immunization form before the first day of preschool. Returning children do not need to resubmit an immunization form unless the child has received additional immunizations.

### **Sunscreen and Bug Spray**

Please apply sunscreen to your child prior to arrival at CCAP for the morning. Physical barriers to the sun such as long sleeve shirts and wide brimmed hats are also encouraged. You may also apply bug spray to your child's skin and/or clothing. Children should always wash their hands before entering the preschool classroom in part to wash off any sunscreen or bug spray which may get on toys in the classroom and be ingested by a child. CCAP will reapply sunscreen and DEET-free, natural insect repellent for full day children when needed before afternoon play sessions. Permission for applying sunscreen and bug spray is given on the Emergency Information Form. If you prefer a sunscreen and/or bug spray other than what CCAP provides, you must provide the product in the original containers and fill out an over-the-counter Medication Administration form. See Administration of Medications policy for more information. Ticks CCAP recommends that you check your child for ticks at the end of each day. This can be a routine that you do during bath time or while getting ready for bed. We'll teach children how to do a basic tick check after outdoor play time and we'll remove a tick that is spotted crawling across a child's clothing or skin.

### **Medications:**

If your child is on medications which must be administered during the time they are at CCAP, the medicine must be in the original prescription bottle with the child's name, the physician/ licensed provider's or dentist's name, and the date on the label. Medications may only be given to the child for whom they are prescribed. Outdated/expired medications will not be administered. Any unused portion of medication will be returned to you or destroyed after seven days if not picked up. For prescription medications, you must fill out a Prescription Medication Administration Form and the form must be signed by the child's health care provider or dentist. Prescription Medication Administration Forms must be submitted annually. This includes forms for allergy medications for allergic reactions such as EpiPens. Over the counter (OTC) medications such as Tylenol, cough syrups, or cough drops require an Over-the-Counter Medication Administration Form signed by a parent. Externally administered OTC medications such as moisturizing hand lotion or face cream also require an Over-the-Counter Medication Administration Form. OTC medications can only be administered when provided in the

original container and must be administered according to manufacturer's dosage and instructions printed on the container unless you provide signed instructions from the child's health care provider. OTC medications will be stored out of reach of children and according to directions on the original container. Over-the-Counter Medication Administration forms must be submitted annually. Staff are trained annually in the proper administration of medications using the 5 Rights system.

### **Sick Children**

CCAP is unable to care for sick children. Your child should not come to preschool if they cannot participate in CCAP program activities with reasonable comfort, if they are sick enough to be "not feeling themselves," or if they require more care than CCAP staff can provide while caring for all of the children. If your child is well enough to come to preschool, they are well enough to play outside and participate in all normal preschool activities. If your child becomes ill while at CCAP, you will be called immediately. Sick children must be picked up within one hour of notification of an illness. If you are not able to pick up your child, they must be picked up by another authorized person listed on the Emergency Information Sheet. A staff member will attend to the needs of the sick child and the child will be supervised at all times. A child with any of the following conditions or behaviors that the Commissioner of Health determines to be contagious and a physician/provider determines has not had sufficient treatment to reduce the health risk to others, must not attend preschool according to MN Department of Human Services Licensing requirements:

1. Chicken Pox Until all the blisters have dried into scabs (approximately 6 days after rash onset).
2. Conjunctivitis (Pinkeye) Until at least a full 24 hours after treatment begins.
3. Diarrhea Until uncontrolled diarrhea stops, there are no other excludable symptoms (e.g. fever), and child is back to normal eating, drinking, and toileting patterns. Or until a medical exam indicates that it is not a communicable disease. Uncontrolled diarrhea is an increased number of stools, compared with a person's normal pattern, along with watery stools, and/or increased stool that cannot be contained by use of a toilet. Preschoolers may not get to the toilet time. It has a distinctive smell that is noticeably different from a child's normal BMs.
4. Fever Children may return when symptoms are gone for 24 hours and no fever reducing medication has been given. Fevers controlled by medications are still fevers; children must stay home until free of fever without the use of medication.
5. Impetigo Until child has been treated with antibiotics for a full 24 hours.
6. Lice (head) Until after the first treatment and no live lice are seen.
7. Rash with or without Behavior Change Until a medical exam indicates these symptoms are not that of a communicable disease.
8. Respiratory Infection Until child is without fever for 24 hours and is well enough to participate in normal activities
9. Ringworm until 24 hours after first treatment has been started
10. Scabies Until 24 hours after first treatment has been started
11. Sore throat Streptococcal until at least 24 hours after treatment begins and the child is without a fever for 24 hours.



12. Vomiting Until vomiting stops for 24 hours. Vomiting is defined as two or more episodes in the previous 24 hours.

If your child is absent because of communicable illness, we let theater families know that their children's been exposed to an illness and, when necessary, we'll notify the appropriate health authorities. Staff members are not allowed to discuss a child's health or care with other children or families enrolled in CCAP, beyond saying the child is home sick. You are required by state laws to inform CCAP within 24 hours (exclusive of weekends/ holidays) when your child has been diagnosed by their medical provider or dentist as having a contagious disease, including those listed above.

### **Napping/ Rest Time Policies**

Children are not required to rest at Concordia Community Arts play care. Quiet time is provided for full day children if needed.

### **Allergies**

If your child has a known allergy CCAP must maintain current information about the allergy on an Individualized Child Care Plan (ICCP) so that we're aware of the allergy and how to respond. The ICCP must be on file BEFORE the start of preschool. If the allergy is mild you may complete the ICCP. If the allergy is severe, you must work with your child's health care provider to create the ICCP. You can request an ICCP from preschool staff or download it from the preschool website. Please let staff know if your child has a food intolerance that is not an allergy that we should be aware of.

**Full Day Lunches Full day** children will bring a morning snack, lunch, and afternoon snack from home. CCAP asks that parents prepare a lunch from home for many reasons. 1) Parents know their child's taste preference at the time the best. We want children to be eating a hearty, sustaining meal each day so they are at their best; lunches from home tend to be the most successful in doing this. 2) lunch from home is a good mid-day connection between parents and children. Children look forward to seeing what their parent has prepared for them and feel a parent's nurturing amidst their day of adventures at CCAP. See below for some guidelines for snacks and meals. Half and Full Day Snack Guidelines Half day child will bring a snack from home to eat at snack time. Some notes about snacks for both full and half day children:

\* Snacks and lunches must be stored at room temperature. Send a cold pack if needed to keep food cool.

\* Send a utensil with your child if they need one to eat; it will be returned home for washing. Children are not allowed to trade or share food due to concerns about sharing germs and allergens.

\*We recommend healthy meals and snacks that contain a mixture of carbohydrates, fats, and protein to give your child lots of energy to play.

### **Toileting Policies**

Children are not required to be toilet-trained before enrolling in CCAP. Toilet-training includes children being able to wipe themselves after pooping. However, learning to wipe is an ongoing skill that requires practice and CCAP staff are always willing to help a child wipe when needed. Accidents do sometimes occur and are a normal and expected part of preschool life. If a child has an accident while at CCAP, staff will help the child get clean and dry and change into clean clothes. Permission to use baby wipes in the case of a toileting accident is given on the permission to administer form.

## **Touch and Nurturing**

Physical touch is an important part of the care and nurturing of young children. Children feel loved, accepted, and supported through the sensations of touch by nurturing adults and peers. Nurturing touch is necessary for every child's emotional growth. Affectionate nurturing includes: hugging, holding on lap, rocking, carrying, patting or rubbing backs, and hand holding. While tickling may be an appropriate form of playful touch, it is kept to a minimum at CCAP because of its potential for getting out of hand. Physical touch should be respectful of children's body cues and only occur with their permission. Children always have the right to refuse these touches except for safety purposes. Staff members are sensitive to children's requests for physical interaction. Staff model appropriate nurturing touches. Children are also taught to respect adults' and other children's touch preferences. Children always have the right to refuse touch except for the purpose of safety or cleansing. Safety or cleansing touch includes assisting with face and hand washing, nose wiping, assisting with toileting, assisting with clothing changes when necessary, and first aid treatment. Physical intervention occurs when necessary for the safety of children and staff. Children are taught through assisted interactions, modeling, and verbal guidance to use words and problem solving skills rather than physical reactions to settle their differences with others.

## **Weather Emergency Closings**

CCAP will follow the Duluth Public Schools District #709 for blizzard and severe weather related closings. If the Duluth Public School district is closed, delayed two hours, or closes early, CCAP will do the same. The closing or two hour delay will be broadcast on local radio and TV stations. When possible, the closing/delay information will be posted on the preschool Facebook page and you will receive an email to alert you to the closing. However, the local news stations are the most up to date sources for closure information. In the event of an early closure, children must be picked up within one hour of an official school district closing by an authorized person.

When the weather conditions are poor, but the preschool is not closed, CCAP encourages you to use your best judgment in determining whether or not your child will attend.

## **Emergency Procedures Related to Child Pick-Up**

### **Attempted Unauthorized Pick-up**

If an unauthorized person attempts to pick-up a child, the child will not be released to that person. Staff will immediately contact another authorized person to come to pick up the child. Staff will call 911 if necessary.

**Emergency Pick-up Situation**  
If a child is not picked up within 10 minutes of the scheduled dismissal time, without communication from the parents, CCAP will attempt to reach the parent/guardian by phone. If CCAP is unable to reach a parent/guardian, we will telephone the emergency contacts listed on the child's Emergency Information Sheet. In the event that the parent is unable to contact CCAP, is unable to pick up a child, CCAP has been unable to contact parents/guardians, or other authorized adults listed on the child's Emergency Information Sheet, and if no one has contacted CCAP by one hour after the session closing time CCAP will assume an emergency situation exists and CCAP staff will call the Duluth Police Department. At this point the police will attempt to contact parents and/or authorized adults to pick up the child. If no one can be contacted, the police may decide to accept custody and to transport the child to a crisis shelter that is equipped to

deal with children in emergency situations. CCAP does not allow staff to take children home with them.

### **Emergency Preparedness**

You trust CCAP to keep your children safe during the day and expect staff to be properly equipped to handle emergencies of all kinds. CCAP has an emergency response plan for potential crises that has been reviewed by an officer of the Duluth Police Department. This Emergency Response Plan can be found at the end of this handbook. Emergency Drills CCAP conducts monthly fire drills, as required by the State of MN. CCAP is also required to conduct monthly tornado drills in the months of April, May, and September. Please see attached Emergency preparedness plan for more information.

### **Maltreatment of Minors Mandated Reporting Policy**

Children need a safe, nurturing environment that assists them to grow, learn, and feel loved by their caretakers. In order to grow and learn, children's minimum needs for good nutrition, shelter, medical care, bathing, clean clothes, intellectual stimulation, appropriate discipline, love, a feeling of importance, and a safe, non-violent home setting must be met. When these needs are not met, a child cannot grow and learn as easily. CCAP is committed to providing an environment that encourages the child's safe growth and learning. As mandated reporters, CCAP staff are required to make a report if there is reason to believe or suspect that a child is being neglected or abused or subjected to witnessing domestic abuse, or has been within the past three years. It is the staff member who is mandated to report versus simply a member of the administrative staff. All staff at CCAP will comply with the letter and spirit of this law. This section provides CCAP's policies and procedures for reporting suspected child maltreatment as well as for reporting complaints about the operation of CCAP as required by the State of MN.

Mandated reporting policies and procedures are also available upon request to families. Who Should Report Child Abuse and Neglect?

\* Any person may voluntarily report abuse or neglect.

\* If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

### **Where to Report**

\* If you know a child is in immediate danger, call 911.

\* To report suspected maltreatment of a child occurring at CCAP contact the Department of Human Services, Division of Licensing Maltreatment Intake Line at (651) 431-6600.

\* To report suspected maltreatment of a child occurring within a family or in the community contact the Initial Intervention Unit of the St. Louis County Child Protection Agency at (218) 726-2012 or 800-450-9777 Monday-Friday 8:00am-8:00pm.

\* To report possible licensing violations at CCAP not involving abuse or neglect contact the Department of Human Services, Division of Licensing at (651) 431-6500.

## **\*What to Report**

\*Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and are available from the CCAP Director.

\* A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

\*An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

**Failure to Report** A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services, by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations. Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred. Internal Investigations An internal review will be completed and corrective actions taken within 30 calendar days if necessary to protect the health and safety of children in the care of HNP when HNP has reason to know that an internal or external report of alleged or suspected maltreatment has been made. The review will include an evaluation of whether:

\* related policies and procedures were followed;

\* the policies and procedures were adequate;

\* there is a need for additional staff training;

\* the reported event is similar to past events with the children or the services involved;

and \* there is a need for corrective action by the license holder to protect the health and safety of children in care.

## **Corrective Action Plan**

Based on the results of the internal review, CCAP will develop, document, and implement a corrective action plan designed to correct any current lapses and prevent future lapses in performance by individuals or by CCAP, if any.

## **Staff Training**

CCAP provides training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). CCAP will document that this training has been provided in individual personnel records, monitor implementation by staff, and ensure that this policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

## **Grievance Procedures**

In the pursuit of our mission, CCAP is committed to the protection of individual rights for all members of the CCAP community including staff, families, and children.

**Family Grievance Procedures** If you believe you or your child has been treated unfairly with regard to classroom procedures or program policies, use the following grievance procedure:

1. The parent or authorized representative (the “complainant”) should inform the teacher or other staff member (the “respondent”) against whom the parent/guardian has the complaint of the nature of the complaint and discuss it with him/her. Most concerns are resolved this way.
2. If it is not possible for the complainant to discuss the complaint with the respondent or if discussion with the respondent does not resolve the complaint, the complainant should inform the Preschool Director of the complaint.
3. The Preschool Director will meet with the complainant to discuss their concern as quickly as possible within one week of the complaint.
4. The Preschool Director will meet with the staff member(s) concerned within 2 days after meeting with the complainant.
5. The Preschool Director’s decision will be communicated to the complainant and the respondent as promptly as possible and no longer than one week after meeting with the respondent.
6. In the event that the Preschool Director is the “respondent”, the CCAP Director will hear the grievance and proceed through the grievance policy from step 3. Any concerns will be shared between the preschool director and preschool staff. It is important to CCAP that we maintain open lines of communication to ensure the quality of our program and in order to adequately evaluate our program.

## **Resources for Families**

Duluth School District Early Childhood and Developmental Screening Early childhood and developmental screening is required by the State of MN for all children before entering kindergarten. MN state law recommends that screening be completed during the year the child is three. It includes a review of the child’s immunizations, height, weight, hearing, vision, and a standardized developmental screening of speech, language, concepts, motor skills, and social emotional development. This screening helps identify possible health or learning concerns early on so that children can get the help they need before starting school. Screenings are offered throughout the year by appointment. For more information about the screenings:

- \* Call Duluth School District 218-336-8816 to schedule an appointment
- \* [www.isd709.org/for-new-families/birth-to-pre-k/early-childhood-screening](http://www.isd709.org/for-new-families/birth-to-pre-k/early-childhood-screening)
- \* [www.unitedwayduluth.org/OurWorkImpact/Successby6/EarlyChildhoodScreening.aspx](http://www.unitedwayduluth.org/OurWorkImpact/Successby6/EarlyChildhoodScreening.aspx)
- \* Vision, Hearing, and Social-emotional Screening

These screening help identify children who are in need of further evaluation, diagnosis, and treatment. A child’s health care provider will conduct these screenings at a child’s yearly checkup. These screenings are also provided at a child’s Early Childhood and **Developmental Screening**. See above for more information about how to schedule that screening. Local health care providers also provide these screenings and include, among many others:

- \* Essential Health Pediatrics Clinic: 218-786-3400

\* St. Luke's Pediatric Associates: 218-249-7870

\* For more information: [www.health.state.mn.us/divs/fh/mch/hlth-vis/](http://www.health.state.mn.us/divs/fh/mch/hlth-vis/)

\* Dental Screenings

Good oral health is important for children. The American Dental Association and the American Academy of Pediatrics recommend that children have their first oral health screening by their first birthday and include checks for tooth decay, gum disease, assessing fluoride level in the child's water, applying tooth varnish, and more. Resources include your family dentist and: \* Lake Superior Community Health Center in Duluth, which offers sliding scale dental services. 218-628-7035

\* Learn more: <http://www.medicalhomeportal.org/clinical-practice/screening-andprevention/oral-health>

\* Mental Health The Northland Foundation and the Thrive Initiative has produced a list of local infant and early childhood mental health and special education resources. It is available upon request from any CCAP staff member or can be found at the following website: \* <http://www.northlandfdn.org/kids-plus/WebDirectory.pdf> You can also request information about children's mental health resources by calling St. Louis County's Initial Intervention Unit (IIU) and mentioning your concerns and interest to the screener.

\* St. Louis County's Initial Intervention Unit (IIU): 218-726-2012

\* <http://www.stlouiscountymn.gov/ADULTFAMILIES/ChildrenYouth/ChildProtection.aspx>

\* Duluth School District Special Education Resources

CCAP is able to work with ISD #709 to provide special education services within the preschool setting. These services include screening, identification, evaluation, special education, related services, and support for families. An individualized education plan (IEP) is written for children who qualify for services. Services are provided in home, community, and classroom settings and are free of charge to families. If you believe your child needs early childhood special education (ECSE) services or want to request additional ECSE resources for a child aged birth-six years, please contact: \* Call Duluth School District : 218-336-8744 \* <http://www.isd709.org/for-newfamilies/>

birth-to-pre-k/help-me-grow Resources for Parents and Families in Crisis If you are having difficulty providing for your child's emotional or physical needs, or safety you are encouraged to ask for help. CCAP staff can help you find a community resource that can offer assistance. Some 24-hour community resources include:

\*Parent Warmline Get support from a parent educator o 1-866-916-4316 o <http://www.parentsknow.state.mn.us/parentsknow/NonNavPages/HelpLine/index.html>

\* Lutheran Social Services Crisis Nursery Emergency care day and/or night for up to 3 days o 218-302-6879 o [http://www.lssmn.org/lss/crisis\\_nurseries.htm](http://www.lssmn.org/lss/crisis_nurseries.htm)

\* United Way Telephone Referral Service FREE service that connects you with community services in Minnesota including childcare, counseling, food, health, housing, legal help, mental health, transportation and youth services. o 651-291-0211 (cellphone) or 211 o <http://www.parentsknow.state.mn.us/parentsknow/NonNavPages/HelpLine/index.html>

\* Parents Anonymous National Parent Helpline Get emotional support from a trained parent advocate. o 1-855-4A PARENT or 1-855-427-2736 o <http://www.nationalparenthelpline.org/>

St. Louis County Social Services: Help paying for child care and health care Child Care Assistance Program (CCAP) The CCAP program can

help families pay for child care so that families can work, look for work, or attend school. Families pay a copayment based on gross income and family size.

\* Contact Information for CCAP: [childcare@stlouiscountymn.gov](mailto:childcare@stlouiscountymn.gov)

\* Call the child care worker of the day: 218-726-2000 60

\* For more information, go to <http://mn.gov/dhs/people-we-serve/children-andfamilies/economic-supports/> and click on Child Care Assistance The Minnesota Family Investment Program (MFIP) The MFIP helps low-income families move from welfare to work. It includes both cash and food assistance. Contact St. Louis County for information or an application to determine eligibility: \* Call 218-726-2101

\* Contact email for St. Louis County MFIP: [financialassistance@stlouiscountymn.gov](mailto:financialassistance@stlouiscountymn.gov)

\* For more information, go to <http://mn.gov/dhs/people-we-serve/children-andfamilies/economic-supports/> and click on MN Family Investment Program Health Care Coverage: (Medical Assistance, Minnesota Care or Advanced Premium Tax Credit)

Medical Assistance (MA) is the largest of MN's publicly funded health care programs. MA provides coverage for children and families and for pregnant women and adults without children. This program includes Minnesota Care. Apply for MA through St. Louis County's Department of Health and Human Services: \* Call 218-726-2101\* Contact email for St. Louis County MA: [financialassistance@stlouiscountymn.gov](mailto:financialassistance@stlouiscountymn.gov)

\* For more information: [www.stlouiscountymn.gov/ADULTFAMILIES/FinancialAssistance/MNHealthCarePrograms.aspx](http://www.stlouiscountymn.gov/ADULTFAMILIES/FinancialAssistance/MNHealthCarePrograms.aspx)

St. Louis County Public Health Services St. Louis County Public Health and Human Services offers many services to families and children including maternal and child health care, mental health resources, the WIC program, lead poisoning prevention, child protection, and more:

\* Call 218-726-2222 or 800-450-9777

\* Contact email: [phhs@stlouiscountymn.gov](mailto:phhs@stlouiscountymn.gov)

\* For more information, go to [www.stlouiscountymn.gov/GOVERNMENT/Departments/agencies/Health Human Services.aspx](http://www.stlouiscountymn.gov/GOVERNMENT/Departments/agencies/Health%20Human%20Services.aspx) Bridge to Benefits Bridge to Benefits is a multi-state project by Children's Defense Fund-Minnesota to improve the well-being of families and individuals by linking them to public work support programs and tax credits. Families can apply for all types of assistance including food, emergency, and child care assistance with one application: \* Children's Defense Fund: 651-227-6121

\* <http://mn.bridgetobenefits.org/> Early Learning Scholarships State of MN Early Learning Scholarships are for 3 and 4 year old children whose families meet financial requirements. CCAP is a three star Parent Aware rated program, so up to \$5,000 per scholarship will be awarded. Children who turn 5 before September 1 are not eligible for **Early Learning Scholarships.**

\* Please contact the Northland Foundation NOW to get information about applying for the scholarships as there are a limited number of scholarships available.

\* <https://northlandfdn.org/special-initiatives>

\* Or call the Northland Foundation for an application and to be guided through the application process: 218-260-2736 or 1-800-433-4045 Northland Foundation 202 W. Superior St. Ste 610 Duluth, MN 55802